You are invited to register for “The 7 Habits of Highly Effective People” 2-Day Workshop on March 1-2, 2018, from 8:30 a.m. to 4:30 p.m. in AD 20. Lunch included. Please register by 2/23/2018 at <https://goo.gl/forms/8aK2xrBPCWrDskyj1> as seats are limited. Go to <https://www.goshen.edu/hr/> , under “Upcoming events” for more information about this workshop.

Participants for the training will be determined on a “first come” basis.



**Seven Habits**

The seven habits of highly effective people are:

1. They take initiative. “Be proactive.”

2. They focus on goals. “Begin with the end in mind.”

3. They set priorities. “Put first things first.”

4. They only win when others win. “Think win/win.”

5. They communicate. “Seek first to understand, then to be understood.”

6. They cooperate. “Synergize.”

7. They reflect on and repair their deficiencies. “Sharpen the saw.”