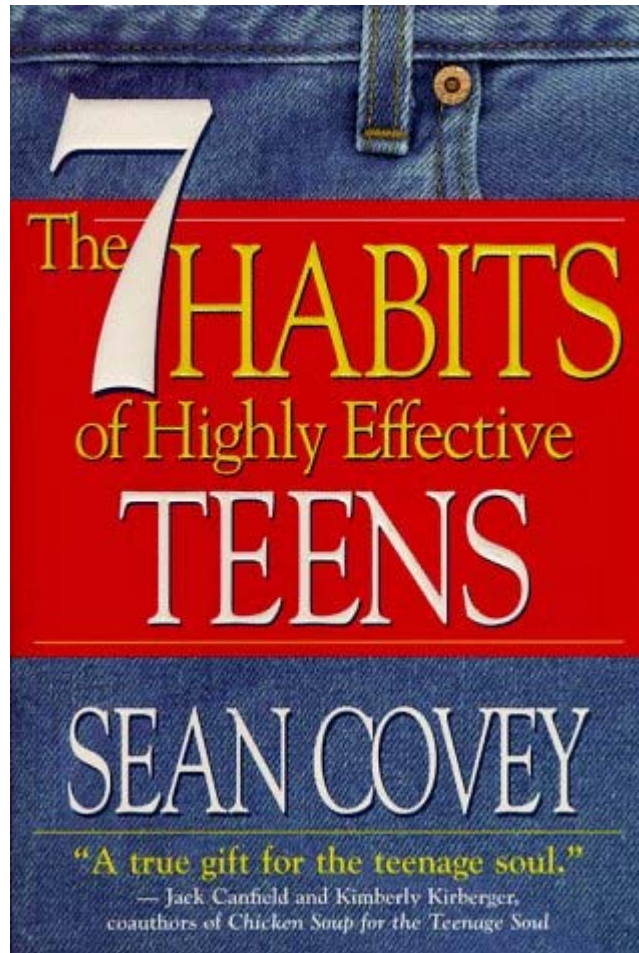




WORKBOOK



**Presented by
Bonnie Hoffert
December 7, 2007**





Name: _____

Hour: _____ **Date:** _____











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September 2001

Mon	Tue	Wed	Thu	Fri
<p>3 Labor Day</p>	<p>4 Memorization due Read pp. 3-16 Workbook too</p>	<p>5 EOP Read pp. 16-28</p>	<p>6 Discuss 7 Habits + work- book</p>	<p>7</p> 
<p>10 Counselors in</p>	<p>11</p>	<p>12 EOP</p> <p style="text-align: center;">← Pp. 31-46 →</p> <p style="text-align: center;">← Blue Ribbon Workshop →</p>	<p>13 Educational Opportu- nity Day Rest of the kids get to read book for book re- port</p>	<p>14</p> 
<p>17 Interims Discuss 7 Habits + work- book</p>	<p>18 Read pp. 48-60</p>	<p>EOP</p>	<p>20</p> <p style="text-align: center;">← pp. 61-89 →</p>	<p>21</p> 
<p>24 Discuss 7 Habits + work- book</p>	<p>25 pp. 90-104</p>	<p>EOP</p>	<p>27</p> <p style="text-align: center;">← pp. 106-128 →</p>	<p>28</p> 

October 2001

Mon	Tue	Wed	Thu	Fri
1 Discuss 7 Habits + work-book	2 Read pp. 131-144 Blue Ribbon Due 	1 EOP Blue Ribbon Workshop 	4 pp.146-162	5 
8 Discuss 7 Habits + work-book	9 Read pp. 164-180	10 EOP	11 pp. 182-202	12 
1 Read 206-220 Open House	16	1 EOP Book reports	18	19 End of quarter Discuss 7 Habits + work-book Catch up
22 Read pp. 221-232	23 Read pp. 233-244 AIMS Testing?	24 EOP Work time for presentations	25 Work time for presentations	26 
29 Workbooks due AIMS Field Test?	30  Blue Ribbon 	31 EOP 		





November 2001

Mon	Tue	Wed	Thu	Fri
			1 Two Day Essay Exam? ←—————→	2
			←—————→ Blue Ribbon	
5 	6 Presentations 7 Habits ←—————→	7 EOP	8	9 
←—————→ Blue Ribbon	12 Veteran's Day ↗—————↘	13	14 EOP	15
12 Veteran's Day	13	14 EOP	15	16 
19	20	21 EOP 	22 ←—————→ Thanksgiving	23
26	27	28 EOP	29	30 






December 2001

Mon	Tue	Wed	Thu	Fri
3	4	5 EOP	6	7
10	11	12 EOP	13	14
17	18	19 EOP	20	21






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17	18	19 EOP	20	21

Student Models and Essay Test



“That’s our mission statement. If people follow that, everything else seems to fall into place.”

7 Habits of Highly Effective Teens Essay Exam

***You may NOT take the test unless you've completed all journals, completed the workbook and finished the book! I don't want to read general gibberish!**

This exam is **due at the end of the hour** on _____. Plan your time accordingly.

Directions: Answer each question fully. I suggest that you **use your journal, workbook, and your book** to frame your responses. Your answers need to be supported with facts, book references and *especially your own personal experiences*. Use baby step experiences, which gave you a unique insight into yourself and into your relationships with others.

Question 1

Write on **all** 7 habits. Organize your response in this manner: **name the habit**; then **bullet** 5 main ideas concerning the habit [no more than 7 words each], and after *each* list **write a paragraph** about how you will apply this habit to your own life. Make sure that you **use specifics** that apply to your life. Do not write just a general response like *Being proactive is good. Every one needs to be proactive. Proactive is good.*

Instead

Each paragraph should address these three components: define what the habit means, your experience with the habit such as an instance where you've changed your behavior, and the result of that change in behavior.

Question 2

State your final mission statement. Discuss in at least a paragraph how you arrived at this statement. Then discuss in at least a paragraph how you plan to use it in your life.

Question 3

Look over all **your baby steps**. Find one or two that made a lasting impression on you. State the baby step, describe the circumstances, the person's reaction, and most important – your reaction and what you have learned from this experience. The majority of your response (at least a very long, intricate paragraph) should deal with what you've learned about yourself from this experience.



7 Habits of Highly Effective Teens

I Search Presentations

Assignments



- Group 1 – “Get in the Habit,” & “Paradigms and Principles,”
- Group 2 – “Personal Bank Account” & Habit 1
- Group 3 – Habits 2
- Group 4 – Habit 3 & “The Relationship Bank Account”
- Group 5 – Habit 4
- Group 6 – Habit 5 & 6
- Group 7 --Habit 7 & “Keep Hope Alive”

	Period 1	Period 2	Period 4	Period 6
Group 1	Norgard, Heather	Schmidt, Kurtis	Toschik, Amy	Morici, Gina
Group 2	Reed, Don	Elmer, Blythe	George, Keli	Wilborn, Jen
Group 3	Koch, Nick	Wren, Candice	Burnett, Crystal	Kornoff, Karen
Group 4	Harriger, Kyle	Trask, Ryan	Miller, Jessica	Jacott, Tommy
Group 5	Bailey, Caryn	Tellez, Joey	Folkert, Justin	Voeks, Justin
Group 6	Good, Niki	Sherman, Heather	Tran, Tony	Sunyak, Kevin
Group 7	Burden, Eric	Totten, Jamie	Wilham, Brad	Thoreson, Ryan

Presentation Criteria

1. Reread the chapter[s], understand the concepts, and discuss them with your group.
2. Plan your presentation. Include the **main ideas of the chapter[s]** in an understandable manner. This is a research project, so find some concepts in the chapter that you would like to know more about and research them. You may use videos, handouts, or quizzes, but be sure to prepare a work cited page which includes all the information in the correct format [see your style book.]
3. Involve the class in at least one activity.
4. Create a poster[s] that reflects the habit and/or chapter.
5. Create a bookmark for your habit, which will capture the main idea of the chapter[s]. See handout.
6. Assign each group member equal work.
7. Be prepared for your presentation.

Journal and Baby Steps Model

Chapter 2

“Paradigms and Principles”

Questions & Observations

#1 idiotic thing ever said – “Everything that can be invented has been invented.” – Charles H. Duell, U. S. Commissioner of Patents, 1899.

1. This guy was actually serious? I wonder how many of these paradigms I have and don't even know it! They create my own limitations.
2. Paradigms = glasses with wrong prescription. What I see [incorrectly] is what I get.
3. Attitude is everything. What would I try if I were guaranteed I wouldn't fail?
4. We don't recognize what we're missing until we change our paradigms. Reminds me of the cookie story.
5. At 50 am I too old to start a new career? Should I change my attitude about what I can do?
6. Paradigms – sometimes help and sometimes hinder.
7. “If you could envision the type of person God intended you to be, you would rise up and never be the same again.” Am I the person god intended me to be?
8. Paradigms of self—also others – too often we judge people without having all the facts. Happens to me all the time – when will I learn?
9. I love that cookie story. Really illustrates the point of paradigms. Don't be so quick to judge, label, or form rigid opinions of others. I'm still guilty of this. Warped paradigms = strained relationships.
10. Life centers – We base our identities on stuff outside ourselves = dangerous

Friends	Stuff	Boy/Girlfriend
School	Parents	Sports/Hobbies
Heroes	Enemies	Self
Work		

Which ones apply to me? They make my life incomplete.

Interesting Stuff –

1. **Friends** – my mom told me that I'd be lucky if I had one really good friend in my life [I've had 2!] So why waste my self esteem on the opinions of others?
2. **Stuff** – He who dies with the most toys wins. Hard to kick this habit! Car blues – I have to separate wants from needs. No lasting value.
3. **Boyfriend/Girlfriend** – for me husband – Gilbran in The Prophet – spouses should be like two huge oak trees – only the branches entwine – trunks separate or else where do I start and end in comparison to Bruce. - I see too often kids who are too needy. They need to remember that the more they center on someone else, the less attractive they become. A person's moods must be independent of another's moods. I hate people who cling – who are too needy with me!
4. **School** – Boy, did I learn this from teaching accel & AP! Kids who overachieve lose sight of the goal of learning. They become only GPA and point pigs!
5. **Parent** – I realized that I couldn't always please my folks and please myself, too. Fine line there.
6. **Self** – world revolves around my problems and me ----- Do I know people like this! I weary of them. So shallow.

