7 habits of effectiveness

- Self-renew!
  - physically
  - emotionally-socially
  - mentally
  - spiritually
- Teamwork
  - 4 > 1+1+1
  - complementariness
  - unity not uniformity
- Communicate!
  - empathy
  - listening
  - understanding
- Leadership!
  - mutual benefit
  - exploring all options & expectations
- Be Proactive!
  - Values
  - Decisions
  - Opportunities
- See the goal!
  - set priorities
  - create first in your mind
  - frame of reference
- Weight priorities!
  - Important/Unimportant ?
  - Urgent/Not urgent ?
  - Important + Not urgent =