



The 7 Habits of Highly Effective Library Students...



(and their
supervisors)

Hello!

We are Brent Sweany and Fiona Holly

We are here because we loved being library students, and we think we can help others have a great experience too.

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1.

The 7 Habits of Highly Effective People




by Stephen Covey

Stephen Covey



1. *be proactive*
2. *begin with the end in mind*
3. *put first things first*
4. *think win-win*
5. *seek first to understand, then be understood*
6. *synergize*
7. *sharpen the saw*

Now how do these habits translate to library work?

- ▶ These concepts are divided into three overarching values or principles.
- ▶ For our purposes, we've divided some of the 7 Habits up and combined others.
- ▶ Some apply to library workers , some to their supervisors , and some to both 



Independence

The path to self-mastery

“Don’t set into one form, adapt it and build your own, and let it grow, be like water.” - Bruce Lee

little of column A, little of column B



1. Be prepared to take initiative, don't be afraid of seeming inexperienced!



2. Give space to fail or succeed.



3. Together, discover and discuss individual end goals.



Interdependence

The path to effective teamwork

“Just when we think an innovation came from an individual, we see that it was, in fact, created for and with someone else — the other half of an often hidden pair.” - Joshua Wolf Shenk

space team, assemble!



4. Build a compatible relationship



5. Create an inspiring and exciting work environment



6. Collaborate and complete meaningful tasks



Continuous Growth

The path to ongoing effort

“Develop success from failures. Discouragement and failure are two of the surest stepping stones to success.” - Dale Carnegie

all together now



Sustainable and
consistent progress

the process is simple



Let's review some concepts



1. Take initiative

The idea of being proactive, not reactive! Focus on what you can control and improve upon.



2. Give space to fail or succeed

Oftentimes, some of the best ideas come from questioning the status quo. Although changing something or trying a new approach may not work, the experience is important.



3. Discover end goals

Begin with the end in mind, what is your ultimate aim and what steps and actions can you take to complete that process?



4. Build a compatible relationship

Think win-win! Make an effort to understand your supervisor or student and their point of view, you are on the same team!



5. Create an inspiring environment

“Sharpen the saw!” Make things fun, fresh, and new. Effective work spaces are individual, but sometimes a different environment can ramp up productivity.



6. Collaborate on meaningful tasks

If you do the little jobs well, the big ones will tend to take care of themselves.” Students understand doing the little projects, but meaningful tasks are where the collaboration can shine!

A top-down view of a wooden desk. In the center is an open spiral-bound notebook with two blank white pages. To the top left is a small potted plant with green, succulent-like leaves. To the top right is a blue watercolor palette with several colors of paint. A white marker with a black cap is lying on the right page of the notebook. A horizontal bar with four colored segments (light blue, dark blue, orange, red) is positioned at the bottom of the notebook pages.

the final step to effectiveness
7. sustainable and consistent progress

Credits

Special thanks to all the people who made and released these awesome resources for free:

- ▷ Presentation template by [SlidesCarnival](#)
- ▷ Photographs by Unsplash
- ▷ Carnegie, Dale. How to Win Friends and Influence People. Gallery Books, 1936. Print.
- ▷ Covey, Stephen R. The 7 Habits of Highly Effective People. Free Press, 1989. Print.
- ▷ Lee, Bruce. Bruce Lee – Wisdom for the Way. Black Belt Communications, 2009. Print.
- ▷ Shenk, Joshua Wolf. Powers of Two: Finding the Essence of Innovation in Creative Pairs. Eamon Dolan/Houghton Mifflin Harcourt, 2014. Print.
- ▷ the Space Team in 122G

Thanks!

Any questions?

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twitter and Fiona Holly on LinkedIn