

Habit 1: Be Proactive

proactive: controlling a situation by making things happen or by preparing for possible future problems

When I am being proactive, I...

- pause and then respond
- focus on my circle of influence
- choose language that is proactive
- take responsibility for my actions and choices
- focus on finding solutions or ways to improve situations

Proactive people are able to...

- be responsible
- take initiative
- choose their attitude & mood
- follow rules without being asked
- start a task right away
- clean up after themselves
- use the right voice level
- be motivated by goals

Turn negative experiences into opportunities for growth!

Habit 2: Begin with the End in Mind

visualize: to picture the outcome in your mind

When I begin with the end in mind, I...

- define outcomes before acting
- create a personal mission statement
- live by my mission statement
- make a positive contribution to my classroom and school

People who begin with the end in mind are able to...

- make plans
- set goals
- be prepared
- consider consequences
- keep their materials organized
- do things that make a difference
- envision possibilities
- ask questions to understand

How will my choices impact my future?

Habit 3: Put First Things First

prioritize: to list or rate in order of priority

When I put first things first, I...

- spend time on the most important tasks
- work first and then play later
- focus on my Big Rocks
- make sure my actions fit my values

People who prioritize are able to...

- make a schedule
- follow a plan
- stay organized
- say “no” to things they should not do
- minimize distractions
- set priorities

What single action today will make the biggest possible impact?

Habit 4: Think Win-Win

consideration: thoughtfulness for others

When I think win-win, I...

- balance courage and consideration
- consider the wins of other people along with my own
- find solutions that benefit everyone
- express my ideas respectfully, even when I disagree
- know there is enough success, opportunity, and resources for everyone

People who think win-win are able to...

- be kind
- be cooperative
- be considerate
- build trusting relationships
- feel energized by the success of others
- be happy for others instead of envious

What solution can benefit everyone?

Habit 5: Seek First to Understand, Then to be Understood

empathy: the understanding and imagining the feelings of another person

When I seek first to understand, then to be understood, I...

- listen empathetically
- check on others
- listen to other people without interrupting
- consider the needs of others before my own
- improve my collaboration with others

People who think win-win are able to...

- be attentive listeners
- use their eyes and ears when listening
- be respectful
- value the perspective of others
- summarize to show they understand

You can build trust and have effective communication.

Habit 6: Synergize

synergy: to work together

When I synergize, I...

- value differences of others
- appreciate the strengths of others and learn from them
- know that we can accomplish more as a team than on our own
- am willing to try something new
- explore new possibilities

People who think synergize are able to...

- get along well with others
- ask others what they think
- work together to solve problems
- create a cooperative environment

We can create something better together than alone!

Habit 7: Sharpen the Saw

self-improvement: making an effort to become the best version of yourself

When I sharpen the saw, I...

- take care of myself by exercising, resting, and eating healthy foods
- am practicing how to problem-solve
- find meaningful ways to help others
- spend time with my family and friends
- spend time learning at places other than school

People who sharpen the saw are able to...

- find a balance between work and play
- find new ways to grow
- teach others
- play an instrument
- enjoy reading

It is important to take care of yourself!

Habit 8: Find Your Voice, and Inspire Others to Find Theirs

inspiration: the process of being mentally stimulated to do or feel something

When I find my voice, I...

- use my talents
- recognize my gifts
- find ways to help others
- pursue what I am passionate about
- make the world better
- help others
- identify my values

People who think win-win are able to...

- contribute
- be creative
- connect with others
- empower others
- be passionate
- lead by example
- take action to get things done
- help others achieve their goals

What are your unique strengths, talents, and passions?