

cele 7 deprinderi ale persoanelor eficiente

[#7 habits of effective people](#) [#personal effectiveness](#) [#productivity improvement](#) [#self improvement techniques](#) [#leadership development](#)

Discover the transformative "7 Habits of Effective People," a cornerstone for personal effectiveness and productivity improvement. This framework provides actionable self-improvement techniques to cultivate leadership development, enhance communication, and achieve lasting success in both personal and professional spheres. Explore these timeless principles to truly master your habits.

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Cele 7 deprinderi ale persoanelor eficiente

Rezumat Cele 7 Deprinderi ale Persoanelor Eficace - v va ar ta ideile principale ale c r ii. Valoarea celor 7 Obiceiuri provine din ele. Acestea sunt urm toarele: Obi nuin a 1: Fii proactiv; Obi nuin a 2: Începe cu scopul în minte; Obi nuin a 3: Pune lucrurile pe primul loc; Obi nuin a 4: Gânde te în termeni de câ tig/ câ tig; Obi nuin a 5: Caut mai întâi s în elegi i apoi s fii în eles de ceilal i; Obi nuin a 6: Sinergizeaz i Obi nu 7: Ascute fier str ul Astfel ve i avea o abordare centrat pe principii pentru rezolvarea problemelor, care poate fi utilizat atât în situa ii personale, cât i profesionale. Un ghid pas cu pas pentru a tr i cu dreptate, integritate, onestitate i demnitate uman , ofer principii care ne permit stabilitatea de a ne adapta la nou i cuno tin ele i puterea de a profita de oportunit ile pe care le aduce schimbarea. Disclaimer: Acesta este un rezumat al c r ii, nu cartea original , i con ine opinii despre carte.

Rezumat Cele 7 Deprinderi ale Persoanelor Eficace

Stephen R. Covey's the 7 Habits of Highly Effective People - Interactive Edition explains through infographics, videos and excerpts of teachings the philosophy that has revolutionized life management. For 25 years, Stephen R. Covey's step-by-step lessons have helped millions from all walks of life lead successful and satisfying lives. A new condensed and transformed interactive edition of Stephen R. Covey's most famous work, supported with videos, explanatory infographics, self-tests and more, is here to continue those valuable lessons.

Cele 7 deprinderi ale persoanelor eficiente

SAVE TIME & UNDERSTAND MORE!WARNING: This is not the actual book The 7 Habits of Highly Effective People by Stephen Covey. Do not buy this Summary, Review & Analysis if you are looking for a full copy of this great book. Instead, we have already read The 7 Habits of Highly Effective People and pulled out some of the best ideas, insights and take-away points to give you a comprehensive chapter-by-chapter summary and review in an engaging and easily digestible format. In doing so, unfortunately we do not have the space to discuss all of the many important ideas and anecdotes found in the book. To get it all, you need to order the full book. This concise summary and review works best as an unofficial study guide or companion to read alongside this important book. THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE -- STEPHEN COVEYA few of the things you will learn in this summary and analysis include:*The importance of maintaining a P/PC balance between Production (P) and Production Capacity (PC) to maximize long-term productivity*How to prevent yourself from killing "the goose that lays the golden eggs"*How to zero in on the things that are within your "Circle of Influence"*How to focus your time and energy by properly evaluating both the Importance and Urgency of a task*How to create win-win situations with colleagues or business partners*The importance of listening empathically*Why you must "sharpen your saw" so that you increase your efficiency over

timeFROM START-TO-FINISH IN JUST 30 MINUTES!Stephen Covey's 7 Habits has given insight to millions around the world. Here, we pull these gems of wisdom together into one concise guide that you can start & finish right now!

The 7 Habits of Highly Effective People

Outlining seven key organizational rules for improving effectiveness and increasing productivity at work and at home, a companion volume to The 7 Habits of Highly Effective People presents a step-by-step guide that includes in-depth exercises and solutions that teach the fundamentals of fairness, integrity, honesty, and dignity and help readers set goals, enhance relationships, and promote success. Original. 75,000 first printing.

The 7 Habits of Highly Effective People by Stephen Covey

SUMMARY: This book The 7 Habits of Highly Effective People is a journey through yourself. Author Stephen Covey challenges us to define our deepest motivations to find out what would constitute a meaningful life. Once we've done that, we can power through to those meaningful experiences in a more effective way than ever before. This summary is for anyone seeking purpose and growth. If after delving through the summary you truly resonate with Covey's concepts, we implore you to read the full book! DISCLAIMER: This is an UNOFFICIAL summary and not the original book. It is designed to record all the key points of the original book.

