7個習慣高效能思維與實踐表

習慣（原則）	高效能思維	高效能實踐
1. 主動積極（責任、選擇、當責、主動性、善用資源）	我有充分的自由做選擇，並為 自己的福祉負責。	• 三思而後行，根據原則和所期望 的結果做出反應。 • 使用主動積極的語言。 • 專注於你的影響圈。 • 成為轉型人。
2. 以終為始（願景、承諾、目的）	清楚定義自己生命的願景和 目標，使生命不再一樣。	• 行動之前先確認預期結果。 • 創造個人使命宣言，並以它為人 生藍圖。
3. 要事第一（專注、誠信、紀律、優先順序）	我將時間花在最重要的事情上。	• 專注於最優先的「要事」。 • 排除不重要的事情。 • 進行每週計畫。 • 真誠抉擇當下。
從個人成功到公眾成功 與他人建立情感帳戶（Emotional Bank Account，EBA）		
4. 雙贏思維（互惠、公平、富足）	有足夠的資源，你有、我有、大家都能有。	• 保持富足的心態。 • 平衡勇氣與體諒。 • 考慮他人的贏及自己的贏。 • 建立雙贏協議。
5. 知彼解己（尊重、互相理解、同理心、勇氣）	如果我先努力理解別人，我對 他們將會有更大的影響力。	• 練習同理心傾聽。 • 以尊重的態度尋求別人的理解。
6. 統合綜效（創新、合作、多元化、謙虛）	讓我們提出比我們各自所能想 出的更好的方法。	• 珍視差異。 • 尋求第三選擇。
7. 不斷更新（更新、持續改進、平衡）	我每天都花時間投資在自己 身上，因為這讓我有能力做 所有其他事情。	• 每日實現個人成功。

The Effective Paradigms and Practices of the 7 Habits

Habits (Principles)	Effective Paradigms	Effective Practices
1. Be Proactive (Responsibility, choice, accountability, initiative, resourcefulness)	I am free to choose and am ultimately responsible for my happiness.	• Pause and respond based on principles and desired results. • Use proactive language. • Focus on your Circle of Influence. • Become a Transition Person.
2. Begin with the End in Mind (Vision, commitment, purpose)	Clearly defining my vision and purpose in life will make all the difference.	• Define outcomes before you act. • Create and live by a Personal Mission Statement.
3. Put First Things First (Focus, integrity, discipline, prioritization)	I spend time on what's most important.	• Focus on your highest priorities. • Eliminate the unimportant. • Plan every week. • Stay true in the moment of choice.
Private Victory to Public Victory Build Your Emotional Bank Account(EBA) With Others		
4. Think Win-Win (Mutual, fairness, abundance)	There is plenty out there for everyone, and more to share.	• Have an Abundance Mentality. • Balance courage and consideration. • Consider other people's wins as well as your own. • Create Win-Win Agreements.
5. Seek First to Understand, Then to be Understood (Respect, mutual understanding, empathy, courage)	I have greater influence with others if I truly understand them first.	• Practice Empathic Listening. • Respectfully seek to be understood.
6. Synergize (Creativity, cooperation, diversity, humility)	Let's come up with something that's better than what either of us has in mind.	• Value differences. • Seek 3rd Alternatives.
7. Sharpen the Saw (Renewal, continuous improvement, balance)	I take time for myself every day because it gives me the ability to do everything else.	• Achieve the Daily Private Victory.