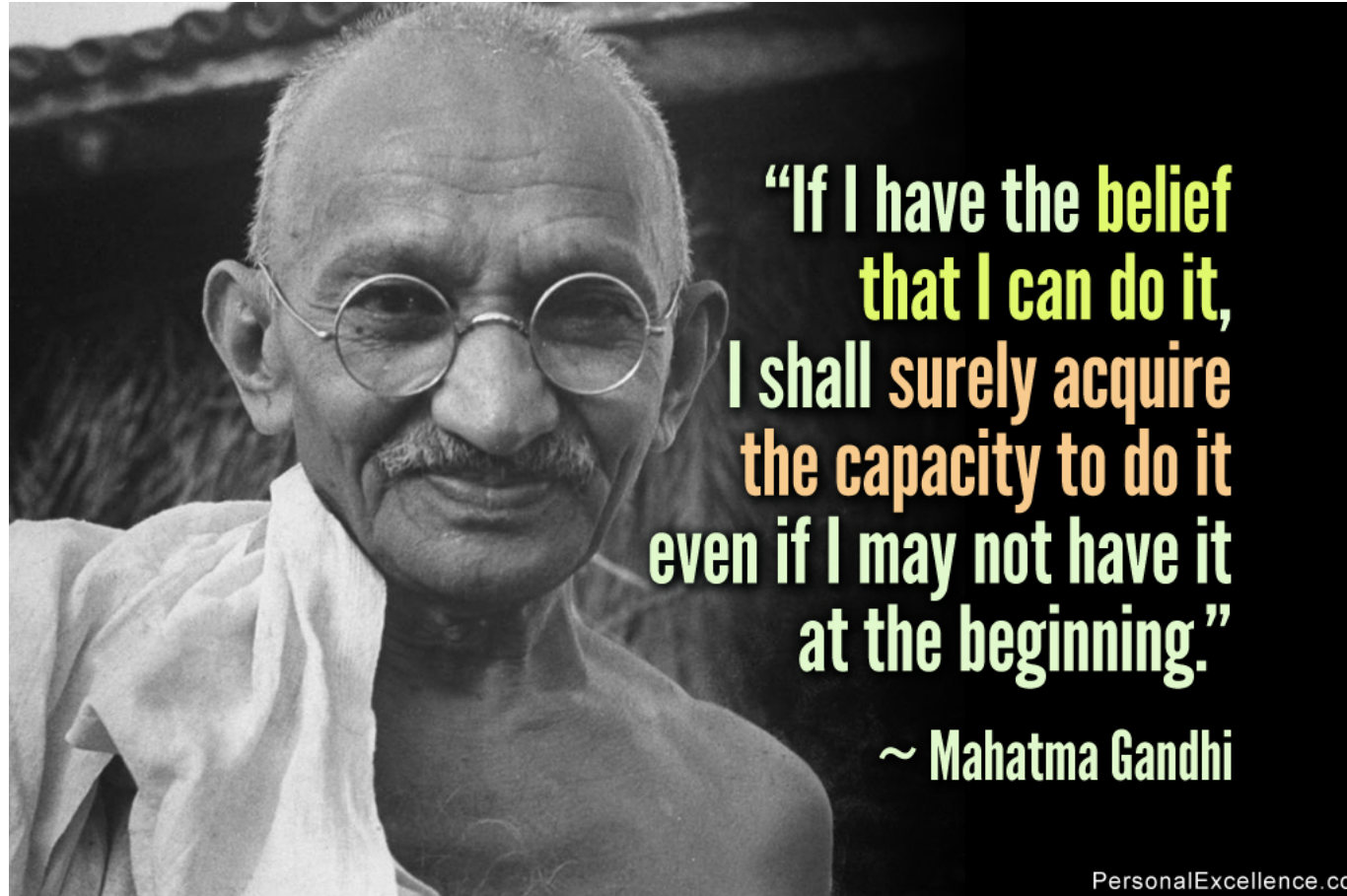


# 7 Habits of Highly Effective People

# Quote of the day



# What are habits anyway?

- Habits are things we do repeatedly, but most of the time we are hardly aware that we have them. They're on autopilot.

# Forming GOOD habits. A BETTER you!

- Effectiveness is habitually doing things that help you get results over and over again.
- If you form good habits and use them, you will be more effective. For example: doing homework before it is due.
- If you form good habits as a teen and use them, you will be more effective as a team member in high school and in the work force.

# Good Habits vs. Bad Habits

- Being kind and respectful
- Exercising regularly
- Planning ahead
- Studying
- Blaming others
- Being disrespectful
- Talking negatively

# Luckily, you are stronger than your habits!

Therefore, you CAN change them. Let's try this experiment:

1) First thing I want you to do is cross your arms.

2) After you have done it the way you are used to, try to cross them the opposite way.

Feels pretty funny right? That's because we have a habit of doing it a certain way. If you folded them the new way for 30 days in a row, it wouldn't feel so strange. You would get in the habit of doing it!

# The 7 Habits Can Help You...

Get control of your life

Improve your relationships with your friends

Make smarter decisions

Get along with your parents

Define your values and what matters most to you

Get more done in less time

Increase your self-confidence

Be happy

Find balance between school, work, friends, and everything else

# The 7 Habits

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 to Be Understood
6. Synergize
7. Sharpen the Saw



# Habit 1: Be Proactive

## **What is the purpose of Habit #1?**

- Being proactive is based on the principle that you are responsible for your own choices.
- You have the freedom to choose and can influence your own life.