Principle Centered – not necessarily religious

Principles = honesty, service, love, hard work, respect, gratitude, moderation, fairness, integrity, loyalty, responsibility. How many of these are the centers of my life? I really need to work on this.

Model

Baby Steps – p. 28

#9 When you do your chores at home or work tonight, try out the principle of hard work. Go the extra mile and do more than is expected.

First Attempt! 9-14

1. My mother was having a dinner party the other night and was fussing about what she'd serve for dessert. I ran home after school and made a pound cake, topped it with fresh whipped cream and strawberries and ran over with it before her guests arrived.
2. Her reaction was one of complete amazement and gratitude. She was so happy to be serving an elegant dessert instead of the ice cream she was planning to serve.
3. Her gasps and hugs gave me a joy that I still carry with me. Of course, her phone call after the party was an added treat. She detailed how her guests just couldn't get over what an elegant party she had. Even though I was desperately busy, I am so happy I took the time to do something for someone I dearly love.

Second Attempt! 9-22

1. My students were confused about their 7 Habits reading as well as their journal/workbook assignments, so I went home and wrote out a reading/assignment calendar and models for them.
2. Kids were so relieved the next day that they actually thanked me! It was such a simple thing, but they said it really helped.
3. This principle of hard work has its own pay off! When others are truly appreciative of what I am willing to do for them, I feel better about myself!

Third Attempt 9-30

1. My husband has been working such long hours lately that I decided to clean the pool for him on Saturday. I also went out and bought chemicals and washed down the cool deck!
2. When Bruce got home, I didn't say a word. As he headed outside, I saw the look of surprise on his face! He jumped in the pool, went for a swim, and came back through the door. "I was thinking how lucky I am to be married to you just the other day. But now I know why! You care more about me sometimes than I care about myself!"
3. I won't mention the flowers or great restaurant – what I've learned is that hard work is an expression of love. Going the extra mile makes life just that much better.

Try to repeat this "Baby Step" at least 3 more times – maybe it will become a HABIT!!!! Keep a record of it, too.

Journal Instructions



Chapter Information

Chapter	Title	Page Numbers
1	“Get in the Habit”	3 - 9
2	“Paradigms and Principles”	11-28
3	“The Personal Bank Account”	31-46
4	“Habit 1 – Be Proactive”	48-72
5	“Habit 2 – Begin with the End in Mind”	74-104
6	“Habit 3 – Put First Things First”	106-128
7	“”The Relationship Bank Account”	131-144
8	“Habit 4 – Think Win-Win”	146-162
9	“Habit 5 – Seek First to Understand, Then to Be Understood”	164-180
10	“Habit 6 – Synergize”	182-202
11	“Habit 7 – Sharpen the Saw”	206-242
12	“Keep Hope Alive”	243-244

Actual Journal Entries

- ✓ Complete a journal for **every 2 chapters**
- ✓ A journal entry will include –
 1. All workbook pages – complete
 2. One and a half **full** pages of “Interesting Stuff”
 - ❖ questions & observations
 - ❖ questions & answers
 - ❖ questions
 - ❖ quotes
 - ❖ illustrations
 - ❖ lists
 - ❖ notes
 - ❖ reflections
 - ❖ plans
 - ❖ epiphanies

3. 3 Baby Steps from among the 7 habits. Try not to do them all from one habit.
 - 1) Copy the Baby Step exactly as you plan to do it [you may alter if needed]
 - 2) Record exactly what you did [date, too]
 - 3) Record your “intended victim’s” response
 - 4) Record your reflections on the experience.

Repeat Baby Step 3 to 4 times, recording steps 2 -4 EACH time.

Model Paragraph

7 Habits Essay Exam

[TS]The first three habits in Covey’s book truly exemplify a person’s private victory over his own unproductive actions and attitudes. **[MS]**The first habit, “Being Proactive,” deals with my attitude towards life. **[SS]**I had to recognize that I can’t control everything that happens to me, but I can control my reaction to it. **[SS]**The result of this attitude enables me to not be so easily offended, to think before I act, and to understand that I should only worry about what I can control. **[Elab]**All in all, becoming this type of “can do” person, who has faced his limitations and conquered the “whine and complain” attitude of all too many people, has made a tremendous difference in my inner life. **[MS]**Similarly, the next habit, “Begin with the End in Mind,” reminds me that taking control of my inner self can have various encouraging results. **[MS]**This habit, in a nutshell, enumerates ways that I can control my own destiny instead of allowing others to take the helm. **[SS]**The baby step that I chose to do in this habit really made clear to me how important it to take control of my own life. **[SS]**I chose to identify a

negative label that others have given me and change that label. **[SS]**In fact, I realized during this process that others were correct, but I did alter my behavior and consequently, I changed the label. **[SS]**I have always been a procrastinator, and the other kids certainly picked up on my strategies to avoid facing the consequences. **[SS]**I would always choose to be absent when an assignment was due; therefore, people in my group never trusted me. **[SS]**I made up my mind to change, and I did although it will take some time before my friends and group mates trust me. **[Elab]**As a result of this work, I found that conquering myself and my actions and attitudes has given me a personal triumph over some of my slovenly ways. **[Elab]**The bonus in all this is that I now feel so much better about myself and my relationship to others. **[MS]**The third habit of this trilogy, “Put First Things First,” likewise, deals with harnessing my actions and paying more attention to how I allocate my time. **[SS]**The biggest surprise here was how much time I spend in quadrant 4 – watching 6 hours of television a day and spending far too much time on the telephone. **[SS]**I never realized that of the 24 hours I am given each day, I waste at least 8 hours on things that give nothing back to me. **[SS]**Once I kept a record of a typical

day, I experienced an epiphany. If I were to prioritize my week, I would have so much more quality time to spend on the things and people whom I value. **SS**We are each given the same amount of time in a day, but what we do with that time is surely what separates the effective person from the ineffective one. **SS**Now that I've changed the way in which I spend that valuable time of mine, I realize how the quality of my life has improved. **SS**Robert Frost was right when he spoke of the decision-making process in his poem "The Road Not Taken" – "Two roads diverged in a wood, and I – I took the one less traveled by, And that has made all the difference." **Elab**The choices I make each day will truly determine if I can privately control myself, I consequently win a more productive life. **CS**As a result of these first three practices, I have truly discovered the happiness, which has escaped me for as long as I can remember. **CS**Now that I have triumphed over my personal demons and changed my attitude, determined what I value, set my goals, and allocated my time effectively, I have started to become the person I was destined to be.

**topic sentence = main idea + attitude + comment
concerning main idea**

attitude
The first three habits in Covey's book truly
main idea
exemplify a person's private victory over his
comment concerning main idea
own unproductive action and attitudes.

**main support = one essential part of main idea in
topic sentence**

*one essential part of the three habits as found in the topic
sentence*
**The first habit, "Being Proactive," deals with my
attitude towards life**

secondary supports = explains and develops the main support – uses facts, examples, statistics, personal experiences, quotes, or explanations.

Example [personal] which explains the main support – this is additional, interesting information

The result of this attitude enables me to not be so easily offended, to think before I act, and to understand that I should only worry about what I can control.

elaboration - [the heart of this writing] – answers so what does this have to do with the topic sentence??? In other words, it connects the main and secondary supports to the main idea. Remember to use a key word or synonym from the topic sentence.

explains what the ss and ms have to do with ms idea of private victory

All in all, becoming this type of “can do” person,

who has faced his limitations and

syn. for victory

conquered the “whine and complain” attitude of

all too many people, has made a tremendous

syn. for private

difference in my inner life

**concluding sentence = begins with transition +
synonym for topic sentence's main idea + attitude
+ final comment on main idea**

transition

As a result of these first three practices, I have
attitude

truly discovered the happiness, which has

escaped me for as long as I can remember. Now

syn. for conquered

syn. for private

that I have triumphed over my personal

final thoughts on private victory

demons and changed my attitude, determined

what I value, set my goals, and allocated

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person I was destined to be.

Model Paragraph

7 Habits Essay Exam

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topic sentence = main idea + attitude + comment concerning main idea

<i>attitude</i>	<i>main idea</i>
The first three habits in Covey's book truly exemplify a person's private victory over his <i>comment concerning main idea</i> own unproductive action and attitudes.	

main support = one essential part of main idea in topic sentence

<i>one essential part of the three habits as found in the topic sentence</i> The first habit, "Being Proactive," deals with my attitude towards life.
--

secondary supports = explains and develops the main support – uses facts, examples, statistics, personal experiences, quotes, or explanations.

<i>Example [personal] which explains the main support – this is additional, interesting information</i> The result of this attitude enables me to not be so easily offended, to think before I act, and to understand that I should only worry about what I can control.

elaboration - [the heart of this writing] – answers so what does this have to do with the topic sentence??? In other words, it connects the main and secondary supports to the main idea. Remember to use a key word or synonym from the topic sentence.

<i>explains what the ss and ms have to do with ms idea of private victory</i> All in all, becoming this type of "can do" person, who has faced his limitations and <i>syn. for victory</i> conquered the "whine and complain" attitude of all too many people, has made a <i>syn. for private</i> tremendous difference in my inner life

concluding sentence = begins with transition + synonym for topic sentence's main idea + attitude + final comment on main idea

<i>transition</i>	<i>attitude</i>
As a result of these first three practices, I have truly discovered the happiness, which has <i>syn. for conquered</i> <i>syn. for private</i> escaped me for as long as I can remember. Now that I have triumphed over my personal <i>final thoughts on private victory</i> demons and changed my attitude, determined what I value, set my goals, and allocated my time effectively, I have started to become the person I was destined to be.	

The 7 Habits of Highly Effective Teens

Chapter 1

The Set Up

Take the Plunge

Learn the 7 Habits

- If you own the book, use colored pencils or markers to highlight parts you want to remember. Otherwise, copy important passages in your journal.
- Memorize quotes.
- Study the worksheets and think through the questions and concepts.
- Make the learning fun.

Live the 7 Habits

- Personalize and apply each habit in your life.
- Challenge yourself to move out of your comfort zone.
- Commit to do the baby steps at the end of each chapter in the book.

Share the 7 Habits

- Discuss ideas that are important to you with your team, a friend, parent, guardian, or teacher.
- Share with someone you feel close to the commitments or ways you want to change.
- Record your changes and feelings about those changes in your journal.