The 7 Habits of Highly Effective People Personal Workbook

Complete summary of Stephen R. Covey's book: 'The 7 Habits of Highly Effective People'. The review of the ideas in Stephen R. Covey's book: 'The 7 Habits of Highly Effective People' shows that it is possible for all of us to become more effective whilst expending less time and energy. This summary looks at each of the habits in turn, and explains why they are necessary and how to develop them. It also highlights that people succeed more in life if they decide to effect change first within themselves, then project that change out, rather than let circumstances control them.

The 7 Habits of Highly Effective People

Audio Cassettes kept at counter.

Summary

A leading management consultant outlines seven organizational rules for improving effectiveness and increasing productivity at work and at home.

The 7 Habits of Highly Effective People

The eBook Companion to the 30th Anniversary Card Deck #1 New Release in Trading Card Games 52 Cards to Challenge and Inspire Every Week of the Year in an eBook Companion Format With New Content Enjoy this popular card deck in an easy to take with you Companion eBook format. The 7 Habits of Highly Effective People: 30th Anniversary Card Deck has been a hit with 7 Habits fans since it was offered as the only officially licensed, commemorative product by FranklinCovey honoring the 30th anniversary of Stephen Covey's bestselling The 7 Habits of Highly Effective People. Enjoy this bestselling card deck in a Companion eBook. Commemorate the timeless wisdom and power of Stephen Covey's cherished classic, The 7 Habits of Highly Effective People, and do it with this eBook Companion to The 7 Habits of Highly Effective People: 30th Anniversary Card Deck. This new format helps make The 7 Habits more accessible than ever before for easy daily motivation. Each habit is broken down in an easy-to-implement weekly format that is inspirational for both beginners and those familiar with the power of The 7 Habits to enhance relationships, confidence and happiness. Designed for successful people on the go, find: • Beautifully illustrated cards • Inspirational wisdom • Visual reminders to help you practice The 7 Habits • And much more If you enjoyed products like The 7 Habits on the Go or The 7 Habits of Highly Effective Teens: 52 Cards for Motivation and Growth Every Week of the Year, then you'll love The 7 Habits of Highly Effective People: 30th Anniversary Card Deck eBook Companion.

The 7 Habits of Highly Effective People

Trivia-on-Book: The 7 Habits of Highly Effective People: By Stephen Covey Take the fan-challenge yourself and share it with family and friends! The 7 Habits of Highly Effective People by Stephen R. Covey was first published in 1989 and has been translated into forty languages, making it a worldwide bestseller with over twenty million copies sold to date. The 7 Habits of Highly Effective People has been used by celebrities and businessmen alike to transform their lives and businesses. In his book, Covey explains how people can achieve their goals and attain the "true north" principles that are key to success in all aspects of life. Listed as one of TIME magazine's 25 Most Influential Business Management Books, The 7 Habits of Highly Effective People is still one of the best-selling business books today. Features You'll Discover Inside: * 30 Multiple choice questions on the book, plots, characters and author * Insightful commentary to answer every question * Complementary quiz material for yourself or your reading group * Results provided with scores to determine "status" Why you'll love Trivia-On-Books Trivia-On-Books is an independently quiz-formatted trivia to your favorite books readers, students, and fans alike can enjoy. Whether you're looking for new materials or simply can't get enough of your favorite book, Trivia-On-Books is an unofficial solution to provide a unique approach that is both insightful and educational. Promising quality and value, don't hesitate to grab your copy of Trivia-on-Books!

The 7 Habits of Highly Effective People

The 7 Habits of Highly Effective People - Snapshots Edition Cele 7 Obiceiuri de oameni extrem de eficiente de Stephen Covey nu este un manual , ci o cale , o abordare integrat , al c rei scop principal este de a înv a s gestioneze via a într-un mod foarte eficient : cum s ob ine i rezultate , în conformitate cu obiectivele sale . volumul este o " metod \

The 7 Habits of Highly Effective People: by Stephen Covey (Trivia-On-Books)

In The 7 Habits of Highly Effective People, author Stephen R. Covey presents a holistic, integrated, principle-centered approach for solving personal and professional problems. With penetrating insights and pointed anecdotes, Covey reveals a step-by-step pathway for living with fairness, integrity, service, and human dignity -- principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.

