

Habit 1: Be Proactive



reactive

proactive



- Listen to your language
- Victimitus virus
- Proactive pays
- Circle of control
- Setbacks to triumphs

Example of reactive vs. Proactive language: R=I'll try, P=I will do it.

R=I can't, P=There has to be a way

Victimitus – these individuals believe that everyone has it in for them and the world owes them something.

Proactive pays by

- not easily offended
- take responsibility for choices
- thinks before acts
- bounce back after the bad
- find a way to make it happen
- focus on what they can do not what they can't

We can only control how we respond to what happens to us!

Two circles: circle of control inner circle – choices, responses, ourselves, attitudes.

Outer circle – no control – things like skin color, weather, parents, others rudeness etc

Think of setbacks as an OPPORTUNITY to change, move in a new direction, turn it into a triumph. Look at it as an opportunity to grow. It's only a setback if you let it keep you back!

Habit 2: Begin With the End In Mind

- Crossroads
- Who's leading?
 - Personal mission statement
- Your talents
- Three watch outs
 - Labels
 - All over syndrome
 - Wrong wall



Crossroads, examples

Do you want to go to college after high school? Will you drink, smoke, or do drugs?
what kind of relationship will I have with my family?

The paths you choose today can forever shape your tomorrows!

Remember: teenagehood is only seven years and if your rope of life is 80 feet long, your teen years are but a mere 7 feet! Friends – choose wisely, it is sometimes better to have no friends for a time than to have the wrong friends

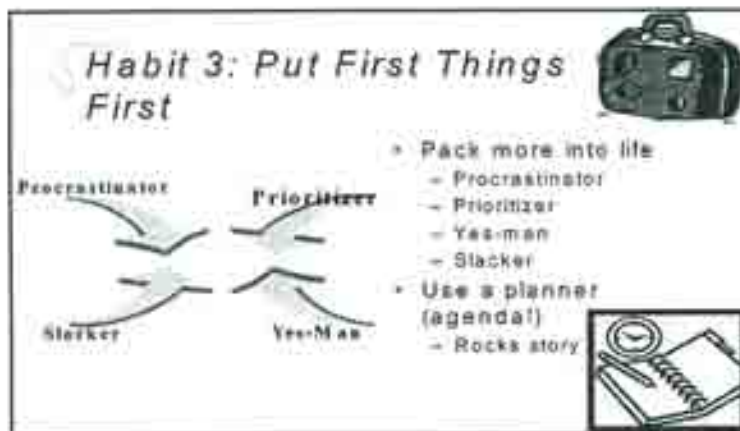
School? – where you want to end up in your life gives you a pretty clear picture of what you need to do to get there. Educational pursuits pay off.

Who's leading: create a vision for yourself... "Control your own destiny or someone else will!" says Jack Welch. Who? Friends, parents, media

A personal mission statement is like a personal credo or motto that states what your life is about. Write your own... make it a song, poem, or quote. A personal mission statement is like a tree with deep roots – to help you survive all of the storms of life that could beat you up. Talents – discover what you are good at. We don't need to invent talents in life but we do need to detect them. See me if you want some help on this...

Watch outs: Negative labels – an ugly form of prejudice, if you have been falsely labelled, you can live with it but it becomes dangerous when you start believing the false labels yourself. It's All Over Syndrome – if you make a mistake, don't give up, it's just another chance to now do it right, because you are now well aware of the wrong way.

Wrong Wall – ask yourself: "Is the life I'm living leading me in the right direction?"



Teens are busier today and working harder than ever. You now need to learn to prioritize and manage your time. This also examines your learning to overcome your fears and to be strong during the hard moments. This is sometimes called the will-power and the won't power.

Packing: Just as a suitcase fills more when packed neatly, so will your life fit more the better you organize yourself. As the diagram suggests we can be anyone of four types. As I go through them, ask yourself, "Which quadrant do I spend most of my time in?"

Procrastinator: All things are both urgent and important. They put things off until they are a 'stress case' They are addicted to urgency until it becomes a crisis. They often say they thrive under pressure. Results - stress and anxiety, burnout, mediocre performance

The Yes-Man: Things are urgent but not important. Usually trying to please others. Loaded down with activities that are important to other people but not important to themselves - would like to say no...but don't. They often cave into peer pressure because they do not have enough courage or backbone to turn others down. Results - reputation as a 'pleaser', lack discipline, feel like a doormat.

Slacker: Nothing is important or urgent. The professional loafer who is often a big couch potato or a walking TV guide. Wastes a lot of time. Results - lacks responsibility, guilt, flakiness.

Prioritizer: things are important but not urgent. EXCELLENCE! Takes a little more planning. They have got it together and do their best work. Avoids stress and burnout. People who matter come first and life is balanced. Can say no with a smile. Resist peer pressure and come to be respected for it. Results - control of life, balance, high performance.

We all spend time in each quadrant, key is to get into the Prioritizer!

ROCKS demonstration

Planner (agenda): highly recommend good use, that's why period 8. Designed to help you free up your time by being organized.

Plan weekly: take 15 minutes Sunday night to plan your week.