# Pop Can vs. Water Bottle

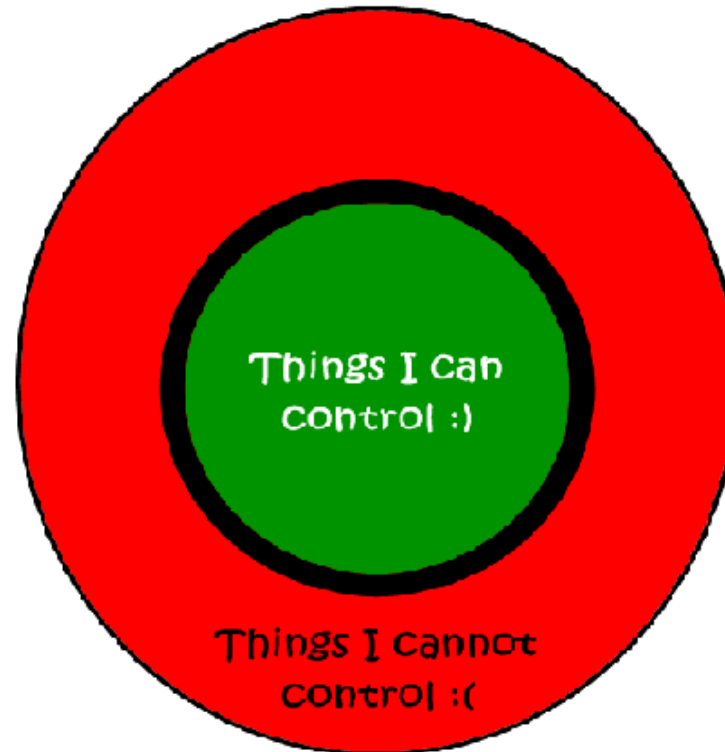
Which is a metaphor for reactive and which proactive?

# Reactive vs. Proactive

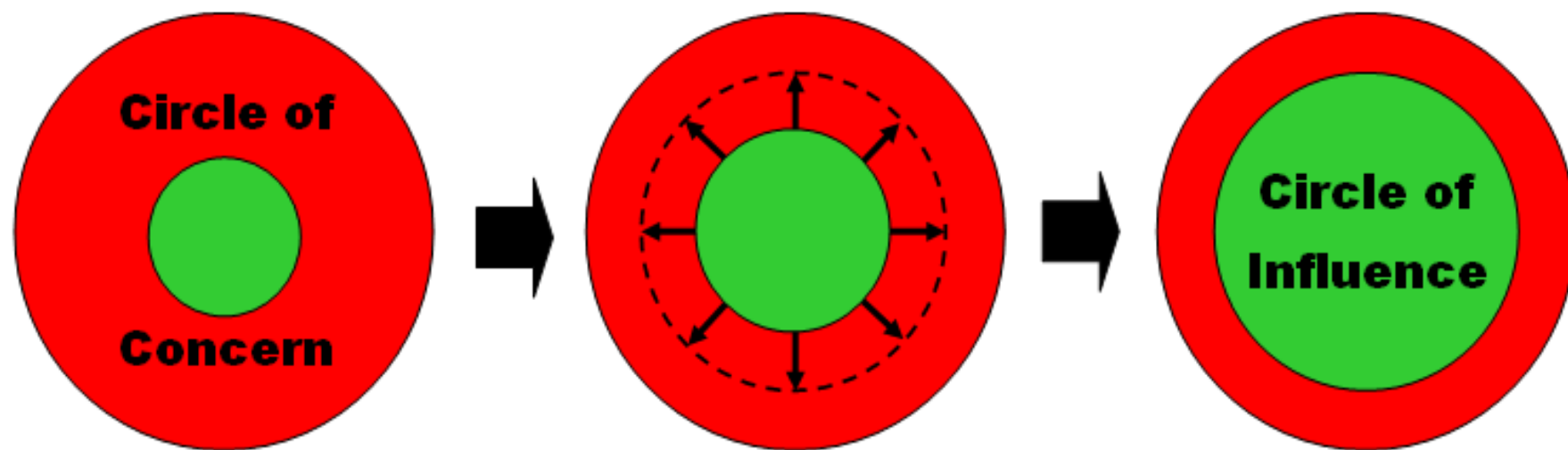
- Controlled by conditions and feelings...
  - “the referee was terrible”, “you ruined my day”
  - “It’s not my fault...”
  - “No one likes me...”
  - Waits for something to happen. “I will talk to my teacher about my situation the next time...” or “There is nothing I can do about...”
  - Is easily offended or upset
  - Gets angry and say things you later regret
  - Example: Pop Can/Pop Rocks
- Become responsible for my choices and actions.
  - “I can do better than that”
  - Think before talking or doing something.
  - Realize you can’t control everything that happens to you.
  - Calm, cool and in control
  - Focus on what can be changed
  - Shaking up a water bottle

# Circle of Control

Habit 1: Be Proactive



## Adopting a Proactive Focus



### Reactive Focus

You focus the majority of your time and energy on your concerns and problems. You don't take responsibility for your own situation.

### Changing Your Focus

You choose to redirect your time and energy. You begin focusing on those things within your control, and you start making a difference.

### Proactive Focus

You devote the majority of your time and energy to changing what is in your control. Your life improves and you stop blaming others.

# Circle of Control Activity: Instructions

On a separate piece of paper, draw a circle of control with enough room to add things you have control over and things you do not.

This is homework due next class period.



# Conclusion– Think and Then Answer in Notes

- 1) What does proactive mean? What does a proactive person do/say?
- 2) Give an example of a proactive choice you've made.
- 3) What does reactive mean? What does a reactive person do/say?
- 4) When and where do you tend to be the most reactive?