Cele 7 Deprinderi Ale Persoanelor Eficace

The 7 Habits of Highly Effective People by Stephen R. Covey | Summary & Analysis Preview: The 7 Habits of Highly Effective People is a self-help book that outlines seven skills to develop in order to increase efficiency and have more rewarding interpersonal relationships. Living according to the seven habits requires paradigm shifts that allow an individual to become flexible enough to change. One is the shift in associations when considering independence and interdependence. Independence, which is more valued by contemporary personality-driven trends, can cause problematic isolation and stifle cooperation. Interdependence describes a healthier approach that enables teamwork. The seven habits also require an understanding of the difference between production, or results, and production capacity, the processes that generate the results, neither of which can be prioritized at the cost of the other. The first three habits relate to private victories. First, people should restrict their efforts to the things that they can actually influence, and not waste energy on things that cause worry but cannot be directly controlled... PLEASE NOTE: This is key takeaways and analysis of the book and NOT the original book. Inside this Instaread Summary of The 7 Habits of Highly Effective People · Overview of the book · Important People · Key Takeaways · Analysis of Key Takeaways About the Author With Instaread, you can get the key takeaways, summary and analysis of a book in 15 minutes. We read every chapter, identify the key takeaways and analyze them for your convenience.

The 7 Habits of Highly Effective People

It can be hard for busy professionals to find the time to read the latest books. Stay up to date in a fraction of the time with this concise guide. Stephen Covey's The 7 Habits of Highly Effective People is one of the most successful business and self-help books of all time. Instead of putting success down to luck or innate talent, Covey claims that effective individuals move up in the world thanks to a small number of techniques that, when applied on a daily, habitual basis, subtly change the way you interact with and are seen by others. He also speaks out against what he likes to call "the Personality Ethic" and instead promotes his own concept, "the Character Ethic". The 7 Habits of Highly Effective People has enjoyed incredible success since its publication, selling more than 25 million copies and

spawning a series of spin-offs. This book review and analysis is perfect for: • Employees looking to get noticed in the workplace • Negotiators who want to hone their trade • Anyone who wants to enjoy better relationships with their colleagues and family About 50MINUTES.COM | BOOK REVIEW The Book Review series from the 50Minutes collection is aimed at anyone who is looking to learn from experts in their field without spending hours reading endless pages of information. Our reviews present a concise summary of the main points of each book, as well as providing context, different perspectives and concrete examples to illustrate the key concepts.

Seven Habits of Highly Effective People

Los 7 Hábitos de la Gente Altamente Efectiva es el método más claro, certero y eficaz para mejorar tu vida y liderazgo en los negocios. El método de Stephen R. Covey está dividido en siete etapas que el lector deberá asimilar y poner en práctica por su propia cuenta, adaptándolas a su personalidad y aplicándolas libremente en todos los ámbitos de la vida empresarial. Los 7 Hábitos de la Gente Altamente Efectiva – Edición de Imágenes toma esta filosofía y la resume, en una serie de claras y concisas infografías. Estas imágenes resumen y analizan cada uno de los siete hábitos por separado, explicando con todo detalle, la funcionalidad y práctica de cada uno de ellos.

The 7 Habits of Highly Effective People

The priceless wisdom and insight found in Covey's bestselling original is now distilled in this palm-sized edition. The book is full of advice on taking control of your life, teamwork, self-renewal, mutual benefit, and other paths to private and public victory. The priceless wisdom and insight found in the bestselling The 7 Habits of Highly Effective People (more than 10 million sold) is distilled in this palm-size Running Press Miniature Edition(TM). It's full of advice on taking control of your life, teamwork, self-renewal, mutual benefit, proactivity, and other paths to private and public victory. Steven R. Covey is chairman of the Covey Leadership Center and the nonprofit Institute for Principle-Centered Leadership.

