



Book Summary: The 7 Habits of Highly Effective People

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WARNING: This is not the actual book *The 7 Habits of Highly Effective People* by Stephen Covey. Do not buy this *Summary, Review & Analysis* if you are looking for a full copy of this great book. Instead, we have already read *The 7 Habits of Highly Effective People* and pulled out some of the best ideas, insights and take-away points to give you a comprehensive chapter-by-chapter summary and review in an engaging and easily digestible format. In doing so, unfortunately we do not have the space to discuss all of the many important ideas and anecdotes found in the book. To get it all, you need to order the full book. This concise summary and review works best as an unofficial study guide or companion to read alongside this important book.

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE -- STEPHEN COVEY

A few of the things you will learn in this summary and analysis include: *The importance of maintaining a P/PC balance between Production (P) and Production Capacity (PC) to maximize long-term productivity *How to prevent yourself from killing "the goose that lays the golden eggs" *How to zero in on the things that are within your "Circle of Influence" *How to focus your time and energy by properly evaluating both the Importance and Urgency of a task *How to create win-win situations with colleagues or business partners *The importance of listening empathically *Why you must "sharpen your saw" so that you increase your efficiency over time **FROM START-TO-FINISH IN JUST 30 MINUTES!** Stephen Covey's *7 Habits* has given insight to millions around the world. Here, we pull these gems of wisdom together into one concise guide that you can start & finish right now!

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