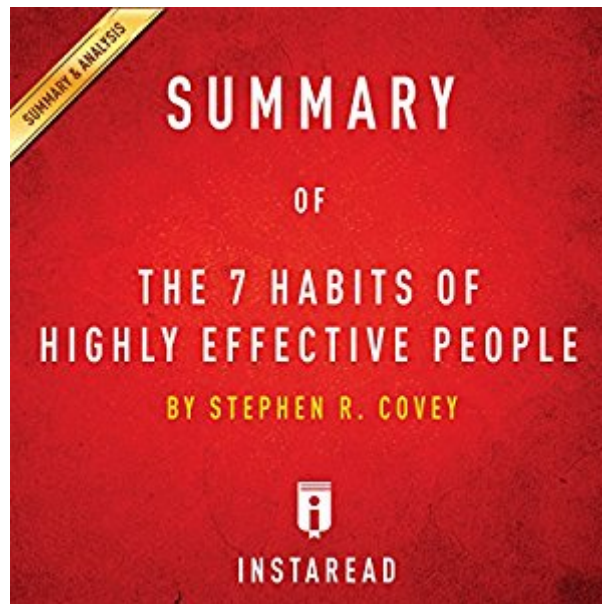


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# Summary Of 'The 7 Habits Of Highly Effective People' By Stephen R. Covey | Includes Analysis



## Synopsis

The 7 Habits of Highly Effective People is a self-help book that outlines seven skills to develop in order to increase efficiency and have more rewarding interpersonal relationships. Living according to the seven habits requires paradigm shifts that allow an individual to become flexible enough to change. One is the shift in associations when considering independence and interdependence. Independence, which is more valued by contemporary personality-driven trends, can cause problematic isolation and stifle cooperation. Interdependence describes a healthier approach that enables teamwork. The seven habits also require an understanding of the difference between production, or results, and production capacity, the processes that generate the results, neither of which can be prioritized at the cost of the other. The first three habits relate to private victories. First, people should restrict their efforts to the things that they can actually influence, and not waste energy on things that cause worry but cannot be directly controlled. Please Note: This is key takeaways and analysis of the book and not the original book. Inside this Instaread summary of The 7 Habits of Highly Effective People: Overview of the Book Important People Key Takeaways Analysis of Key Takeaways About the Author With Instaread, you can get the key takeaways, summary, and analysis of a book in 15 minutes. We read every chapter, identify the key takeaways, and analyze them for your convenience.

## Book Information

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## Customer Reviews

If I have to use one word to describe this summary, it'll have to be "disappointment." The summary starts out with a list of key takeaways, which promises to break down complicated concepts such as

independence vs. interdependence, urgent vs. non-urgent and important vs. non-important tasks, emotional bank accounts, win-win resolution to negotiation, and synergistic teams. However, as the analyses unfold, the stories and examples under each analysis do not help to clarify the points of the summary. The inclusion of Toyota's great treatment of its assembly-line employees is a good example of how such treatment can be beneficial for a company when the employees' productivity increases due to high morale. However, the analysis of the next key takeaway ends with "Not every state has a major financial center, and those states without one might produce more in agriculture." I am not sure that this sort-of abrupt ending does anything to clarify "the idealistic cooperation of the individual states in the United States." I feel like there should be something more after this to explain this last sentence to clarify major financial center and agriculture for those of us who might not be familiar with economics, perhaps. Examples in the analyses of the next key takeaways are just too simple or too vague to reinforce the concepts. Indeed, the Author's Style and Author's Perspective sections reveal that, perhaps, readers are better off reading the book, instead of trying to get an adequate understanding of the concepts from a summary, as the author uses his own personal and professional experiences to come up with anecdotes that include dialogues. Besides, there is some hints that the book will help "you" with both work and family life. Now, that's "win-win."

I received a copy of this title in exchange for my honest review. I was very happy to receive it as I read Stephen Covey's book several years ago and found it to be one of the best business/motivational books out there. I was particularly taken with how Covey states the 7 habits: 1) Be Proactive 2) Begin with the end in mind. 3) Put first things first. 4) Think win-win, 5) Synergize, 6) Seek first to understand, then to be understood, 7) Sharpen the saw. Being proactive is the first, most important step and I think it helps instill confidence from the start. Begin with the end in mind really makes a difference when you are going after a goal because you keep that goal in your mind, first and foremost. It helps you keep focus which is the most important ingredient to success in any project. This summary does a good job of covering the 7 habits and Covey's instructions on how to define what is important and not important. I learned a lot just by looking at a project and sorting it out by important, not important. Urgent, not urgent. I also found the advice to focus on how you can influence a situation rather than focusing on what your concern is about the situation. That in itself, helps to sort out many situations you can find yourself in, whether it's business or even personal. While no summary is a substitute for the actual book, this summary does a good job of hitting all the highlights and is an excellent reading companion. I highly recommend Covey's book and I recommend this summary to go along with it.

I read Stephen Covey's 7 Habits of Highly Effective People when it was first published in 1989. The author published an updated interactive edition in 2015. The book discusses the seven skills people should develop in order to increase efficiency and develop better interpersonal relationships. This book is extremely valuable not just to those who want to improve at work, but is a great guide to improving family relationships and parenting. Instead of a Summary of 7 Habits of Highly Effective People by Stephen R. Covey is an excellent analysis of the book, outlining the main points and giving the author's style and background. Instead summaries are a good resource for busy readers; providing an inside look at the many books available, and allowing informed purchase decisions. I received a complimentary copy of this book in exchange for my unbiased review.

This is a Summary and Analysis about "The 7 Habits of Highly Effective People" by Stephen R. Covey, a self-help book that outlines seven skills to develop in order to increase efficiency and have more rewarding interpersonal relationships. His book is considered one of the most inspiring books ever written. This summary book provides the reader information on the author's style and perspective, overview of the book, important people, key takeaways, and analysis of key takeaways. This is a good quick read specially for those who don't want to dive in straight into reading all 432 pages of the original book. It will help you with your decision making whether or not to purchase the original book. I received a complimentary copy of this book in exchange for my unbiased review.

This is an overview of the actual book "The Seven Habits of Highly Efficient People." Kind of like an abbreviated Cliff's Notes for the full book. It provides a potential reader enough information regarding this book's content to determine if we want to invest the extra money and time to actually buy and read the entire book. This is a self-help remedy that the author claims that if you can personally master seven simple-beneficial new habits it will dramatically improve any person's level of efficiency at many simple tasks and projects. Think they might help you?? !!! For only .99 cents, this summary will give you a basic outline and is a good value, being is one of the main reasons I have personally found "Instaread" to be a valuable service service.

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