

# CONTENTS

FOREWORD	7	
<b>PART ONE:</b>	<b>PARADIGMS AND PRINCIPLES</b>	<b>13</b>
	<b>Inside-Out</b>	<b>15</b>
	<b>The Seven Habits—An Overview</b>	<b>46</b>
<b>PART TWO:</b>	<b>PRIVATE VICTORY</b>	<b>63</b>
HABIT 1	<b>Be Proactive</b>	<b>65</b>
	Principles of Personal Vision	
HABIT 2	<b>Begin with the End in Mind</b>	<b>95</b>
	Principles of personal Leadership	
HABIT 3	<b>Put First Things First</b>	<b>145</b>
	Principles of Personal Management	
<b>PART THREE:</b>	<b>PUBLIC VICTORY</b>	<b>183</b>
	<b>Paradigms of Interdependence</b>	<b>185</b>
HABIT 4	<b>Think Win/Win</b>	<b>204</b>
	Principles of Interpersonal Leadership	
HABIT 5	<b>Seek First to Understand, Then to Be Understood</b>	<b>235</b>
	Principles of Empathetic Communication	
HABIT 6	<b>Synergize</b>	<b>261</b>
	Principles of Creative Cooperation	
<b>PART FOUR:</b>	<b>RENEWAL</b>	<b>285</b>
HABIT 7	<b>Sharpen the Saw</b>	<b>287</b>
	Principles of Balanced Self-Renewal	
	<b>Inside-Out Again</b>	<b>309</b>
AFTERWORD	321	

APPENDIX A:	Possible Perceptions Flowing out of Various Centers	333
APPENDIX B:	A Quadrant II Day at the Office	343
PROBLEM/OPPORTUNITY INDEX		353
INDEX		360