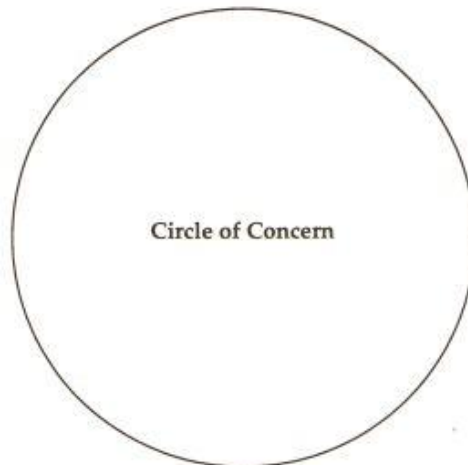


## **THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE, STEPHEN R COVEY**

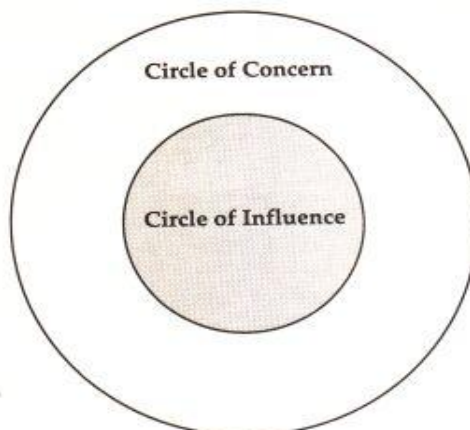
**Habit 1: Be Proactive** – Instead of reacting to or worrying about conditions over which they have little or no control, proactive people focus their time and energy on things they can control. The problems, challenges, and opportunities we face fall into two areas-- Circle of Concern and Circle of Influence.

Proactive people focus their efforts on their Circle of Influence. They work on the things they can do something about: health, children, and problems at work. Reactive people focus their efforts in the Circle of Concern--things over which they have little or no control: the national debt, terrorism, the weather. Gaining an awareness of the areas in which we expend our energies in is a giant step in becoming proactive.

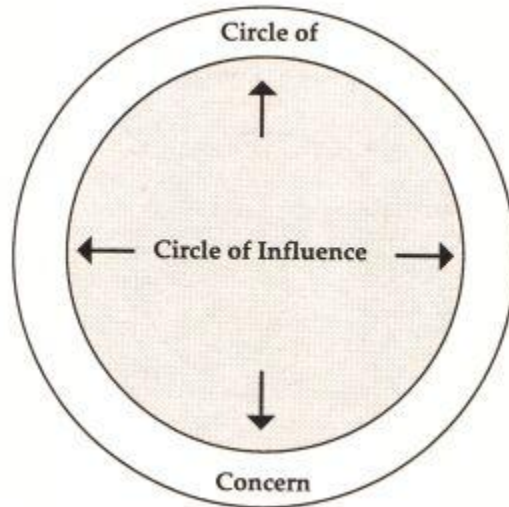
**First notice all your concerns:**



**Among those concerns, determine where you can take action:**



Think of ways to be more proactive (not aggressive) and address the things you can do something about. Your circle of influence will enlarge and your circle of concern shrinks:



**Focusing on what you can do is proactive and empowering. "Be part of the solution," Covey suggests, "not part of the problem."**