Step one: Identify your BIG rocks. What are the most important things you need to do this week? 10-15 at the most.

Step two: block in time for the big rocks.

Step three: fit in the pebbles, the little everyday things that suck up your time - chores, phone calls, computer time, tv

Step four: start to identify the SAND in your life, those little things that can negatively take up a lot of time and become really bothersome if allowed to persist.

Step five: Remember there is always room for water (special occasions/emergencies) even if you think your life is full!

Adapt daily: be flexible, you may need to rearrange one of the few things that cannot be recycled is wasted time. On her deathbed Queen Elizabeth the first wished "All my possession for one moment of time."

Habit 4: Think Win-Win

- Win-lose,
 - totem pole
- Lose-win,
 - doormat
- Lose-lose,
 - downward spiral
- Win-win,
 - all you can eat buffet



Too often we play not to lose, this will fill your heart with negative feelings. Win-win is the foundation for getting along well with others, believing we are all equal

Totem: win-lose, competitive, "I don't care how good I am as long as I'm a notch higher than you on the totem pole" full of pride, selfish, rumor spreaders, don't care about others, jealous, envious

Doormat: Lose-win, dangerous too, Weak, low expectations, compromise own standards, people wipe their dirty feet on you, hide true feelings deep inside, this lose-win is only ok if issue is not important to you, not worth the battle, let others win the little issues, NEVER allow yourself to be in an abusive relationship, it's a never ending cycle that never gets better

Spiral: Lose-Lose, misery enjoys company, "if I am going down, then, sucker, you are coming with me." Revenge, want to win at all costs!

Buffet: Win-Win, belief that everyone can win, you care about others and want them to succeed, care about yourself too, abundant, plenty of success, true joy, win-win always creates more

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



- 5 poor listening styles:
 - Space out
 - Pretender
 - Selective
 - Word
 - Self-centered
 - Judge
 - probe

We don't listen enough!

“Listen or thy tongue will make thee deaf”

Everyone wants to be respected and valued for who they are, they won't express their soft middles until they feel genuine love and understanding.

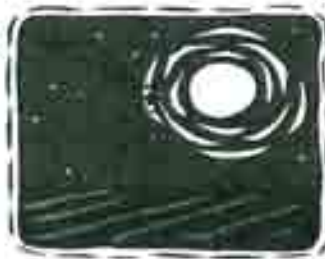
“People don't care how much you know until they know how much you care”

Poor Listening:

- 1) space out, when someone is talking but we ignore because our mind wanders
- 2) pretend, by making insightful comments at key times, “cool” sounds good
- 3) selective listening, pay attention only to the part that interests us
- 4) word, we pay attention to only the words and not body language or tone, which often holds the true meaning
- 5) self centered, hear from our own point of view, game of one upmanship, three ways, judging - criticizing them, advice - tell them what to do, probe - interrogate them

Habit 6: Synergize

- Synergy is everywhere
- Celebrate differences
- All a minority of one
- Roadblocks
- Stick up for diversity



Alone we can do so little: together we can do so much. Helen Keller

flock of birds, V formation? Can fly 71% farther, tired goes to back, honk to encourage, wounded = two join to help.

Synergy is achieved when two or more people work together to create a better solution than either could alone. It's not your way or my way but a better way, a higher way. Learning to synergize is like learning V formations.

Synergy: celebrates differences, teamwork, open mindedness, new better ways

Everywhere in nature, good teams are made of, a good band has it

Differences: a process, learn to celebrate, thank goodness for diversity, more than racial and gender diffs, also physical features, dress, language, wealth, family, religious, lifestyle, education, interests, skills, age, style

world is a melting pot of cultures, races, religions, ideas... three approaches you can take:

1) **Shunner:** afraid, convinced their way of life is best,

2) **Tolerator:** believe everyone has right to be different but don't embrace, keep to self, never get to synergy

3) **Celebrator:** value differences, see advantages, achieve more than two who think alike, creates sparks and opportunity, is a STRUGGLE for most of us

Minority of One: Robert Fulghum says "We are as different from one another on the inside of our heads as we appear to be different from one another on the outside of our heads"

Learn differently, multiple intelligences,

See differently, the events of ones past form a lens, or paradigm, thru which you see the world.

Have different styles, traits, and characteristics, grapes, oranges, bananas, melons test

Own diversity: instead of trying to blend in like everyone else, be proud of and celebrate you unique differences and qualities

Roadblocks:

1) **Ignorance,** clueless, you don't know what others believe, feel, or been thru

2) **Cliques,** bad if groups become exclusive and reject others not just like them

3) **Prejudice,** stereotyped, labeled, or pre-judged. Not treated equally, racism, a learned behavior = UNLEARN

Up Diversity: synergy is more that compromise and cooperation, it's creative cooperation, finding the High Way produces more,

Habit 7: Sharpen the Saw



- Balance is better
- Take time for a time-out



All about keeping your personal self sharp so you can better deal with life
four key dimensions - body, mind, heart, soul

Balance: Greek saying 'Nothing overmuch', balance important? What's done
in one dimension of life will affect the other three, balance and moderation in
all things

Time-out: need regular tune-ups, rejuvenate, a little TLC