To get the most from the *7 Habits of Highly Effective Teens*, you have to make an investment. It will require time and commitment. Take a few minutes and glance through the book. Look at the pictures and read some of the headlines and quotes that interest you. Begin to get an idea of what this book is all about and what you might “get” from reading it.

Once you’ve glanced through the pages of the book, write your personal expectations – what you hope to learn – in the box below.

PERSONAL EXPECTATIONS
From reading <i>The 7 Habits of Highly Effective Teens</i> , I hope to be able to:

Get in the ----- Habit

Chapter 1

[They Make You or Break You]

Habit 1 – Be Proactive

Take responsibility for your life.

Habit 2 – Begin with the End in Mind

Define your mission and goals in life.

Habit 3 – Put First Things First

Prioritize, and do the most important things first.

Habit 4 – Think Win-Win

Have an everyone-can win attitude.

Habit 5 – Seek First to Understand, Then to Be Understood

Listen to people sincerely.

Habit 6 – Synergize

Work together to achieve more.

Habit 7 – Sharpen the Saw

Renew yourself regularly.

Now think the opposite way. Write an opposite statement for each habit. Come up with your own **defective** definitions. [If you need help, refer to p. 7 in your book.]

Habit 1: _____

Habit 2: _____

Habit 3: _____

Habit 4: _____

Habit 5: _____

Habit 6: _____

Habit 7: _____

Paradigms and Principles

Chapter 2

WHAT YOU SEE IS WHAT YOU GET

What is a paradigm: [para-dime]?

A paradigm is the way you think about and see things.

<p>Write your own paradigm about the kind of music you like the best.</p> <p>Favorite type of music:</p> <p>Your views about it:</p>	<p>Find out what others think about this type of music. See how many different opinions you can find.</p> <p>Parent:</p> <p>Teacher:</p> <p>Friend:</p> <p>Other:</p>
---	--

Did your paradigm change after listening to the paradigms of others? Why or why not?

Try listening to other types of music. List types that you would never listen to on a regular basis and make a conscious decision to listen to each new type for at least an hour.

Type of Music	Ranking [1=awful 10=great!]

“Paradigms are like glasses. When you have incomplete paradigms about yourself or life in general, it’s like wearing glasses with the wrong prescription.”

—Sean Covey

Take a look at the picture your teacher has given you. What does it look like to you?

This is a picture of: _____

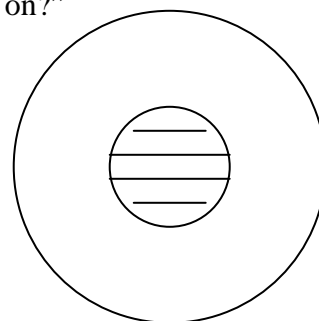
What helped you come to this conclusion?

Now look at the picture on the overhead. Is it the same picture? _____

Now look more closely. Is this the picture you thought it was? If not, you just experienced a paradigm shift—the way you saw something, your point of view, changed.

Some of our paradigms are about life in general. You can usually tell what your paradigms are by asking yourself, “What is my life centered on?”

In the outer circle, write the things that you tend to spend most of your time on [i.e. friends, school, church, music].



Refer to page 25 in your book.

Paradigms and Principles

What You See Is What You Get

The long and short of it is principles rule.”--Sean Covey

What is a principle?

A principle is a natural law or basic truth [i.e. honesty, service, love].

List other important principles:	Why are these principles important to you?

Which of the principles you listed are the most difficult for you to live?

In the center of the circle on the previous page, write in the word “principles.” Below that, list a few principles that you find most difficult to live. Decide what you will do this week to practice living in harmony with your most difficult principle.

Remember: Place principles in the center of your life.

The Private Victory



The Personal Bank Account

Starting with the Man/Woman in the Mirror Chapter 3

*"If you haven't forgiven yourself something, how
can you forgive others?" -Dolores Huerta*

Private Victory: Self-mastery; winning the battles within yourself.

The first three habits deal with the Private Victory. Name them below.

Habit 1: _____

Habit 2: _____

Habit 3: _____

What have you done lately to exercise self-discipline [i.e. exercising, waking up on time/or waking up a little early, studying, controlling your temper]? Draw or write your answer in the box below.

I Am the Force

Chapter 4

"Our only freedom is the freedom to discipline ourselves." –Bernard Baruch

What does proactive mean?

Being proactive is the opposite of being reactive. It means to take responsibility for your actions.

So what does reactive mean?

Reactive means to be acted upon and controlled by events and emotions.

When and where do you tend to be the most *reactive*?

Give an example of a *proactive* choice you've made.

Below are various examples of reactive and proactive language. With two different colored markers, determine which phrases are examples of *proactive* language and which are *reactive* language.

"It's not my fault!" **"I will do that right now!"** "I just can't decide!"

"That's unfair!" **"I didn't see it that way; thanks for letting me know."**

"If only..." **"Who does he think he is anyway?"** "Can we talk about this first?"

"I'M SORRY; I DIDN'T MEAN THAT."

"Leave me alone, you jerk. It's none of your business!"

Listen to your own language. Is it proactive or reactive? List some examples that you hear in your own day-to-day speaking.

Refer to p. 51 in your text.

Here are a few ways to apply Habit 1 in your life. Go for it; take the plunge.

- ❑ Do all of the baby steps at the end of each chapter in the book, starting with p. 28. This one act could have a tremendous influence on your life.
- ❑ Keep a journal/notebook [required].
- ❑ Add additional blank pages so you can capture your feelings, thoughts, and ideas as you read through *The 7 Habits of Highly Effective Teens* book. Also use them to jot down insights that come to you as you work through the book.
- ❑ Over the next week, keep track of your language, actions, and choices in your journal. Record both the good and poor choices and actions you make on a day-to-day basis.
- ❑ Evaluate yourself each day by asking:
 - ◆ Am I being proactive or reactive?
 - ◆ Did I make good choices today?
 - ◆ Did I blame someone else?
 - ◆ What language did I use?

In the box below, give an example of one of your choices. What did you learn from it?

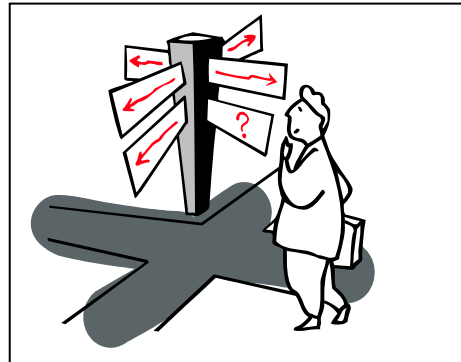
Habit 2: Begin with the End in Mind

Chapter 5

Control Your Own Destiny or Someone Else Will

Habit 2: Begin with the End in Mind allows you to live your life with hope and purpose.

*“Think about your own life. Do you have an end in mind?
Do you have a clear picture of what you want to be one year from now? Five years from now? Or are you clueless?” –Sean Covey*



What crossroads are you at in your life?

Following are some common questions teens ask themselves:

- Will I continue seeing only one person or do I want to start dating others?
- Should I get a new job or stay where I am currently employed?
- Do I want to go to college or get into a vocational training program?

List some crossroads you will encounter in the next few months.

- _____
- _____
- _____
- _____
- _____

To determine where you're headed, ask yourself the following questions.

- What qualities do I want to develop in my life?

- What things will I need to have for the kind of future I want?

To begin with the end in mind, you must know where you want to go, who you want to be, and what you want to achieve in life. So why not put it in writing?

Personal Mission Statement

A personal credo or motto that states what your life is about

Why would a personal mission statement be important to you?

To help clarify what you want your mission to be, complete The Great Discovery activity in your text beginning on page 86. Of course, you won't write in the book. Put your answers in this booklet.

1. Think of a person who made a positive difference in your life. What qualities does that person have that you would like to develop?

2. Imagine yourself in 20 years. You are surrounded by the most important people in your life. Who are they and what are you doing?

3. If a steel beam [six inches wide] were placed across two skyscrapers, for what would you be willing to cross? A thousand dollars? A million? Your pet? Your brother? Fame? Think carefully, and answer honestly.

4. If you could spend one day in a great library studying anything you wanted, what would you study?

5. List 10 things you love to do. It could be singing, dancing, looking at magazines, drawing, reading, daydreaming – anything you absolutely love to do.

6. Describe a time when you were deeply inspired.

7. If you could spend an hour with any person who ever lived, who would it be? Why that person? What would you ask?

8. Five years from now, your local paper does a story about you and they want to interview three people—a parent, a brother or sister, and a friend. What would you want them to say about you?

9. Think of something that represents you –a rose, a song, an animal. Why does it represent you?

- | | | |
|----------------------|-----------------------------|----------|
| Numbers | Working with people | Singing |
| Words | Memorizing things | Humorous |
| Creative thinking | Decision making | Sharing |
| Athletics | Building things | Music |
| Making things happen | Predicting what will happen | Trivia |
| Sensing needs | Accepting others | |
| Mechanical | Speaking | |
| Artistic | Writing | |
| | Dancing | |
| | Listening | |

10. Everyone has one or more talents. What are your talents? Use the ones listed above or write your own. [You could look at your Gregoric Style Delineator!]

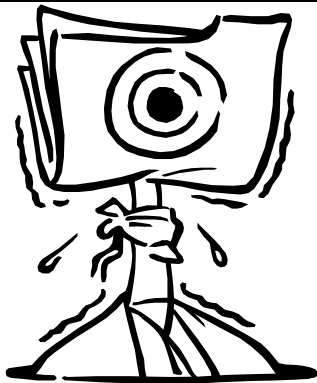
Find pictures in magazines, posters, or personal photos that show the kind of person you would like to become and the qualities you value most. Paste the pictures below to help spark more ideas about your personal mission statement.

Habit 3: Put First Things First

Will and Won't Power Chapter 6

"Things which matter most must never be at the mercy of things which matter least." -Johann Wolfgang von Goethe

Habit 3 Put First Things First: The strength to say yes to your most important things and no to less important things.



"Acting in the face of fear"

Give examples of the activities of each type of time manager.

Quadrant 1: The Procrastinator

Quadrant 2: The Prioritizer

Quadrant 3: The Yes Man

Quadrant 4: The Slacker

Refer to p. 107 in your text.

