Enhance your teaching foundation by applying the principles in *The 7 Habits of Highly Effective People*, by Stephen R. Covey.

**The Seven Habits of Highly Effective Professors**  
Written by: Stephen R. Covey

**Habit 1: Be Proactive**

- Develop in advance an understanding of the students likely to take your class  
- Anticipate challenges, e.g. your missing class, and make contingency plans  
- Initiate communications with students, in-person, by email and telephone  
- Alert Department Chair and/or other instructional leaders to changes in plans

**Habit 2: Begin with the End in Mind**

- Clarify with instructional leaders the learning objectives for your course  
- Develop assignments that facilitate students’ achieving course learning objectives  
- Provide a detailed, eye-appealing syllabus that anticipates logical student queries  
- Develop your exam before covering the material included on it in class

**Habit 3: Put First Things First**

- Develop an agenda for each class meeting  
- Address critical learning objectives early in class meeting  
- Give ample coverage to everything upon which students are tested  
- Provide preview of next class meeting

**Habit 4: Think Win/Win**

- Ensure students are made to look competent and likeable in front of their peers  
- Provide accurate, prompt, personalized feedback on assignments and exams  
- Identify individual student learning goals and foster their achievement  
- Prepare students sufficiently for exams, especially the first one
Habit 5: Seek First to Understand, Then to be Understood

- Use Student Profile forms
- View differences between students and yourself as strengths for your class
- Use language and examples to which your students can comfortably relate
- Get “informal” feedback from students throughout the course

Habit 6: Synergize

- Draw out students’ experiences that relate to classroom topics
- Link lecture examples and assignments to students’ real world lives
- Use groups of 3-5 students in class to address learning goals
- Encourage out-of-class study groups

Habit 7: Sharpen the Saw

- Establish mentoring relationship with veteran instructor
- Join education-related blogs, listservs, and roundtable discussions
- Attend education-related workshops, seminars, and showcases
- Subscribe to educational/teaching journals
- Read, read, read current information on the latest “best teaching” practices