Life gets tricky sometimes. But The 7 Habits can help you handle whatever sticky situation you may find yourself in!

THIS YEAR, WORK ON MAKING THEM YOUR HABITS!

**PRIVATE VICTORY**
Shape yourself through choices, goals, and values.

- **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.

**PUBLIC VICTORY**
Build healthy relationships with others.

- **HABIT 4:** THINK WIN-WIN
  Have an everyone-can-win attitude.

- **HABIT 5:** SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD
  Listen sincerely to people.

- **HABIT 6:** SYNERGIZE
  Work together to achieve more.

**RENEWAL**
Take time to recharge and refresh yourself.

- **HABIT 7:** SHARPEN THE SAW
  Renew yourself regularly.
THE PRIVATE VICTORY®

Shape yourself through choices, goals, and values.

Fill yourself up with the Private Victory®! Habits 1, 2, and 3 teach you to fill up your Personal Bank Account® by treating yourself well so you can become your best self.

An empty Personal Bank Account® (PBA®) can leave you feeling sad, jealous, and weak. This year, fill yourself up with good habits!

☐ Keep promises to yourself.
   What is a promise you made to yourself recently that you need to follow through on?
   _____________________________________________
   _____________________________________________
   _____________________________________________

☐ Learn from mistakes.
   What did you learn from a mistake you made this week?
   _____________________________________________
   _____________________________________________
   _____________________________________________

☐ Help others.
   What random acts of kindness can you do today?
   _____________________________________________
   _____________________________________________
   _____________________________________________

ACT on filling your PBA®. Turn to August. Get rid of habits that sabotage your success!
HABIT 1

BE PROACTIVE®

Take responsibility for your life.

You can't control life, but you can control how you react to it! Habit 1: Be Proactive® helps you learn to take responsibility for your attitudes, words, and actions.

Proactive actions help you keep your cool. Reactive actions can lead to a meltdown.

**PROACTIVE:**
- ☐ Shrug off the words and actions of others
- ☐ Do your best
- ☐ Respond calmly, even when mad
- ☐ Stop to think before acting
- ☐ Find solutions to problems

This year, I was proactive when:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

**REACTIVE:**
- ☐ Blame others for ruining your day
- ☐ Give up
- ☐ Yell, hit, or throw things
- ☐ Whine and complain
- ☐ Worry about things you can't control

This year, I was reactive when:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Proactive people stay cool by controlling their thoughts, feelings, and actions. Reactive people melt down when they let others control how they feel.

Have you been more proactive or reactive this year? How do you know?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How do you feel when you act proactively? How do others respond to you?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How do you feel when you act reactively? How do others respond to you?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Look at the proactive actions on the previous page. Pick one and write how you'll work on using it this year.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**HOW'S YOUR HABIT?**

Strengthen Habit 1: Be Proactive. 
Turn to page 7H-16.

**THINK** about being proactive. 
Turn to September. Be organized. 
You'll take charge of your life!
HABIT 2

BEGIN WITH THE END IN MIND®

Define your mission and goals in life.

Habit 2: Begin with the End in Mind® teaches you to set goals. It gets you to look to the future and think about what you want to do, and helps you to become the person you want to be.

1. What is important to you this year?

2. What type of person do you want to be in the future?

3. List words that describe your personality.

4. How will you help to make the world a better place this year?
A Personal Mission Statement* helps you zoom in on what's important to you. It helps you identify who you are this year and who you want to become.

Your mission statement could be:

- A slogan
- A collection of words that describe you
- A poem
- A short paragraph
- Anything else you can dream up

Use your answers on the previous page to create your Personal Mission Statement*.

**HOW'S YOUR HABIT?**

Strengthen Habit 2: Begin with the End in Mind*. Turn to page 7H-16.

**REMEMBER:** Your mission statement can change! Read it regularly to see if it needs to be revised.

**RECORD** your mission statement. Turn to December. A good attitude helps you reach goals!
HABIT 3

PUT FIRST THINGS FIRST®

Prioritize, and do the most important things first.

Habit 3: Put First Things First® teaches you to make smart choices with your time. It helps you figure out what must be done and what can wait.

Things we spend time on can vary in importance and urgency. Finding water when you’re dying of thirst? That can’t wait. But other stuff can!

URGENT

What became urgent this week because you put it off for so long?
- Studying for a test
- 
- 

NOT URGENT

What was something important, but not urgent, that you did this week?
- Starting a project early
- 
- 

IMPORTANT

What was something urgent, but unimportant, that you said yes to this week?
- Replying to a text
- 
- 

NOT IMPORTANT

What unimportant activity did you waste time on this week?
- Watching TV
- 
- 

HOW'S YOUR HABIT?

