

The 7 Habits Worksheet

This worksheet will help you learn how to apply each of the 7 Habits of Highly Effective People in a meaningful way, to synchronize with your own, personal productivity practice.



Habit III: Put First Things First

What is one thing that you could do (but aren't doing now) on a regular basis that would make an important positive difference in your personal life?

Why aren't you doing it regularly?

What is one thing that you could do (but aren't doing now) on a regular basis that would make an important positive difference in your work- or professional-life?

Why aren't you doing it regularly?

Practical Applications:

What are some things on your daily to-do list, or your time log, that could be deleted?

What are some things on your daily to-do list, or your time log, that could be deferred?

What are some things on your daily to-do list, or your time log, that could be delegated?

Are any of these tasks or activities something that could be used as a training tool for one of your team members? Is there something that one of them can do for you to make your life a little easier, and develop that team member in a positive way at the same time?