CONTENTS

Foreword by Jim Collins 1
Preface to the 30th Anniversary Edition by Sean Covey 9

PART ONE: PARADIGMS AND PRINCIPLES 13
Inside-Out 15
The 7 Habits—An Overview 46

PART TWO: PRIVATE VICTORY 71
Habit 1 Be Proactive 73
    Principles of Personal Vision
Habit 2 Begin with the End in Mind 109
    Principles of Personal Leadership
Habit 3 Put First Things First 167
    Principles of Personal Management

PART THREE: PUBLIC VICTORY 213
Paradigms of Interdependence 215
Habit 4 Think Win/Win 235
    Principles of Interpersonal Leadership
Habit 5 Seek First to Understand, Then to Be Understood 273
    Principles of Empathic Communication
Habit 6 Synergize 307
    Principles of Creative Cooperation

PART FOUR: RENEWAL 339
Habit 7 Sharpen the Saw 341
    Principles of Balanced Self-Renewal
CONTENTS

Inside-Out Again 367

Afterword: Q&A with Stephen R. Covey 385

A Quadrant II Day at the Office 399

A Covey Family Tribute to a Highly Effective Father 409

Problem/Opportunity Index 415

Index 425