**7 Habits of Highly Effective People
Emotional Bank Account**

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| **Employees and Colleagues with whom you work the closest**  | **Under-standing** **the individual**  | **Attending to the Little Things** | **Keeping Commitments**  | **Clarifying Expectations**  | **Showing Personal Integrity**  | **Apologizing Sincerely when making a withdrawal**  | **Actions: What can you do to increase your bank account for each person**  |
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Rank your employees and colleagues starting the person you think has the smallest emotional bank account with you to the person with the largest emotional bank account with you. Then rank on a scale from 1 – 10 each area, with 10 being the highest, where you think you stand in your actions in these areas for each person.