Book Review: The 7 Habits of Highly Effective People by Stephen R. Covey

Hidup kita ini bukan sekadar “berlaku”. Secara sadar ataupun tidak, jalan hidup kita ini sebenarnya diatur oleh kita sendiri. Kita memilih untuk gembira, bertegas mahupun bertahan. Kita jugalah yang memilih untuk gagal, takut, dan bersedih. Pilihan di tangan kita. Masalah kita adalah apabila kita silap membuat pilihan, kita berputus asa dan memilih untuk membiarkan kesilapan itu mencorak masa depan kita. Dinobatkan sebagai salah satu karya yang penuh impak dan berpengaruh, Buku The 7 Habits of Highly Effective People ini sudah berjaya menambat hati pembacanya sejak 25 tahun yang lalu. Buku ini bukan hanya berjaya mengubah presiden sebuah negara ataupun CEO syarikat-syarikat Fortune 500, malah turut memberi kesan kepada individu-individu biasa seperti ibu bapa, guru, serta pelajar. Hidup kita ini bukan sekadar “berlaku”. Secara sadar ataupun tidak, jalan hidup kita ini sebenarnya diatur oleh kita sendiri. Kita memilih untuk gembira, bertegas mahupun bertahan. Kita jugalah yang memilih untuk gagal, takut, dan bersedih. Pilihan di tangan kita. Masalah kita adalah apabila kita silap membuat pilihan, kita berputus asa dan memilih untuk membiarkan kesilapan itu mencorak masa depan kita. Dinobatkan sebagai salah satu karya yang penuh impak dan berpengaruh, Buku The 7 Habits of Highly Effective People ini sudah berjaya menambat hati pembacanya sejak 25 tahun yang lalu. Buku ini bukan hanya berjaya mengubah presiden sebuah negara ataupun CEO syarikat-syarikat Fortune 500, malah turut memberi kesan kepada individu-individu biasa seperti ibu bapa, guru, serta pelajar. 7 tabiat efektif yang disarankan dalam buku ini ialah: Bersikap Pro-aktif Mulakan Dengan Matlamat di Minda Utamakan Perkara Penting Dahulu Fikirkan Menang-Menang Usaha untuk Memahami Dahulu, Kemudian untuk Difahami Hubungan Sinergi Berjuta pembaca yang mengaplikasikan 7 tabiat dalam buku ini berjaya membuka peluang baru yang jauh lebih baik dan bermanfaat dalam hidup mereka. Adakah kita masih hanya mahu melihat dan enggan melangkah seiring dengan mereka, apatah lagi mengecapi kejayaan yang selama ini kita impikan?

Los 7 Hábitos de la Gente Altamente Efectiva

Stephen R. Covey's *the 7 Habits of Highly Effective People - Interactive Edition* explains through infographics, videos and excerpts of teachings the philosophy that has revolutionized life management. For 25 years, Stephen R. Covey's step-by-step lessons have helped millions from all walks of life lead successful and satisfying lives. A new condensed and transformed interactive edition of Stephen R. Covey's most famous work, supported with videos, explanatory infographics, self-tests and more, is here to continue those valuable lessons.

The 7 Habits of Highly Effective People

A Guided Journal Companion for Habit Building and Effective Living Whether struggling with time management or looking for new high-performance habits, *The 7 Habits of Highly Effective People 30th Anniversary Guided Journal* offers prompts, worksheets, and exercises to help you accomplish all your short and long term goals. Journal your way to your best self. When *The 7 Habits of Highly Effective People* was released as a card deck, audiences approached Stephen R. Covey's time-tested principles in a whole new way. Now, this companion journal gives readers a chance to explore effectiveness, plan strategically, and craft inspiration into action. Its concise format is accessible to readers everywhere - not only is it easy to understand, but it offers practical and relatable applications. With each habit broken down in an easy-to-implement weekly format, it can inspire both beginners and seasoned *7 Habits* readers to get motivated, build confidence, and promote personal growth. Cultivate success, skill, and self-development. Featuring thought-provoking prompts, worksheets, and inspirations that teach you how to prioritize and achieve your goals, *The 7 Habits of Highly Effective People* guided journal is your next step to success. Inside, find:

- * Journaling prompts for self-discovery, confidence-building, and deeper learning of the 7 Habits
- * Worksheets for strategic management and optimal goal achievement
- * Exercises and challenges to stay motivated

If you enjoyed books like *The 7 Habits of Highly Effective People Personal Workbook*, *The 52 Lists Project: A Year of Weekly Journaling Inspiration*, or *The High Performance Planner*, then you'll love owning *The 7 Habits of Highly Effective People 30th Anniversary Guided Journal*.

The 7 Habits of Highly Effective People Edisi Bahasa Melayu

Failed an exam, bungled an interview, screwed up a relationship, broken your diet, or stuffed up at work? Your brain is the key to getting back on track. Change your life for the better. Learn how to 'rubberise' your brain, making it more flexible and resilient. Deal with challenges in an optimal way, and 'bounce' back from adversity. Your brain controls your conscious thoughts and behaviours, like deciding whether to study or party, or whether to get two scoops of gelato or six. And when you find yourself doing things that you wish you hadn't done (like all that gelato), it's likely your brain has indulged in what psychological scientists call suboptimal thinking. Essentially, your brain doesn't always deliver the kind of thinking that leads to desired positive outcomes, such as maintaining supportive friendships, and doing well in your work, studies and social life. But you and your brain can do better. In this book, five leading psychological educators show you simple tools derived from solid science covering everything from positive psychology to goal setting, from mindfulness to CBT, and from emotional regulation to moral reasoning, to optimise your thinking. Using a model they have developed over years of study and application you can discover how resilience and psychological flexibility combine to allow you to choose ways of thinking in response to different situations that will produce the best outcome for you for that situation. Read this book and learn how to optimally tackle issues of motivation, stress, time-management, and relationship maintenance. Your mind will be clearer and your life better.