Time Activity

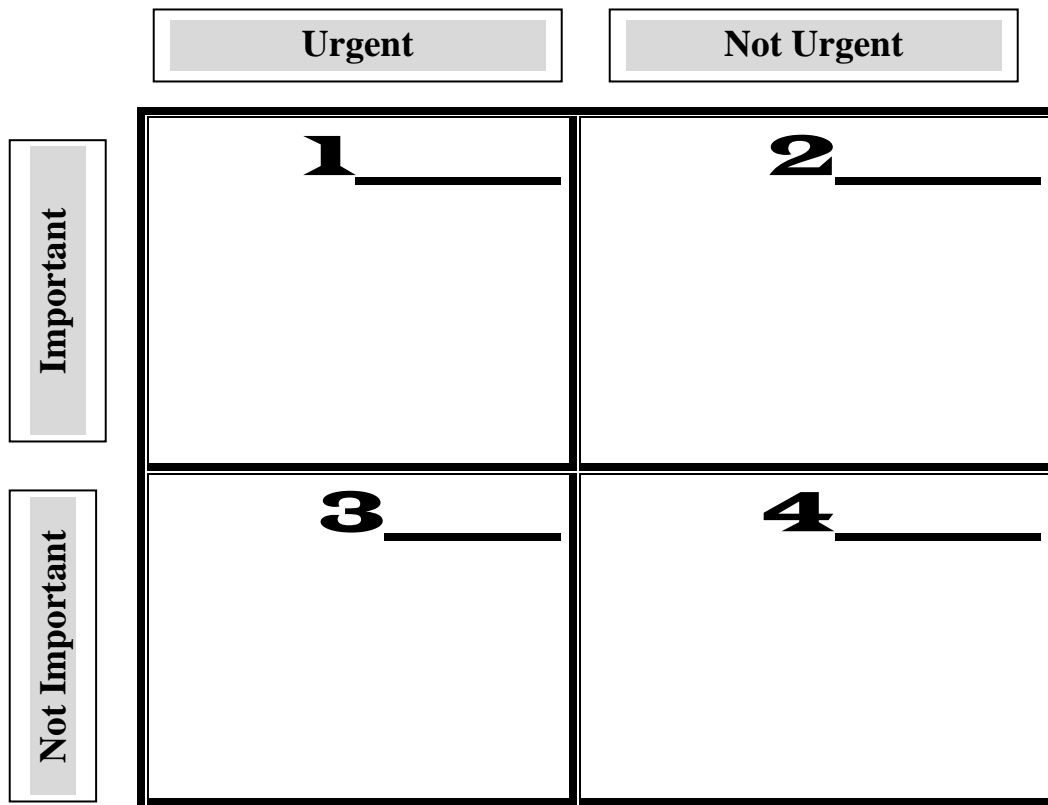
Where do you spend your time? On the calendar on the next page, write down how you spent your time yesterday. What took up most of your time? School? Work? Homework? Watching TV? Reading? Computer games? Hanging out?

Insert calendar here.

Did the things that filled up your day matter the most to you? _____

Where did you waste your time? _____

Label each square of the time quadrants with the name of the time manager [procrastinator, prioritizer, yes man, slacker].



Review the previous page to see how you spent your time yesterday. Write each activity in the corresponding quadrant.

How many activities were focused on Quadrant 2? Write down other Quadrant 2 activities that would have helped you put first things first. _____

Refer to p. 112 in your text.

As you answer the following questions, think about how often you are in your courage zone.

- Think of a time when you acted in the face of fear and took a risk to move outside of your comfort zone. What did you learn? _____

- Under what circumstances do you need to step outside of your comfort zone and exercise more courage? _____

- What holds you back from moving into your courage zone? _____

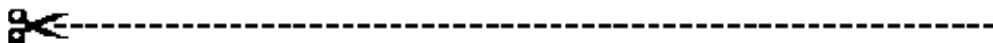
- How can you act more courageously? _____

Dive into Habit 3 by doing the following –

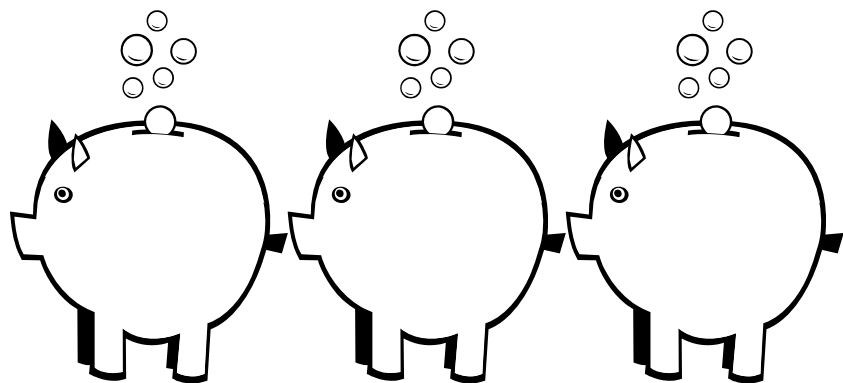
- Use a *planner* that will help you put first things first in your life.
- Review your *mission statement*. Think about what it means to you today. If you are not done with it, write the next draft.
- Make a *weekly plan*—remember to look at the big picture. Ask yourself if all of your big rocks are in place.
- *Plan daily*—with a weekly plan in place, you can focus on your daily priorities, tasks, and appointments.
- Make a list of your biggest *time wasters* and commit to focus your time on more important things.
- *Practice* daily a skill, talent, or habit you want to improve. Perhaps today it will be to practice being a better listener or to improve an athletic skill.
- This week in your planner or on a Notes page, *keep track* of all the times you have done something that was important to you, although you didn't really want to do it at that particular moment.
- Review the baby steps on page 128.

Date	

Deposit	
\$ _____	_____
Amount	Signature
RELATIONSHIP BANK ACCOUNT	



Refer to pp. 132-133 in your text.



Habit 4: Think Win-Win

Chapter 8

Life Is an All-You-Can-Eat Buffet

"Me lift thee and thee lift me, and we'll both ascend together."

— John Greenleaf Whittier

Thinking win-win is the foundation for getting along well with other people.

Write your definition of win-win thinking. Once you have your description, share it with a friend. Use examples from your own life.

Complete the following sentences.

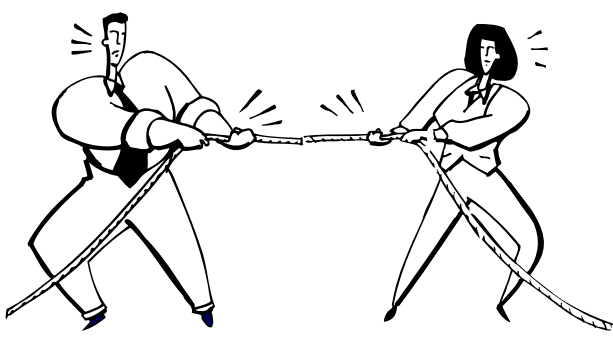
It is hardest for me to think win-win when: _____

It is easiest for me to think win-win when: _____

When I practice win-win thinking, I enjoy the following benefits: _____

What is win-lose?

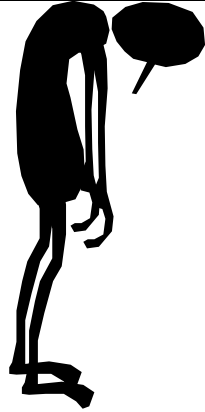
Win-Lose: When people only want to win and don't care if others lose.



Write about an experience where you had a win-lose mentality. How did you feel about the incident? Would you do things differently now? _____

What is lose-win?

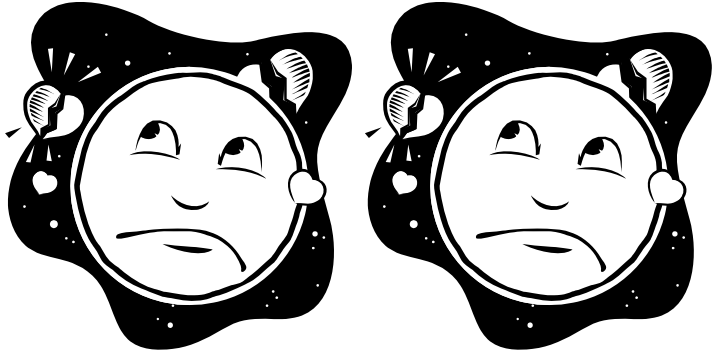
Lose-Win: When people allow others to win even when it means they lose.



Write about an experience where you practiced lose-win, or someone acted in a lose-win manner towards you. How did that make you feel?

What is lose-lose?

Lose-Lose: When people believe that if they go down, then others must go down with them.



List some lose-lose examples from history, current news events, or your own life.

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

Chapter 9

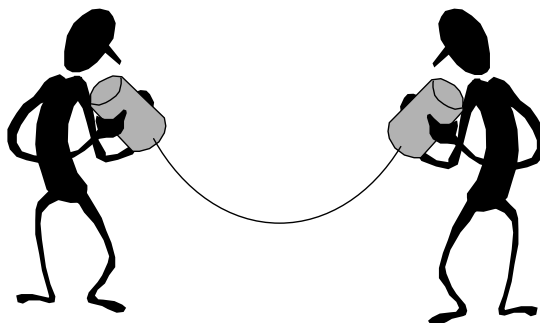
You Have Two Ears and One Mouth ...Hel-lo!

*“Before I can walk in another’s shoes,
I must first remove my own.”*

--Unknown

Habit 5: Seek First to Understand, “Then to be Understood means listen first, talk second; see things from another person’s point of view before sharing your own.

When was the last time you tried walking in someone else’s shoes? What was the experience like—actually trying to consider another person’s point of view or idea before sharing yours.



Describe what happened and what you learned.

Write your own definition of the following listening styles:

Spacing Out: _____

Pretend Listening: _____

Selective Listening: _____

Word Listening: _____

Self Centered Listening

Judging: _____

Advising: _____

Probing: _____

Genuine Listening: _____

Refer to pp. 168-171 in your text.

Mirroring is repeating back in your own words what another person is saying and feeling.
You don't judge or give advice.

Read the following statement.

“I feel so ugly. Nobody will ever ask me to the prom!”

A mirroring response could be

“It sounds like you are discouraged about not being asked to the prom.”

Now, try some of your own. Write a mirroring response for each of the following situations.

“No, you are not going out tonight!”

How would you respond using a mirroring response?

“You said I was the only one you wanted to be with, but that’s not what I heard!”

