

Learning, Teaching & Innovative Technologies Center



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

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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

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