7 Habits of Highly Effective People

New York Times bestseller—over 40 million copies sold ***The #1 Most Influential Business Book of the Twentieth Century*** One of the most inspiring and impactful books ever written, *The 7 Habits of Highly Effective People* has captivated readers for nearly three decades. It has transformed the lives of presidents and CEOs, educators and parents—millions of people of all ages and occupations. Now, this 30th anniversary edition of the timeless classic commemorates the wisdom of the 7 Habits with modern additions from Sean Covey. The 7 Habits have become famous and are integrated into everyday thinking by millions and millions of people. Why? Because they work! With Sean Covey's added takeaways on how the habits can be used in our modern age, the wisdom of the 7 Habits will be refreshed for a new generation of leaders. They include: Habit 1: Be Proactive Habit 2: Begin with the

End in Mind Habit 3: Put First Things First Habit 4: Think Win/Win Habit 5: Seek First to Understand, Then to Be Understood Habit 6: Synergize Habit 7: Sharpen the Saw This beloved classic presents a principle-centered approach for solving both personal and professional problems. With penetrating insights and practical anecdotes, Stephen R. Covey reveals a step-by-step pathway for living with fairness, integrity, honesty, and human dignity—principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.

The 7 Habits of Highly Effective People 30th Anniversary Guided Journal

The New York Times—bestselling time management book from the author of The 7 Habits of Highly Effective People. Stephen R. Covey's First Things First is the gold standard for time management books. His principle-centered approach for prioritizing gives you time management tips that enable you to make changes and sacrifices needed in order to obtain happiness and retain a feeling of security. First Things First: The Interactive Edition takes Dr. Covey's philosophy and remasters the entire text to include easy-to-understand infographics, analysis, and more. This time-saving version of First Things First is the efficient way to apply Dr. Covey's tested and validated time management tips, while retaining his core message. This guide will help you: • Get more done in less time • Develop and retain rich relationships • Attain inner peace • Create balance in your life • And, put first things first "Covey is the hottest self-improvement consultant to hit US business since Dale Carnegie." —USA Today "Covey has reached the apex with First Things First. This is an important work. I can't think of anyone who wouldn't be helped by reading it." —Larry King, CNN "These goals embody a perfect balance of the mental, the physical, the spiritual, and the social." —Booklist Readers should note that this ebook edition differs slightly from the print edition and does not contain all the same materials.

The Rubber Brain

Take a tour of our solar system with The Moon and meet his other moon friends on THE MOON SHOW.

