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The Seven Habits of Highly Effective by Stephen Covey (deceased) is a MUST read. It encompasses the characteristic of Ephesians 5:16 and Colossians 4:5 which admonish us to "make the most of every situation." I've attached relevant Scriptures to the seven habits to see it in a Biblical perspective. PJack

Ephesians 5:15-18 Therefore see that you walk carefully (living life with honor, purpose, and courage; shunning those who tolerate and enable evil), not as the unwise, but as wise (sensible, intelligent, discerning people), making the very most of your time (recognizing and taking advantage of each opportunity, using it with diligence), because the days are evil. Therefore do not be foolish and thoughtless, but understand and firmly grasp what the will of the Lord is.

Opportunity is regarded as a commodity to be used by believers. In effect, we are to be like the men of the tribe of Issachar in 1 Chronicles 12:32 who understood the times and knew what to do.

PRIVATE VICTORIES, HABITS 1-3

Matthew 6:6 ...*when you pray, go into your room, and when you have shut your door, pray to your Father who is in the secret place; and your Father who sees in secret will reward you (openly).*

HABIT 1 • BE PROACTIVE

1. The habit of personal vision.
2. Highly effective people do not blame their circumstances, conditions, or others. Their behavior is the result of conscious and intentional choices. Do we live by Design or by default? How important is a mission statement?
3. Proverbs 29:18 ...*without a prophetic vision...* Colossians 4:5 ...*make the most of each opportunity, treating it as something precious.* (Galatians 6:7-8; Ephesians 5:16)

HABIT 2 • BEGIN WITH THE END IN MIND

1. The habit of personal leadership.
2. Highly effective people begin each day or task with a clear understanding of the desired direction and destination.
3. Luke 14:28-32 *For which of you, intending to build a tower, does not sit down first and count the cost,...*

HABIT 3 • PUT FIRST THINGS FIRST

1. The habit of personal management.
2. Effective people live their life according to personal priorities established in habit 2.
3. Matthew 6:33 *But seek first the kingdom of God and His righteousness, and all these things shall be added to you.* (Proverbs 16:3)

PUBLIC VICTORIES HABITS 4-6

1 Peter 5:1-4 *The elders (pastors, spiritual leaders of the church) who are among you I exhort, I who am a fellow elder and a witness of the sufferings of Christ, and also a partaker of the glory that will be revealed: Shepherd the flock of God which is among you, serving as overseers, not by compulsion but willingly, not for dishonest gain but eagerly; nor as being lords (masters) over those entrusted to you, but being examples to the flock; and when the Chief Shepherd appears, you will receive the crown of glory that does not fade away.*

HABIT 4 • THINK WIN-WIN

1. The habit of interpersonal leadership.
2. Highly effective people base their life upon the paradigm that success is not achieved in exclusion of the success of others. Win-win sees life as a cooperative, not competitive, adventure.
3. Romans 12:17-21 ...*Do not be overcome by evil, but overcome evil with good.* (Proverbs 11:25)

HABIT 5 • SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

1. The habit of effective communication.
2. Highly effective people seek first to understand and diagnose before giving a prescription. Effective communication first begins by understanding the other person's frame of reference.
3. James 1:19 ...*let every man be swift to hear, slow to speak, slow to wrath...*
Proverbs 1:5 ...*And he who waters will also be watered himself.*

HABIT 6 • SYNERGIZE

1. The habit of creative cooperation.
2. Highly effective people understand that the unified whole is greater than the sum of its individual parts.
3. 1 Corinthians 3:5-8 ...*I planted, Apollos watered, but God gave the increase...*
Deuteronomy 32:30 *How could one chase a thousand, and two put ten thousand to flight, unless their Rock had sold them, and the Lord had surrendered them?* (Joshua 23:10)

HABIT 7 • SHARPEN THE SAW

1. The habit of self-renewal.
2. Highly effective people spend personal time in spiritual, emotional, mental, physical and social renewal.
3. Mark 2:27 *And He said to them, "The Sabbath was made for man, and not man for the Sabbath..."*
Ephesians 4:23 ...*and be renewed in the spirit of your mind,...*
Ecclesiastes 10:10 *If the ax is dull, and one does not sharpen the edge, then he must use more strength;...*



View the classic illustration of The Big Rocks from Covey's book by scanning the code or go to <https://youtu.be/zV3gMTOEWt8>.