

# The 7 Habits of Highly Effective People

by Stephen R. Covey

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A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Write a one-week personal constitution**

Choose one principle you want to represent this week, one relationship where it matters, and one appointment on your calendar that proves it.

MON TUE WED THU FRI SAT SUN

<sup>02</sup> **Practice the stimulus-response pause**

Before answering the most charged message of the day, take ninety seconds to name the outcome, the principle, and the response you can own.

MON TUE WED THU FRI SAT SUN

<sup>03</sup> **Protect one Quadrant II block**

Schedule ninety minutes for important but non-urgent work before the week fills up. Treat it as a promise, not a preference.

MON TUE WED THU FRI SAT SUN

<sup>04</sup> **Make one emotional bank account deposit**

Listen without correcting, keep a small promise, apologize cleanly, or give specific appreciation to someone whose trust matters.

MON TUE WED THU FRI SAT SUN

<sup>05</sup> **Sharpen one saw edge**

Pick body, mind, heart, or spirit. Do one renewing action today that makes tomorrow's effectiveness less dependent on willpower.