The 7 Habits of Highly Effective People

O lectura importanta pentru angajati, angajatori, lideri, de fapt, pentru oricine doreste sa depaseasca bariera „merge si asa”. Pledoarie pentru excelenta prezinta o imagine cat se poate de clara a impactului pe care un lider il poate avea asupra unei organizatii. Dedicandu se celor mai inalte standarde ale profesionalismului si creand un sistem capabil sa le atinga, Horst Schulze, autorul acestei carti, a ajutat mii de oameni sa tinteasca si sa atinga esenta idealului excelentei nealterate. Vei gasi pe fiecare pagina a cartii lectii nascute din experienta lui Schulze, pe care le poti aplica in orice domeniu de activitate. Nu conteaza titlul pe care-l detii sau care este nivelul tau de subordonare pentru a adopta modelul sau care a devenit o deviza, nu doar pentru el insusi, ci pentru toti subordonatii lui dintotdeauna: „Suntem domni si doamne care servesc domni si doamne”. Daca doresti sa fii cel mai bun in domeniul tau, mai bun decat toti competitorii tai, atunci trebuie sa tintesti in mod obligatoriu excelenta. Despre autor Horst Shulze este una dintre persoanele care decide pe plan mondial ritmul in industria ospitalitatii. El a activat din 1964 in cadrul hotelurilor Hilton., apoi in cadrul Corporatiei Hyatt. Ulterior a fost recrutat pentru a contribui la formarea unui nou brand in America de Nord: Ritz-Carlton. De-a lungul acestui periplu, el a fost mult apreciat ca vorbitor la diverse conferinte pe tema managementului afacerilor. Schulze si sotia lui, Sheri, sunt parintii a patru fiice si locuiesc in Atlanta. Aprecieri pentru aceasta carte „Horst Schulze a creat o cultura a servirii care ar trebui sa ne slujeasca de model tuturor. In aceasta carte, autorul ne impartaseste povestea si metodele sale de lucru, pentru ca noi sa fim ridicati si invatati de catre maestrul insusi.” — Jim Collins, autorul cartii Excelenta in afaceri „Din punctul meu de vedere, esti castigat ca ai ales aceasta carte. Vei gasi in ea perle ale intelepciunii, care vin direct din experienta lui Horst Schulze – relatari minunate si lectii pe care le poti aplica in propria ta organizatie; cu siguranta toate acestea te vor incanta.” — Ken Blanchard, autorul cartii Manager la minut „Influenta exercitata de Horst Schulze asupra familiei mele si asupra afacerilor noastre este incontestabila. Modul in care el a abordat servirea clientilor a revolutionat industria hoteliera si a ridicat stacheta pentru noi toti, ceilalti. Noua sa carte, Pledoarie pentru excelenta, impleteste povestea personala a lui Horst cu experienta pe care a adunat-o de-a lungul unei cariere incredibile de organizare a servirii. Este o lectura obligatorie pentru conducatori si pentru orice persoana pasionata de servirea oamenilor.” —Dan Cathy, manager, presedinte si director executiv al Chick-fil-A „Starurile industriei il considera pe Horst Schulze hotelierul de frunte al lumii, dar influenta lui se extinde mult dincolo de limitele industriei ospitalitatii; si nu fara motiv. Decenii la rand, el a fost prin excelenta ganditorul domeniului servirii clientilor. Avem acum Piatra de la Rosetta a servirii superioare a clientilor – noua lui carte. Pledoarie pentru excelenta nu poate fi

descria decât ca profund utilă oricărui conducător care dorește ca organizația lui sau a ei să fie cea mai bună.” —Dr. Tim Irwin, autor de succes al New York Times și o autoritate în domeniul conducerii „In Pledoarie pentru excelență Horst Schulze îți oferă harta drumului spre un succes de înalt nivel. Această carte reprezintă o lectură obligatorie pentru orice manager, director sau orice altă persoană care se străduiește să atingă nivelul excelenței în viața lui personală.” —Kay C. James, președinte al Heritage Foundation „Horst Schulze este unul dintre cei mai iubiți, mai creativi și mai de succes hotelieri din lume. Reputația excelenței lui în privința tuturor lucrurilor întreprinse a dat naștere unui discipolat global, real și legendar, în rândurile deținatorilor de acțiuni la diversele sale hoteluri și la alte afaceri ale sale. În general, cei care lucrează cu el în mod direct sau doar au auzit de la alții despre carisma lui de conducător îl cinstesc și îl onorează pe buna dreptate ca pe unul dintre cei mai importanți și mai stimați gânditori din domeniul dezvoltării umane pe care lumea i-a văzut vreodată.” —Richard J. Stephenson, fondator și președinte al consiliului de conducere al Cancer Treatment Centers of America® Pledoarie pentru excelență poate fi considerată o abordare practică și mobilizatoare a mijloacelor necesare pentru a deveni un conducător proeminent în domeniul afacerilor, al organizațiilor non-profit sau al celor academice deopotrivă. Aceste memorii antrenante prezintă o filosofie a conducerii care a devenit marca personală a iconicului hotelier Horst Schulze, un guru al serviciilor și un gânditor vizionar de varf al lumii contemporane a ospitalității. În calitate de decan al lumii academice, care ține prelegeri studenților de pretutindeni, te încurajez să citești această carte și să-ți adopți învățăturile, pentru a aprinde propria ta pasiune pentru excelență, creând un drum spre succes maxim în viața ta personală și în cea profesională. —June Henton, decan al College of Human Sciences, Auburn University Cuprins Cuvânt-înainte de Ken Blanchard Multumiri Înainte de orice... Prolog: Un baiat și un vis Prima parte: Servirea clienților tăi Capitolul 1 Patrunde în mintea clientului Capitolul 2 Serviciul clienți este sarcina tuturor Capitolul 3 Patru obiective supreme Capitolul 4 Arta rafinată a rezolvării reclamațiilor Capitolul 5 Trei genuri de clienți (și trei feluri de a-i pierde) Partea a doua: Motivarea angajaților Capitolul 6 Mai mult decât niste brate întinse Capitolul 7 De știut mai întâi Capitolul 8 De ce repetiția este un lucru bun Capitolul 9 Managerii constrâng – conducătorii inspiră Capitolul 10 Traversarea prapăstiei dintre conducere și mână de lucru Partea a treia: Zidirea adevăratei conduceri Capitolul 11 Conducerea este o deprindere dobândită Capitolul 12 De ce contează afirmarea viziunii Capitolul 13 „Instinctul” conducătorului nu este suficient Capitolul 14 Bani și dragostea