How would you respond using a mirroring response?

Then to Be Understood: This half of Habit 5 requires the courage to speak up.

When do you have the most difficult time giving feedback to others? Why?

If you genuinely listen to another person, what happens when you then express your feelings, ideas, suggestions, or opinions?

When was the last time you kept your thoughts and feelings to yourself even though you really wanted to share them? Why didn’t you share them? How did you feel about it?

Now that you have analyzed your actions, what can you do to improve your practice of the second half of Habit 5 – then to be understood?

See how many different people you can learn about by completing the Synergy Boxes exercise. Write six more descriptions in the blank boxes below. Now, find people who match the descriptions and write their names in the appropriate box. Go to your team members in English first! See how many names you can write in each box during the next two days.

Synergy Boxes

Writes stories, plays, or poetry		
	Speaks more than one language	An excellent athlete
Cooks extremely well		
	Plays a musical instrument	Enjoys the outdoors

Completing the Synergy Boxes exercise shows the importance of diversity and how each person is unique. But what about you? How are you different from others?

Think through the following questions carefully before answering them.

1. Some people love to be with groups of people. Some like to spend much of their time alone. How do you prefer to spend your time? Why?

2. Some people are dreamers; they're always thinking of new possibilities, new ways of doing things. Some people are very practical; they like to study the world and know how to do things. Which type of person are you? Why?

3. Some people make decisions based on their feelings and how they think others might feel. Other people make decisions based on facts. How do you prefer to make decisions? Why?

4. Some people like their lives planned out and scheduled. Other people like to be surprised or just see what happens. Which way do you prefer? Why?

The "high" way is finding a better solution than win-lose, lose-win, or lose-lose, and it always produces more.

1. Write down an important issue that you, your community, your school, or your family is facing right now. Maybe it's violence at school, a dress code, or a community issue, such as changing the curfew for teenagers.

Issue/Problem

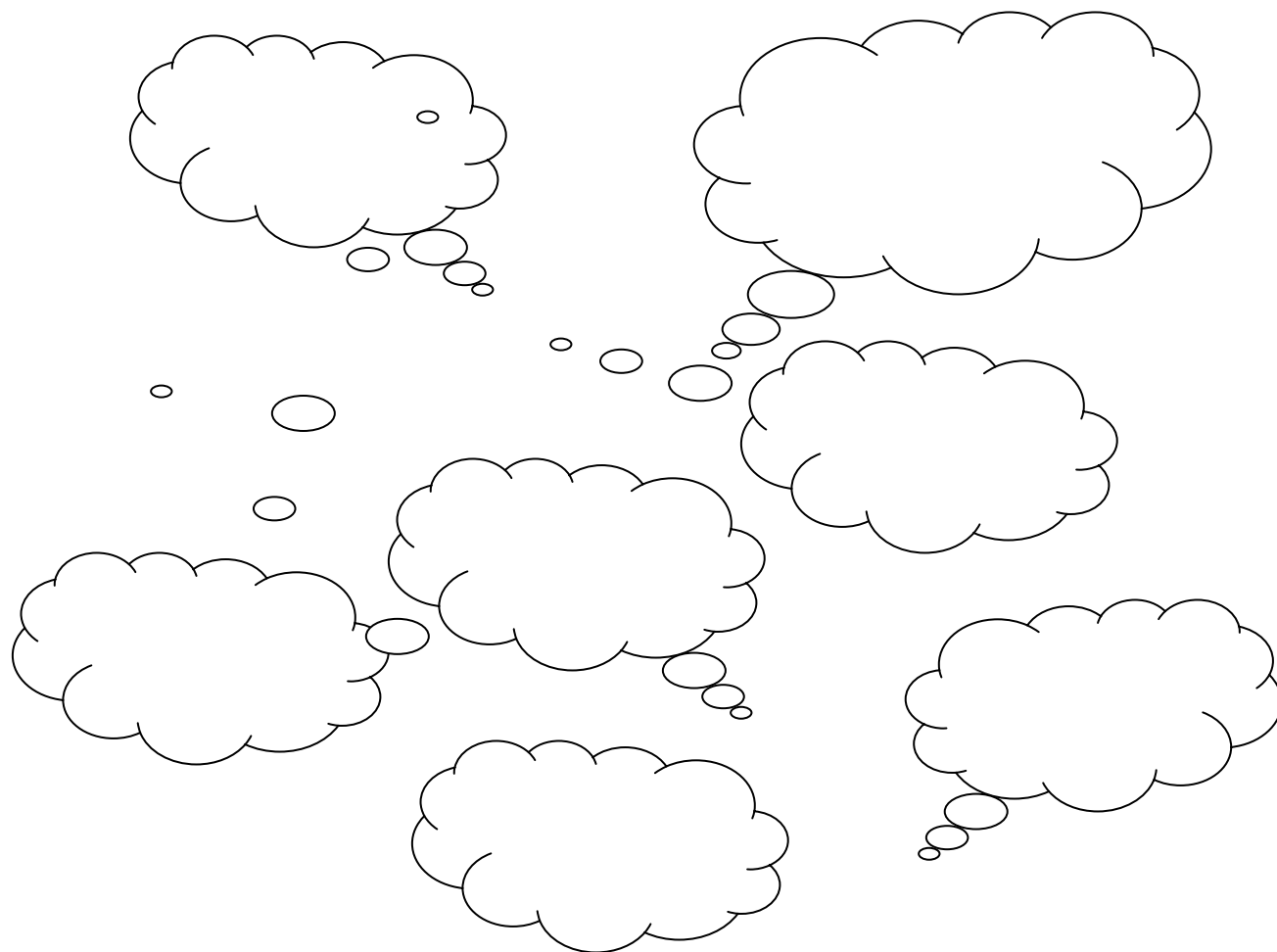
2. Get into your group and discuss the issue you all of you chose. Individually, think of ways to improve or change the problem.

Issue

3. On the following page, fill in the bubbles with the different solutions each of you came up with.

4. Use your imagination as you brainstorm new ideas.

5. Together decide which solution will make the biggest different. Write your group's idea in the solution box. Be sure to practice the habit of synergy.



Solution Box

--

Habit 7: Sharpen the Saw

Chapter 11 It's "Me Time"

*"To keep a lamp burning, we have to keep putting oil in it."
--Mother Teresa*

Habit 7: Sharpen the Saw is about renewing yourself and balancing the key areas of your life: physical, mental, social/emotional, and spiritual.



Set a timer or alarm for three minutes. Then, in the boxes below, list all of the things you want to do to sharpen your saw in each of the four categories.

<p>BODY [PHYSICAL]</p>	<p>HEART [RELATIONSHIPS]</p>
<p>SOUL [SPIRITUAL]</p>	<p>BRAIN [MENTAL]</p>

Here's a plan to help you sharpen your saw physically. Answer each of the questions listed below; then your plan will be set and waiting for you to take action.

What physical activities do you like to do? Are there any activities you haven't tried, but you would like to? Make a list.

<u>Like to Do</u>	<u>Want to Try</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Choose a few items on your list and write them in the spaces under "Activity" on the chart below. Decide when, where, and how you will do these activities. Also write how long you'll spend doing each activity. Don't forget to involve people who can participate with you or encourage you to sharpen your saw physically.

Activity	When, Where, How	Length of Time
running	Monday and Wednesday in the park with Nina	25 minutes

Make a copy of the chart above and place it somewhere [like your bedroom mirror] that you will see it daily or record the information in your planner.

Sharpening the saw physically is not limited just to physical exercise. Think about the food you eat. Here's a plan to help you sharpen your saw regarding nutrition. Answer each of the following questions, and then your plan will be set, ready for you to take action.

Body



Mind



Heart



Soul

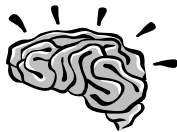


What foods did you eat last weekend that were not healthy for your body?

Brainstorms ways that you can use to change your eating habits.

What type of a plan can you set that will help you focus on the nutritional elements of sharpening the saw physically?

Refer to p. 209 of your text.



Mind

To care for your brain is to sharpen the saw mentally. Make a list of skills or talents you enjoy or might like to learn.

- Chess
-
-
-
-
-
-
-
-

What new skill can you commit to learn in the next month? _____

Here is another activity to keep your brain sharp:

Interview someone you admire and would like to know more about. Ask about his/her life, challenges, successes, history, and interests. Make you own list of questions on the next page.

Answer the following questions:

Which of your relationships are the most important?

Are you making deposits into these relationships? What are you doing?

How can you improve your most important relationships?

To boost your emotional well being, why not start your own humor corner today?
Write your favorite joke below or post in a cartoon, and then share it with someone.

Refer to p. 233 in your text.



Soul

Caring for your soul is how you sharpen the saw spiritually.

The following activities will help you do this.

- Meditate
- Volunteer to read to a child for an hour
- Listen to inspiring music

What other activities do you enjoy that will help awaken your soul? List them below.

-
-
-
-
-
-
-

Select one or two items from the lists above and set up a plan to sharpen your saw spiritually. Be sure to think about people who can participate with you or encourage you to sharpen your saw.

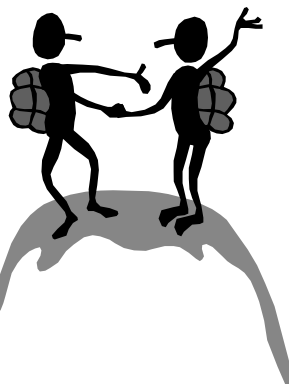
Activity	When, Where, How	Length of Time
Read to a child	Thursdays, after school, at the hospital	1 hour

Make a copy of the commitments you have made to sharpen your saw spiritually and place it with your other goals. Your planner or bathroom mirror would be an excellent place!

Refer to pp. 234-235.

Keep Hope Alive

Chapter 12



Kid, You'll Move Mountains

"If you do not hope, you will not find
What is beyond your hopes"
--St. Clement of Alexandria.

You've reached the last pages of this workbook! ☺ Now, return to p. 1 of this workbook and review the personal expectations you wrote there.

Did you meet your expectations? If you feel you didn't, what do you need to do now?

What valuable things did you learn that you didn't expect to learn?

How will you apply the 7 Habits in the next week?

The next month?

The next year?

Did you share with others what you've learned? Did it make a difference?

How will you continue to share what you've learned from the 7 Habits?

