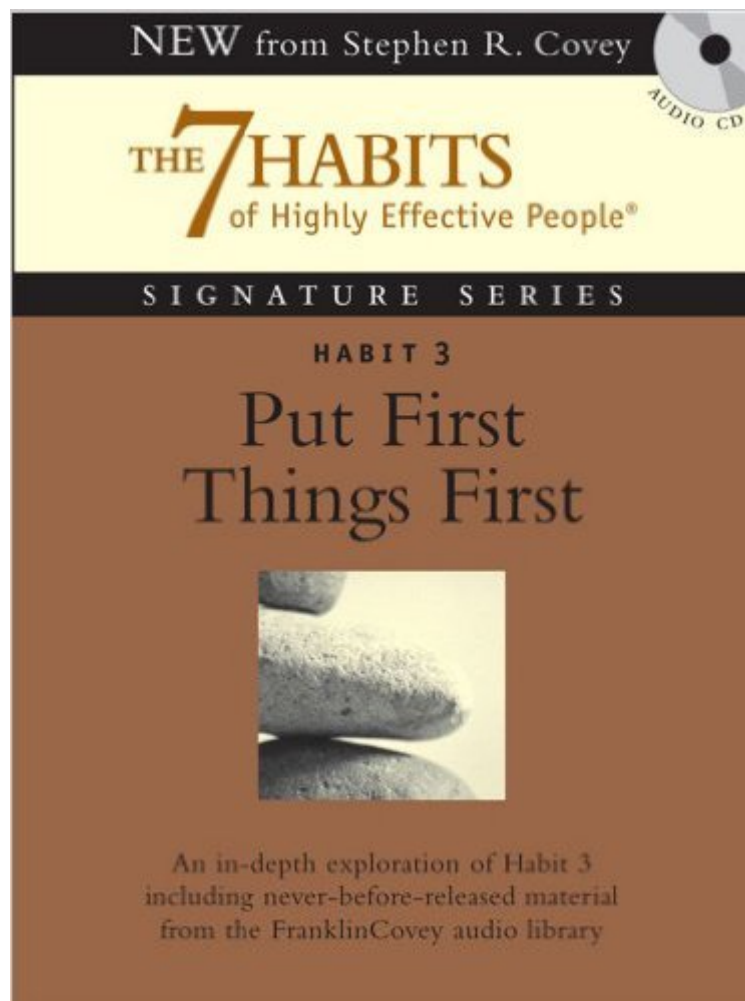


The book was found

Habit 3 Put First Things First: The Habit Of Integrity And Execution (7 Habits Of Highly Effective People Signature)



Synopsis

Habit 3: Put First Things First is about the day-in, day-out, moment-by-moment doing it-the difference between managing time and managing ourselves. After becoming proactive (with Habit 1) and defining goals (with Habit 2), Dr. Stephen R. Covey teaches listeners how to master self-management by developing integrity and intention based on those goals. This habit explains the importance of becoming principle-centred by creating a vision of and concentrating on the unique contribution that each person makes. Dr Covey also introduces the concept of the Emotional Bank Account, which listeners can apply to both personal and professional relationships. By learning to define and manage their 'deposits' and 'withdrawals', they can develop a profound understanding of the interdependence that exists between human beings. In his straightforward and entertaining style, Dr. Covey helps the listener examine the character attributes that lead to successful, effective behaviours. By living with honesty, integrity, kindness, and other time-tested principles, listeners find the real keys to changing unwanted behaviours.

Book Information

Series: 7 Habits of Highly Effective People Signature

Audio CD

Publisher: Covey; Unabridged edition (May 23, 2006)

Language: English

ISBN-10: 1929494890

ISBN-13: 978-1929494897

Product Dimensions: 7.5 x 5.6 x 0.6 inches

Shipping Weight: 4 ounces

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