The 7 Habits of Highly Effective People

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First Things First

Presents over 250 accessible money strategies with plans for accumulating wealth through personal finance, tax reduction, and investment.

The Moon Show

La fel ca în viaa personală, în locul de muncă dinamica relațiilor interumane are constantele ei, definite de Gary Chapman în celebra sa teorie a celor „cinci limbaje”. În serviciu trebuie să știm cum să comunicăm și în elegem felul în care felul în care se exprimă cei de lângă noi. În alegerea celor cinci limbaje ale aprecierii la locul de muncă a fost esențial pentru succesul pe care l-am avut în construirea unei echipe puternice în menținerea unui mediu de lucru pozitiv. — MICHELLE SUTTER, directoare de vânzări, Holland America Line În majoritatea organizațiilor, cele mai mari probleme apar pentru că angajații nu se simt apreciați. Această carte vă arată cum să le rezolvați. — Fired Up! Culture După douăzeci de ani în care am instruit lideri de toate nivelurile, am contribuit la specializarea a mii de traineri din întreaga lume, consider că două sunt lucrurile care îi fac pe oameni să dea tot ce au mai bun: să le recunoști unicitatea și să le spui că munca lor contează. — AMY RUPPERT, International Coaching Federation

The 7 Habits of Highly Effective People

Discusses time management, character and ethics as they relate to personal success.

Pledoarie pentru excelență

Cum să îți atingi potențialul maxim la serviciu și acasă „Cele 5 alegeri” prezintă principiile accesibile și practice după care se ghidează liderii de pretutindeni. Bazându-se pe cercetări complexe, autorii ne oferă un set de instrumente și recomandări pentru creșterea eficienței și a productivității în orice domeniu. Lucrarea conține

cele mai bune idei despre utilizarea tehnologiei i a resurselor personale pentru succesul proiectelor i men inerea relațiilor-cheie pe lista de priorități. Dacă îți dorești să ai o viață plină de satisfacții și te simți împins la sfârșitul fiecărei zile, trebuie să descoperi care sunt cele 5 alegeri pe care le poți face. Vei învăța să iei decizii valoroase în legătură cu alocarea timpului, atenției și energiei. Soluțiile sunt practice, bine studiate și totuși simple de aplicat în fiecare zi, în contextul provocărilor moderne. Rezultatul: mai multe reușite la locul de muncă, chiar mai important decât atât, o mai bună stare de sănătate și echilibru în viața de zi cu zi. Lucrarea de față se bazează pe activitatea organizației FranklinCovey, care pune în valoare cercetările renumitului autor motivational și expert în leadership Stephen R. Covey. „O carte bine-venită, care se potrivește unei nevoi reale în aceste momente agitate, dar pline de oportunități.” — Steve Forbes, președinte și redactor-șef la Forbes Media „În Cele 5 alegeri, momentul de revelație a fost pentru mine atunci când am realizat că a fi ocupat nu înseamnă a fi important. Deci a fi ocupat nu este o înșirare de onoare, însă realizarea lucrurilor importante este. Această schimbare a paradigmei schimbă viața mea și a celor din jurul meu.” — Kimo Kippen, Chief Learning Officer, Hilton Worldwide University „Această carte este o invitație de a ieși de pe pilot automat, de a face alegeri în mod deliberat cu privire la atenția și timpul tău, pentru că apoi să faci ceea ce contează în fiecare zi.” — Jeffrey Boyd, Ph.D., Director senior – Eficacitate organizațională, Mohawk Industries „Cele 5 alegeri - Calea către o productivitate extraordinară este completarea perfectă a celei mai influente cărți pe care am citit-o, Cele 7 deprinderi ale persoanelor eficiente. Oferă soluții simple și semnificative pentru paradoxul zilelor noastre: este mai ușor și în același timp mai greu să obții productivitatea extraordinară în ritmul rapid al lumii interconectate de astăzi. Cele 5 alegeri te pot ajuta pe tine și organizația în care lucrezi să devii extraordinari.” — Steve Randol, Vice President, Nestle Retail Operation Center DIN ACEEA I SERIE Cele 7 deprinderi ale persoanelor eficiente A treia cale Rezultate previzibile în vremuri imprevizibile

