

List the 7 Habits and a one sentence summary of what it means.

1. Be Proactive - Take responsibility for your life
2. Begin with the End in Mind - Define your goals and mission in life
3. Put First Things First - Prioritize, and do the most important things first
4. Think Win-Win - Have an anyone can win attitude
5. Seek First to Understand, then to be understood - Listen to people sincerely
6. Synergize - Work together to achieve more
7. Sharpen the Saw - Renew yourself regularly

Define:

Habit A pattern of behavior, it can be positive or negative

Goal A plan that a person is willing to make and work to achieve

Long term goals 6 months or more

Short term goals 6 months or less

SMART goals

Specific

Measurable

Achievable

Realistic

Timely