The 7 Habits of Highly Effective Teens

Chapter 1

The Set Up

Take the Plunge

Learn the 7 Habits

- If* you own the book, use colored pencils or markers to highlight parts you want to remember. Otherwise, copy important passages in your journal.
- Memorize quotes.
- Study the worksheets and think through the questions and concepts.
- Make the learning fun.

Live the 7 Habits

- Personalize and apply each habit in your life.
- Challenge yourself to move out of your comfort zone.
- Commit to do the baby steps at the end of each chapter in the book.

Share the 7 Habits

- Discuss ideas that are important to you with your team, a friend, parent, guardian, or teacher.
- Share with someone you feel close to the commitments or ways you want to change.
- Record your changes and feelings about those changes in your journal.

To get the most from the *7 Habits of Highly Effective Teens*, you have to make an investment. It will require time and commitment. Take a few minutes and glance through the book. Look at the pictures and read some of the headlines and quotes that interest you. Begin to get an idea of what this book is all about and what you might “get” from reading it.

Once you’ve glanced through the pages of the book, write your personal expectations – what you hope to learn – in the box below.

PERSONAL EXPECTATIONS
From reading <i>The 7 Habits of Highly Effective Teens</i> , I hope to be able to:

Get in the ----- Habit

Chapter 1

[They Make You or Break You]

Habit 1 – Be Proactive

Take responsibility for your life.

Habit 2 – Begin with the End in Mind

Define your mission and goals in life.

Habit 3 – Put First Things First

Prioritize, and do the most important things first.

Habit 4 – Think Win-Win

Have an everyone-can win attitude.

Habit 5 – Seek First to Understand, Then to Be Understood

Listen to people sincerely.

Habit 6 – Synergize

Work together to achieve more.

Habit 7 – Sharpen the Saw

Renew yourself regularly.

Now think the opposite way. Write an opposite statement for each habit. Come up with your own **defective** definitions. [If you need help, refer to p. 7 in your book.]

Habit 1: _____

Habit 2: _____

Habit 3: _____

Habit 4: _____

Habit 5: _____

Habit 6: _____

Habit 7: _____

Paradigms and Principles

Chapter 2

WHAT YOU SEE IS WHAT YOU GET

What is a paradigm: [para-dime]?

A paradigm is the way you think about and see things.

<p>Write your own paradigm about the kind of music you like the best.</p> <p>Favorite type of music:</p> <p>Your views about it:</p>	<p>Find out what others think about this type of music. See how many different opinions you can find.</p> <p>Parent:</p> <p>Teacher:</p> <p>Friend:</p> <p>Other:</p>
---	--

Did your paradigm change after listening to the paradigms of others? Why or why not?

Try listening to other types of music. List types that you would never listen to on a regular basis and make a conscious decision to listen to each new type for at least an hour.

Type of Music	Ranking [1=awful 10=great!]

“Paradigms are like glasses. When you have incomplete paradigms about yourself or life in general, it’s like wearing glasses with the wrong prescription.”

--Sean Covey

Take a look at the picture your teacher has given you. What does it look like to you?

This is a picture of: _____

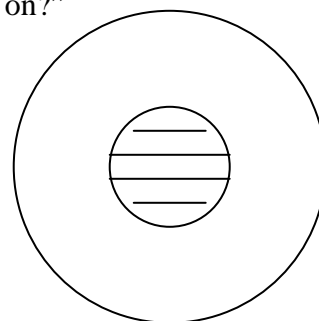
What helped you come to this conclusion?

Now look at the picture on the overhead. Is it the same picture? _____

Now look more closely. Is this the picture you thought it was? If not, you just experienced a paradigm shift—the way you saw something, your point of view, changed.

Some of our paradigms are about life in general. You can usually tell what your paradigms are by asking yourself, “What is my life centered on?”

In the outer circle, write the things that you tend to spend most of your time on [i.e. friends, school, church, music].



Refer to page 25 in your book.

Paradigms and Principles

What You See Is What You Get

The long and short of it is principles rule.”--Sean Covey

What is a principle?

A principle is a natural law or basic truth [i.e. honesty, service, love].

List other important principles:	Why are these principles important to you?

Which of the principles you listed are the most difficult for you to live?

In the center of the circle on the previous page, write in the word “principles.” Below that, list a few principles that you find most difficult to live. Decide what you will do this week to practice living in harmony with your most difficult principle.

Remember: Place principles in the center of your life.

The Private Victory



The Personal Bank Account

Starting with the Man/Woman in the Mirror Chapter 3

*"If you haven't forgiven yourself something, how
can you forgive others?" -Dolores Huerta*

Private Victory: Self-mastery; winning the battles within yourself.

The first three habits deal with the Private Victory. Name them below.

Habit 1: _____

Habit 2: _____

Habit 3: _____

What have you done lately to exercise self-discipline [i.e. exercising, waking up on time/or waking up a little early, studying, controlling your temper]? Draw or write your answer in the box below.

I Am the Force

Chapter 4

"Our only freedom is the freedom to discipline ourselves." –Bernard Baruch

What does proactive mean?

Being proactive is the opposite of being reactive. It means to take responsibility for your actions.

So what does reactive mean?

Reactive means to be acted upon and controlled by events and emotions.

When and where do you tend to be the most *reactive*?

Give an example of a *proactive* choice you've made.

Below are various examples of reactive and proactive language. With two different colored markers, determine which phrases are examples of *proactive* language and which are *reactive* language.

"It's not my fault!" **"I will do that right now!"** "I just can't decide!"

"That's unfair!" **"I didn't see it that way; thanks for letting me know."**

"If only..." **"Who does he think he is anyway?"** "Can we talk about this first?"

"I'M SORRY; I DIDN'T MEAN THAT."

"Leave me alone, you jerk. It's none of your business!"

Listen to your own language. Is it proactive or reactive? List some examples that you hear in your own day-to-day speaking.

Refer to p. 51 in your text.

Here are a few ways to apply Habit 1 in your life. Go for it; take the plunge.

- ❑ Do all of the baby steps at the end of each chapter in the book, starting with p. 28. This one act could have a tremendous influence on your life.
- ❑ Keep a journal/notebook [required].
- ❑ Add additional blank pages so you can capture your feelings, thoughts, and ideas as you read through *The 7 Habits of Highly Effective Teens* book. Also use them to jot down insights that come to you as you work through the book.
- ❑ Over the next week, keep track of your language, actions, and choices in your journal. Record both the good and poor choices and actions you make on a day-to-day basis.
- ❑ Evaluate yourself each day by asking:
 - ◆ Am I being proactive or reactive?
 - ◆ Did I make good choices today?
 - ◆ Did I blame someone else?
 - ◆ What language did I use?

In the box below, give an example of one of your choices. What did you learn from it?



Habit 2: Begin with the End in Mind

Chapter 5

Control Your Own Destiny or Someone Else Will

Habit 2: Begin with the End in Mind allows you to live your life with hope and purpose.



“Think about your own life. Do you have an end in mind? Do you have a clear picture of what you want to be one year from now? Five years from now? Or are you clueless?” –Sean Covey

What crossroads are you at in your life?

Following are some common questions teens ask themselves:

- Will I continue seeing only one person or do I want to start dating others?
- Should I get a new job or stay where I am currently employed?
- Do I want to go to college or get into a vocational training program?

List some crossroads you will encounter in the next few months.

- _____
- _____
- _____
- _____
- _____

To determine where you're headed, ask yourself the following questions.

- What qualities do I want to develop in my life?

- What things will I need to have for the kind of future I want?

To begin with the end in mind, you must know where you want to go, who you want to be, and what you want to achieve in life. So why not put it in writing?

Personal Mission Statement

A personal credo or motto that states what your life is about

Why would a personal mission statement be important to you?

To help clarify what you want your mission to be, complete The Great Discovery activity in your text beginning on page 86. Of course, you won't write in the book. Put your answers in this booklet.

1. Think of a person who made a positive difference in your life. What qualities does that person have that you would like to develop?

2. Imagine yourself in 20 years. You are surrounded by the most important people in your life. Who are they and what are you doing?

3. If a steel beam [six inches wide] were placed across two skyscrapers, for what would you be willing to cross? A thousand dollars? A million? Your pet? Your brother? Fame? Think carefully, and answer honestly.

4. If you could spend one day in a great library studying anything you wanted, what would you study?

5. List 10 things you love to do. It could be singing, dancing, looking at magazines, drawing, reading, daydreaming – anything you absolutely love to do.

6. Describe a time when you were deeply inspired.

7. If you could spend an hour with any person who ever lived, who would it be? Why that person? What would you ask?

8. Five years from now, your local paper does a story about you and they want to interview three people—a parent, a brother or sister, and a friend. What would you want them to say about you?

9. Think of something that represents you –a rose, a song, an animal. Why does it represent you?

- | | | |
|----------------------|-----------------------------|----------|
| Numbers | Working with people | Singing |
| Words | Memorizing things | Humorous |
| Creative thinking | Decision making | Sharing |
| Athletics | Building things | Music |
| Making things happen | Predicting what will happen | Trivia |
| Sensing needs | Accepting others | |
| Mechanical | Speaking | |
| Artistic | Writing | |
| | Dancing | |
| | Listening | |

10. Everyone has one or more talents. What are your talents? Use the ones listed above or write your own. [You could look at your Gregoric Style Delineator!]

Find pictures in magazines, posters, or personal photos that show the kind of person you would like to become and the qualities you value most. Paste the pictures below to help spark more ideas about your personal mission statement.

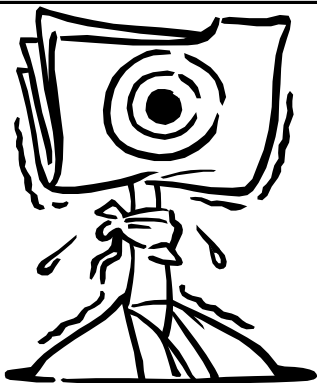
Habit 3: Put First Things First

Will and Won't Power

Chapter 6

"Things which matter most must never be at the mercy of things which matter least." -Johann Wolfgang von Goethe

Habit 3 Put First Things First: The strength to say yes to your most important things and no to less important things.



"Acting in the face of fear"

Give examples of the activities of each type of time manager.

Quadrant 1: The Procrastinator

Quadrant 2: The Prioritizer

Quadrant 3: The Yes Man

Quadrant 4: The Slacker

Refer to p. 107 in your text.

