



The 7 Habits of Highly Effective People® Maximizer Workshop

Workshop Timeline	Core Competencies	Participants will be able to:
Morning	Habit 1 Be Proactive®	<ul style="list-style-type: none"> Focus on what they can influence. Take responsibility and have accountability.
Morning	Habit 2 Begin With the End in Mind®	<ul style="list-style-type: none"> Align goals to priorities. Focus on desired outcomes.
Morning/Afternoon	Habit 3 Put First Things First®	<ul style="list-style-type: none"> Focus on great things, not just good things. Use effective time-management skills.
Afternoon	Habit 4 Think Win-Win®	<ul style="list-style-type: none"> Enlist the help of others to achieve more. View important projects from the perspective of others.
Afternoon	Habit 5 Seek First to Understand® Then to Be Understood	<ul style="list-style-type: none"> Learn and practice Empathic Listening. Apply productive input and feedback with confidence.
Afternoon	Habit 6 Synergize®	<ul style="list-style-type: none"> Seek and value differences. Synergize to arrive at new and better alternatives.
Afternoon	Habit 7 Sharpen the Saw®	<ul style="list-style-type: none"> Achieve life balance. Plan for professional improvement.

For more information about FranklinCovey's The 7 Habits of Highly Effective People® Maximizer Workshop, contact your Client Partner or call 1-888-705-1776 to be put in touch with someone in your local area.