

Seven Habits of Highly Effective College Students

1. **Be Proactive** – You are responsible for your life and choices. You have the freedom to choose and can influence your own life. When you are proactive, you choose how you respond to circumstances instead of automatically reacting to them.
2. **Begin with the End in Mind** – Define and plan the mission and goals for your life.
3. **Put First Things First** – Prioritize your life. Don't procrastinate. Use time management skills to balance your course work, jobs, and social life.
4. **Win-Win Relationships** – Work, home, and school relationships should encourage all parties to succeed. Win-win states, "It's not you or me. It's both of us. A Win-win relationship is both respectful and assertive at the same time.
5. **Seek First to Understand, Then to Be Understood** – Everyone needs good listening skills. This must be developed so truly listen to what others have to say.
6. **Synergize** – It is important to value differences, respect them, to build on strengths, to compensate for weaknesses.
7. **Sharpen the Saw** – You must take care of your body to perform optimally.

* For more details see Franklin Covey's "Seven Habits of Highly Effective College Students"