

Nancy McCabe, Professionally Speaking

The 7 Habits of Highly Effective Job-seekers

Worksheet

Stephen Covey's The 7 Habits of Highly Effective people, is a timeless classic. Now is a great time to read the book and fully understand each of the 7 habits and develop a personal action plan to boost your effectiveness and, in turn, your happiness. In creating this worksheet, I fully acknowledge that most of the material presented is drawn directly from the book. In addition to completing this worksheet, consider keeping a log.

Habit One: Be Proactive

I take full responsibility for my actions. Self-knowledge is a key to my success. Based on Strengthsfinder 2.0 or another assessment, I know my key strengths are:

1. _____
2. _____
3. _____
4. _____
5. _____

Habit Two: Begin With the End in Site

What I think about is what I bring about. When I use my imagination to visualize my full potential (considering my purpose, values and priorities.) Using lots of details, I describe it this way:

Specific to my career, the ideal money-making opportunities for me include:

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