Time Activity

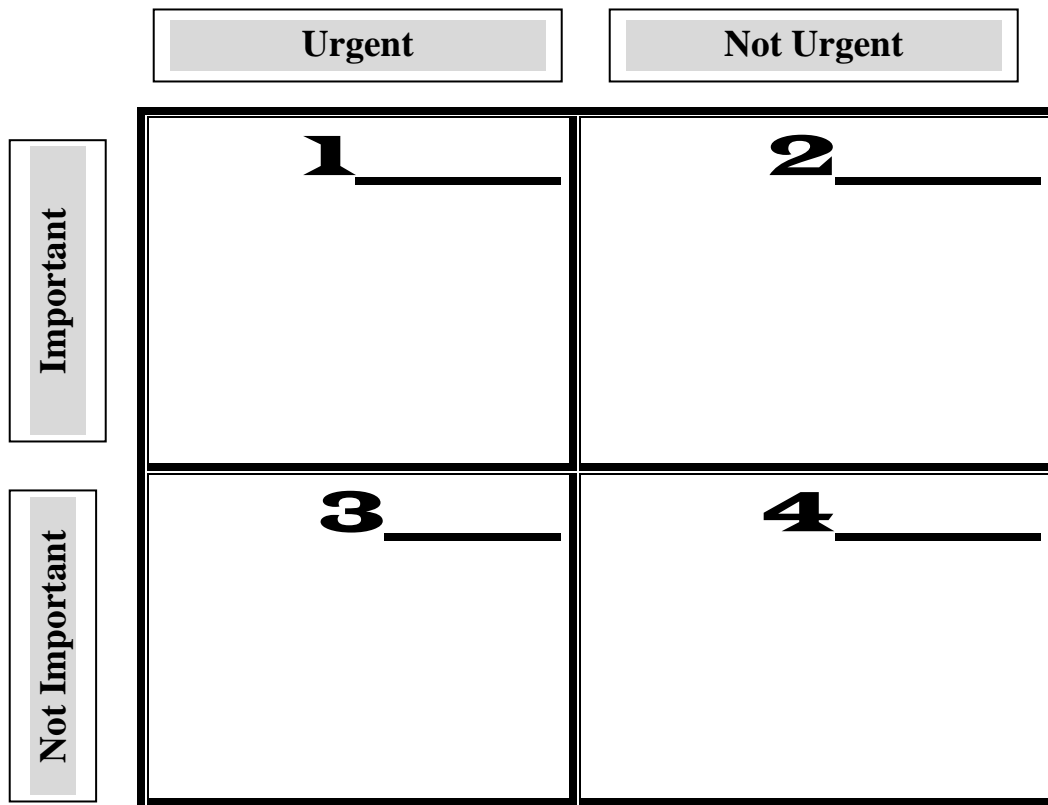
Where do you spend your time? On the calendar on the next page, write down how you spent your time yesterday. What took up most of your time? School? Work? Homework? Watching TV? Reading? Computer games? Hanging out?

Insert calendar here.

Did the things that filled up your day matter the most to you? _____

Where did you waste your time? _____

Label each square of the time quadrants with the name of the time manager [procrastinator, prioritizer, yes man, slacker].



Review the previous page to see how you spent your time yesterday. Write each activity in the corresponding quadrant.

How many activities were focused on Quadrant 2? Write down other Quadrant 2 activities that would have helped you put first things first. _____

Refer to p. 112 in your text.

As you answer the following questions, think about how often you are in your courage zone.

- Think of a time when you acted in the face of fear and took a risk to move outside of your comfort zone. What did you learn? _____

- Under what circumstances do you need to step outside of your comfort zone and exercise more courage? _____

- What holds you back from moving into your courage zone? _____

- How can you act more courageously? _____

Dive into Habit 3 by doing the following –

- Use a *planner* that will help you put first things first in your life.
- Review your *mission statement*. Think about what it means to you today. If you are not done with it, write the next draft.
- Make a *weekly plan*—remember to look at the big picture. Ask yourself if all of your big rocks are in place.
- *Plan daily*—with a weekly plan in place, you can focus on your daily priorities, tasks, and appointments.
- Make a list of your biggest *time wasters* and commit to focus your time on more important things.
- *Practice* daily a skill, talent, or habit you want to improve. Perhaps today it will be to practice being a better listener or to improve an athletic skill.
- This week in your planner or on a Notes page, *keep track* of all the times you have done something that was important to you, although you didn't really want to do it at that particular moment.
- Review the baby steps on page 128.

The Public Victory



The Relationship Bank Account

Chapter 7

The Stuff That Life Is Made Of

“Keep in mind that the true measure of an individual is how he treats a person who can do him absolutely no good.”

-- Ann Landers

How would you define a Public Victory?

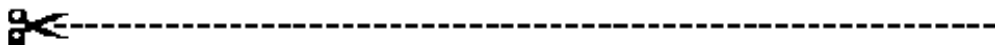
Public Victory: Success with other people; your ability to get along with others.

1. Describe to someone how the Relationship Bank Account works, why it is important.

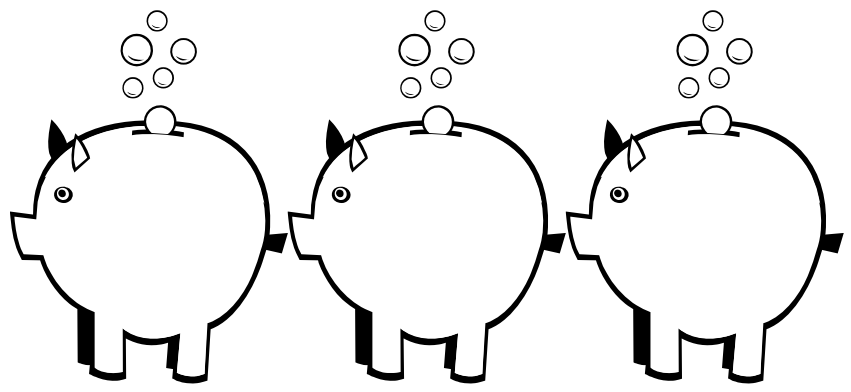
Make several copies of the Relationship Bank Account slip on the next page. Give one to anyone who makes a deposit with you. This is like a thank you not and will let the person know the value of the deposit he or she made with you.

Date	

Deposit	
\$ _____	_____
Amount	Signature
RELATIONSHIP BANK ACCOUNT	



Refer to pp. 132-133 in your text.



Habit 4: Think Win-Win

Chapter 8

Life Is an All-You-Can-Eat Buffet

"Me lift thee and thee lift me, and we'll both ascend together."

— John Greenleaf Whittier

Thinking win-win is the foundation for getting along well with other people.

Write your definition of win-win thinking. Once you have your description, share it with a friend. Use examples from your own life.

Complete the following sentences.

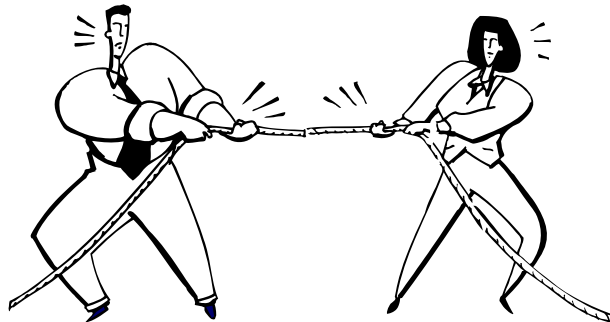
It is hardest for me to think win-win when: _____

It is easiest for me to think win-win when: _____

When I practice win-win thinking, I enjoy the following benefits: _____

What is win-lose?

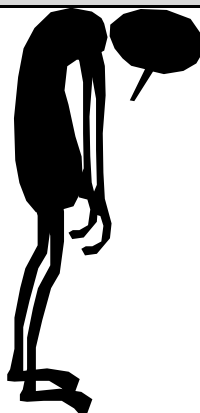
Win-Lose: When people only want to win and don't care if others lose.



Write about an experience where you had a win-lose mentality. How did you feel about the incident? Would you do things differently now? _____

What is lose-win?

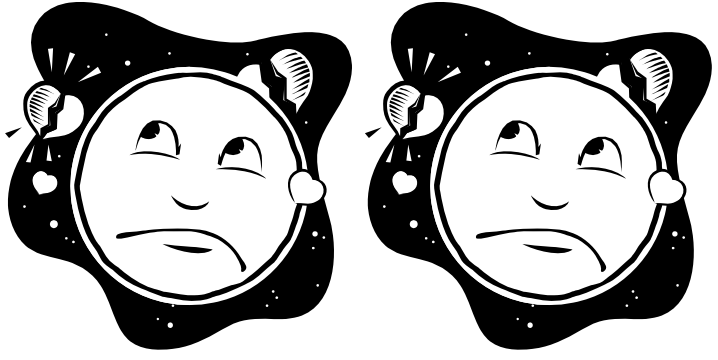
Lose-Win: When people allow others to win even when it means they lose.



Write about an experience where you practiced lose-win, or someone acted in a lose-win manner towards you. How did that make you feel?

What is lose-lose?

Lose-Lose: When people believe that if they go down, then others must go down with them.



List some lose-lose examples from history, current news events, or your own life.

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

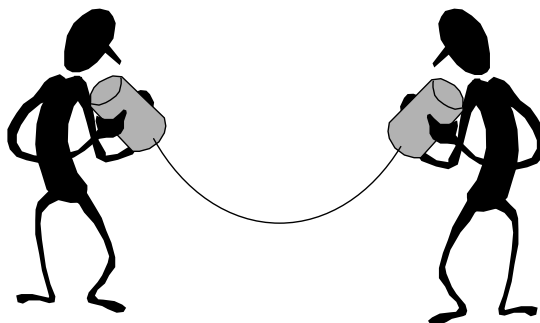
Chapter 9

You Have Two Ears and One Mouth ...Hel-lo!

“Before I can walk in another’s shoes,
I must first remove my own.”
--Unknown

Habit 5: Seek First to Understand, “Then to be Understood means listen first, talk second; see things from another person’s point of view before sharing your own.

When was the last time your tried walking in someone else’s shoes? What was the experience like—actually trying to consider another person’s point of view or idea before sharing yours.



Describe what happened and what you learned.

Write your own definition of the following listening styles:

Spacing Out: _____

Pretend Listening: _____

Selective Listening: _____

Word Listening: _____

Self Centered Listening

Judging: _____

Advising: _____

Probing: _____

Genuine Listening: _____

Refer to pp. 168-171 in your text.