10X” – Cele 7 Aș μ

Rezumat Cele 5 limbaje ale iubirii - Este simplu să te îndrăgostești. Provocarea este să rămâi îndrăgostit. În mijlocul obligațiilor, al tensiunilor și al monotoniei pur și simplu a vieții de zi cu zi, cum poți păstra o relație nouă și în creștere? Viața poate fi un loc singuratic atunci când ne simțim izolați de persoanele la care înem. Rezumat Cele 5 limbaje ale iubirii este o tehnică simplă și realistă pentru a-ți dezvolta relațiile, astfel încât să ai parte de mai multă bucurie și armonie în toate. Disclaimer: Acesta este un rezumat al cărții, nu cartea originală, și conține opinii despre carte.

Wealth Without Risk

Renunță pentru totdeauna la obiceiurile proaste și transformă-ți viața cu ajutorul acestei cărți revoluționare. Cei mai mulți vrem să schimbăm ceva la noi — răspunsul la stres, greutatea, relațiile sau performanța la locul de muncă. Schimbarea e dificilă și solicitantă, însă nu imposibilă cum am putea crede. Inovatoare și solid documentat, F*ck! De ce nu mă schimb? ne poartă într-o călătorie prin fascinantul univers al creierului uman, apelând la tiină și analiza comportamentală pentru a ne arăta cum să procedăm ca schimbările pe care le facem să fie de lungă durată. Din capitolele cărții, vom afla: - De ce anume are nevoie creierul pentru a-ți crea obiceiuri noi - Care sunt cele 8 tipuri de emoții și cum le putem controla - Puterea magică a motivației și cum o putem crește - Modulurile simple de a ne spori productivitatea - Secretul prin care să ne consolidăm relațiile Dr. Gabija Toleikyte este specialist în neurotiină, conferențiară și coach în afaceri și performanță. În prezent, predă psihologia la Sheffield Hallam University. Și-a luat doctoratul la University College London, iar descoperirile sale au fost publicate într-una dintre cele mai importante reviste științifice, Nature Neuroscience. De asemenea, dr. Gabija Toleikyte este vorbitor TEDx și articolele ei au fost publicate în The Guardian.

The 7 Habits of Highly Effective People

In the 7 Habits series, international bestselling author Stephen R. Covey showed us how to become as effective as it is possible to be. In his long-awaited new book, THE 8th HABIT, he opens up an entirely new dimension of human potential, and shows us how to achieve greatness in any position and any venue. All of us, Covey says, have within us the means for greatness. To tap into it is a matter of finding the right balance of four human attributes: talent, need, conscience and passion. At the nexus of these four attributes is what Covey calls voice - the unique, personal significance we each possess. Covey exhorts us all to move beyond effectiveness into the realm of greatness - and he shows us how to do so, by engaging our strengths and locating our powerful, individual voices. Why do we need this new habit? Because we have entered a new era in human history. The world is a profoundly different place than when THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE was originally published in 1989. The

challenges and complexity we face today are of a different order of magnitude. We enjoy far greater autonomy in all areas of our lives, and along with this freedom comes the expectation that we will manage ourselves, instead of being managed by others. At the same time, we struggle to feel engaged, fulfilled and passionate. Tapping into the higher reaches of human genius and motivation to find our voice requires a new mindset, a new skill-set, a new tool-set - in short, a whole new habit.

The Seven Habits of Highly Effective People

Stephen R. Covey é Os 7 Hábitos das Pessoas Altamente Eficazes é o padrão ouro para agarrar vida e negócios. Sua abordagem centrada no princípio para resolver problemas pessoais e profissionais dá ao leitor a segurança para aceitar e gerir a mudança eo conhecimento para tirar proveito dessas novas oportunidades. Os 7 Hábitos das Pessoas Altamente Eficazes - Edição resumo leva esta filosofia eo comprime em uma série de fácil utilização, claras e concisas gráficos. Estes recursos visuais resumir e analisar todos os 7 hábitos de Covey de uma forma eficiente , mantendo a sua mensagem central de melhoria.

Cele 5 limbaje ale aprecierii la locul de munc

The 7 Habits of Highly Effective People