

7 HABITS OF HIGHLY EFFECTIVE PEOPLE | STEPHEN COVEY

Christian Life Center Institute | www.DiscipleshipDevelopment.org | www.clcriverside.org | 951-689-6785

The Seven Habits of Highly Effective People by Stephen Covey 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. Scan the code to watch Covey’s classic video, “Big Rocks.” Pastor Jack



Ephesians 5:15-18 ...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. (1 Chronicles 12:32)

PRIVATE VICTORY | 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).*

Proverbs 4:23 *Above all else, guard your heart, for everything you do flows from it.*

Psalms 119:11 *I have hidden your word in my heart that I might not sin against you.*

Habit 1 — Be proactive | I take responsibility for my life and my choices rather than reacting to circumstances or people.

- A. The habit of personal vision.
- B. 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 it to create a purpose statement for your life?
 - Proverbs 29:18 *...without a prophetic vision people cast off restraint...*
 - Colossians 4:5 *...make the most of each opportunity, treating it as something precious.* (Ephesians 5:16)
 - Galatians 6:7-8 *Do not be deceived: God cannot be mocked. A man reaps what he sows. Whoever sows to please their flesh, from the flesh will reap destruction; whoever sows to please the Spirit, from the Spirit will reap eternal life.*

Habit 2 — Begin With the End in Mind | I will develop a clear vision of my goals and live with purpose.

- A. The habit of personal leadership.

- B. Highly effective people begin each day or task with a clear understanding of the desired direction and destination.
 - Isaiah 46:10 *I make known the end from the beginning, from ancient times, what is still to come. I say, "My purpose will stand..."*
 - Luke 14:28-32 *For which of you, intending to build a tower, does not sit down first and count the cost,...*
 - Jesus lived with the end goal in mind, our salvation! Hebrews 12:2 *Fixing our eyes on Jesus, the pioneer and perfecter of faith. For the joy set before him he endured the cross, scorning its shame, and sat down at the right hand of the throne of God.*

Habit 3 — Put First Things First | I will prioritize what is important over urgent distractions and “busy work.”

- A. The habit of personal management.
- B. Effective people live their life according to personal priorities (and a God given purpose) established in habit 2.
 - THE most important priority is to seek His Kingdom and His will. 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 *Commit to the Lord whatever you do, and He will establish your plans.*

PUBLIC VICTORY | HABITS 4-6

Philippians 2:5-11 *...He humbled himself by becoming obedient to death—even death on a cross! Therefore God exalted him to the highest place and gave Him the name that is above every name, that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, and every tongue acknowledge that Jesus Christ is Lord, to the glory of God the Father.*

Joshua 1:8 *Keep this Book of the Law always on your lips; meditate on it day and night, so that you may be careful to do everything written in it. Then you will be prosperous and successful.*

Psalms 1:2-3 *But whose delight is in the law of the Lord, and who meditates on his law day and night. That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither—whatever they do prospers.*

1 Timothy 4:15-16 *Be diligent in these matters; give yourself wholly to them, so that everyone may see your progress. Watch your life and doctrine closely. Persevere in them, because if you do, you will save both yourself and your hearers.*

Habit 4 — Think Win-Win | I will pursue mutual benefit in relationships instead of competition or selfish gain.

- A. The habit of interpersonal leadership.
- B. 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.

- Proverbs 1:5 *...And he who waters will also be watered himself.*
- Philippians 2:3-4 *Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.* (Proverbs 11:25)
- Romans 12:10 *Be devoted to one another in love. Honor one another above yourselves.*
- Romans 12:17-21 *...Do not be overcome by evil, but overcome evil with good.*

Habit 5 — Seek First to Understand, Then to Be Understood | I will genuinely listen to other people before expecting to be heard.

- A. The habit of effective communication.
- B. 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.
 - Proverbs 18:2 *Fools find no pleasure in understanding but delight in airing their own opinions.*
 - Proverbs 18:13 *To answer before listening—that is folly and shame.*
 - James 1:19 *...let every man be swift to hear, slow to speak, slow to wrath...*

Habit 6 — Synergize | I will unite strengths and ideas to create greater solutions through synergy and cooperation.

- A. The habit of creative cooperation.
- B. Highly effective people understand that the unified whole is greater than the sum of its individual parts.
 - 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)
 - Unity in godly diversity. Romans 12:4-5 *For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others.*
 - 1 Corinthians 3:5-8 *...I planted, Apollos watered, but God gave the increase...*
 - James 2:22 *You see that his faith and his actions were working together (Synergy), and his faith was made complete by what he did.*
Synergy refers to the interaction of two or more elements to produce a combined effect greater than the sum of their individual effects. (Example is faith AND works working together.)

RENEWAL | Habit 7

Habit 7 — Sharpen the Saw | I will renew myself physically, spiritually, mentally, and emotionally to maintain effectiveness.

- A. The habit of self-renewal.

B. Highly effective people spend personal time in spiritual, emotional, mental, physical and social renewal.

- Ecclesiastes 10:10 *If the ax is dull, and one does not sharpen the edge, then he must use more strength;...*
- Isaiah 40:31 *But those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.*
- Mark 2:27 *And He said to them, "The Sabbath was made for man, and not man for the Sabbath..."*
- 3 John 1:2 *Dear friend, I pray that you may enjoy good health and that all may go well with you, even as your soul is getting along well.*

*Proverbs 24:3-4 By wisdom a house is built,
and through understanding it is established; through knowledge its rooms
are filled with rare and beautiful treasures.*



NOTES

FOUR QUADRANTS FOR MANAGING YOUR TIME

Ephesians 5:15-17 ...*redeeming the time, because the days are evil.*

Dr. Stephen Covey, author of *The Seven Habits of Highly Effective People*, provides a four-quadrant system for prioritizing tasks based on their importance and urgency. This system helps determine whether a task requires immediate attention or not.

The most important one is Quadrant 2, which includes tasks that are important but not urgent. These activities may not demand immediate action, but they significantly impact long-term success. Quadrant 2 is about strategic planning, health, education, exercise, and career development. Investing time in these areas may not seem pressing today, but it yields the greatest benefits in the long run.

QUADRANT 1

Urgent, important

Manage / Fire fighting

Activities

Crises, pressing problems, deadline-driven projects.

Results

Stress and burnout, crisis management, always putting out fires...

QUADRANT 2

Not urgent, important

Focus / Quality time

Activities

Planning, preparing, training.
Exercise and recreation.

Results

Vision, perspective
Balance...

QUADRANT 3

Urgent, not important

Avoid as necessary / Distraction

Activities

Interruptions, some calls, emails, reports and meetings.

Results

Short term focus, crisis management, feel victimized and out of control...

QUADRANT 4

Not urgent, not important

Avoid time wasters

Activity

Trivia, busy work, some mail and phone calls, time wasters, on the internet with no purpose for large amounts of time.

Results

Irresponsible, fired from jobs, dependent on others...