Mirroring is repeating back in your own words what another person is saying and feeling.
 You don't judge or give advice.

Read the following statement.

“I feel so ugly. Nobody will ever ask me to the prom!”

A mirroring response could be

“It sounds like you are discouraged about not being asked to the prom.”

Now, try some of your own. Write a mirroring response for each of the following situations.

“No, you are not going out tonight!”

How would you respond using a mirroring response?

“You said I was the only one you wanted to be with, but that’s not what I heard!”

How would you respond using a mirroring response?

Then to Be Understood: This half of Habit 5 requires the courage to speak up.

When do you have the most difficult time giving feedback to others? Why?

If you genuinely listen to another person, what happens when you then express your feelings, ideas, suggestions, or opinions?

When was the last time you kept your thoughts and feelings to yourself even though you really wanted to share them? Why didn’t you share them? How did you feel about it?

Now that you have analyzed your actions, what can you do to improve your practice of the second half of Habit 5 – then to be understood?

See how many different people you can learn about by completing the Synergy Boxes exercise. Write six more descriptions in the blank boxes below. Now, find people who match the descriptions and write their names in the appropriate box. Go to your team members in English first! See how many names you can write in each box during the next two days.

Synergy Boxes

Writes stories, plays, or poetry		
	Speaks more than one language	An excellent athlete
Cooks extremely well		
	Plays a musical instrument	Enjoys the outdoors

1. Write down an important issue that you, your community, your school, or your family is facing right now. Maybe it's violence at school, a dress code, or a community issue, such as changing the curfew for teenagers.

Issue/Problem

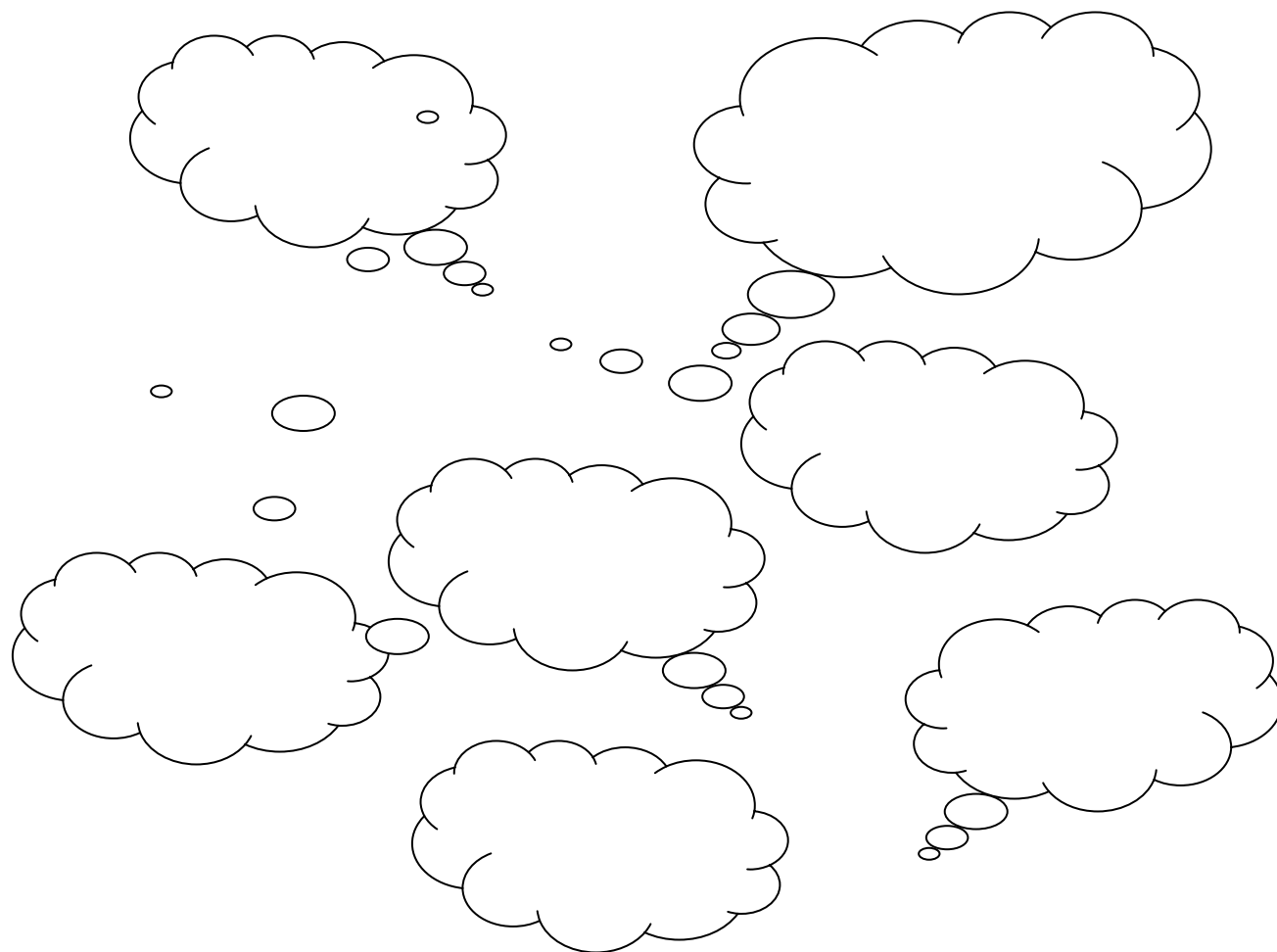
2. Get into your group and discuss the issue you all of you chose. Individually, think of ways to improve or change the problem.

Issue

3. On the following page, fill in the bubbles with the different solutions each of you came up with.

4. Use your imagination as you brainstorm new ideas.

5. Together decide which solution will make the biggest different. Write your group's idea in the solution box. Be sure to practice the habit of synergy.



Solution Box

--

7 Habits Essay Test
English 7

Outline for 1 essay response

Paragraph 1

A. Topic sentence _____

1. Main support _____

a. Secondary Support _____

b. Secondary Support _____

c. Elaboration (tie to ts) _____

2. Main support _____

a. Secondary Support _____

b. Secondary Support _____

c. Elaboration (tie to ts) _____

3. Main support _____

a. Secondary Support _____

b. Secondary Support _____

c. Elaboration (tie to ts) _____

4. Concluding sentence _____

Paragraph 2

B. Topic sentence _____

1. Main support _____

a. Secondary Support _____

b. Secondary Support _____

c. Elaboration (tie to ts) _____

2. Main support _____

a. Secondary Support _____

b. Secondary Support _____

c. Elaboration (tie to ts) _____

3. Main support _____

a. Secondary Support _____

b. Secondary Support _____

c. Elaboration (tie to ts) _____

4. Concluding sentence _____

Paragraph 3

C. Topic sentence _____

1. Main support _____

a. Secondary Support _____

b. Secondary Support _____

c. Elaboration (tie to ts) _____

2. Main support _____

a. Secondary Support _____

b. Secondary Support _____

c. Elaboration (tie to ts) _____

3. Main support _____

a. Secondary Support _____

b. Secondary Support _____

c. Elaboration (tie to ts) _____

4. Concluding sentence _____

7 Habits

Topic Sentence Words For Polish

Attitude

effectively
successfully
significantly
convincingly
cleverly
efficiently
solidly

clearly
precisely
believably
strongly
adequately
expertly
eloquently

credibly
completely
finely crafted
persuasively
expertly
directly

Verbs

illustrates
crafts
exhibits
supports
builds
contributes
glorifies

depicts
develops
exemplifies
presents
represents
assures

reaffirms
portrays
reinforces
conveys
defines
motivates

Transition

Time

after, before
during, finally
first, second, third
sometimes, often
when, whenever
immediately, at first
in the beginning

Importance

more important
most important
mainly
primarily

Cause & Effect

as a result
because
therefore
so
for that reason
consequently

Comparison/Contrast

on the other hand
yet
but
however
in contrast
in comparison
as
than
similarly
likewise
in the same way

Example

for example
for instance
one example
one type
one kind

Relationships in Space

at the top
at the bottom
in the middle
in the foreground
behind
above
around
near
beside
toward
beneath
there

Conclusion

in summary
consequently
therefore
so
as a result
in conclusion
finally

Note: A transition at the beginning of a sentence can show how that sentence is related to the preceding one. Similarly, a transition at the beginning of a paragraph can show how that paragraph is related to the preceding paragraph.

Leader's Name _____

Presentations

Total _____

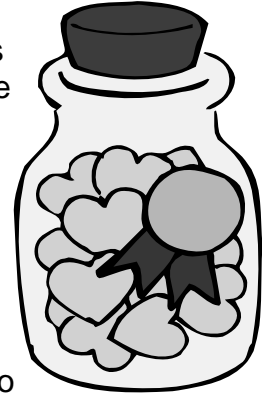
Please return to me on _____ with your work cited page and information.

Percentage of total points

Names of group members

To all of the rocks in your life....

A philosophy professor stood before his class and had some items in front of him. When class began, wordlessly he picked up a large empty mayonnaise jar and proceeded to fill it with rocks — rocks about 2” in diameter. He then asked the students if the jar was full.



They agreed that it was.

So the professor picked up a box of pebbles and poured them into the jar, and shook the jar lightly. The pebbles, of course, rolled into the open areas between the rocks. He then asked the students again if the jar was full.

They agreed that it was.
The students laughed.

The professor picked up a box of sand and poured it into the jar. Of course, the sand filled up all the small empty spaces..

“Now,” said the professor, “I want you to recognize that this is your life.”

“The rocks are the important things — your family, your partner, your children, your health — anyone who is so important to you that if they were lost, you would be nearly destroyed. The pebbles, on the other hand, are the other things that matter in your life like your job, your house, and your car. Finally the sand is everything else — the small stuff.”

If you put the sand into the jar first, there is no room for the pebbles or the rocks. The same goes for your life. If you spend all of your energy and time on the small stuff, you will never have room for the things that are truly important to you. Pay attention to the things that are critical to your happiness. Play with your children; take time to get medical checkups. Spend time with your loved ones. There will always be time to go to work, clean your house, give a dinner party, and fix the disposal.”

Remember — take care of the rocks first — the things that really matter. Set your priorities.

The rest is just sand.