Record tasks. Turn to January. Planning helps you prioritize!

Strengthen Habit 3: Put First Things First®. Turn to page 7H-16.
THE PUBLIC VICTORY®

Build healthy relationships with others.

Habits 4, 5, and 6 make up the Public Victory®. The Public Victory® teaches you how to fill Relationship Bank Accounts®. It helps you become someone others can depend on.

Some relationships just click! But even the best ones take work to maintain. Write down deposits you can make into some of your Relationship Bank Accounts®.

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<th>FRIEND:</th>
<th>TEACHER:</th>
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<th>FAMILY MEMBER:</th>
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THINK about being dependable. Turn to March. Manage time to finish things you need to do!
Habit 4

Think Win-Win®

Have an everyone-can-win attitude.

Habit 4 teaches you how to Think Win-Win®. Thinking win-win means you share success with everyone instead of standing on others to get to the top!

Working with a group is a great time to Think Win-Win®. Think of groups you’ve worked with this year. Take the quiz.

I felt as if I did all the work.  
I felt as if I got a free pass to sit back and relax.  
I took all the credit.  
I competed with my group members to do the best job.  
I argued about ideas or who should do each task.  
I did my part and my part only.

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<th>Yes</th>
<th>Sometimes</th>
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Look at your quiz answers. What can you change to be sure you’re thinking win-win when working with a group?
Choose two win-win strategies from the list. How could they help you have better group work experiences this year?

1.

2.

WIN-WIN STRATEGIES:
- Calmly and confidently explain your thoughts and ideas
- Compliment others
- Take turns
- Share
- Agree to disagree

HOW'S YOUR HABIT?

Strengthen Habit 4: Think Win-Win.

CHECK that you're thinking win-win. Turn to July. Reflect on situations with a win-win attitude.
Habit 5: Seek First to Understand, Then to Be Understood® teaches that your ears only hear part of what people are saying. Your eyes and heart do most of the work!

How well are you using your eyes, ears, and heart to understand others this year?

- I listen more than I speak.
- I ask questions to make sure I understand.
- I try to put myself in the other person's shoes.
- I pay attention when someone is talking.
- I don't interrupt.
- I make eye contact with whoever is talking.
- I "listen" to facial expressions and body language.
- I listen to tone of voice.

If you got:

- Mostly 😊 Your skills are egg-cellent! Keep listening with your eyes, ears, and heart.
- Mostly 😐 Your skills are a bit scrambled! Try watching body language to improve.
- Mostly 😞 Your skills are fried. Start fresh! Listen to how people speak, watch how they act, and think about how they feel.

How's Your Habit?

Act on being a better listener. Turn to November. Banish bad listening habits!

Strengthen Habit 5: Seek First to Understand, Then to Be Understood®. Turn to page 7H-16.
HABIT 6

SYNERGIZE®

Work together to achieve more.

One idea is good. Two ideas are great. Combining ideas to create something new is Habit 6: Synergize®—and it's amazing!

GETTING TO SYNERGY ACTION PLAN

DEFINE A PROBLEM

__________________________

__________________________

THEIR WAY

Have friends or family members write down how they would solve the problem.

__________________________

__________________________

MY WAY

Write down how you would solve the problem.

__________________________

__________________________

HIGH WAY

Circle the best solution.

THINK about synergy. Turn to April. Solve group-project problems with a new approach!

HOW'S YOUR HABIT?

Strengthen Habit 6: Synergize®. Turn to page 7H-16.
HABIT 7

SHARPEN THE SAW®

Renew yourself regularly.

A busy life can tire you out. That's why it's important to take time to rest and Sharp the Saw®. Refresh yourself by renewing your body, brain, heart, and soul.

It's important to refill your energy supply when you're feeling flat. You can pump yourself up by doing activities that care for your body, brain, heart, and soul. Which activities work best for you?

BODY

Things I've Tried That Work

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Things I Want to Try

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**BRAIN**

**Things I've Tried That Work**

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**Things I Want to Try**

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**HEART**

**Things I've Tried That Work**

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**Things I Want to Try**

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**SOUL**

**Things I've Tried That Work**

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**Things I Want to Try**

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**HOW'S YOUR HABIT?**

Strengthen Habit 7: Sharpen the Saw®.
Turn to page 7H-16.

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**CHECK** your body, brain, heart, and soul. Turn to June. Care for yourself to stay motivated!
HOW ARE YOUR HABITS?

Making The 7 Habits® part of your life will help you become the person you want to be.

Work on making your habits stronger. Check off the habit-building activities as you complete them.

- **Habit 1**: Be Proactive
  - Identify things in your life you can and can't control.
  - Apologize next time you blow your top.

- **Habit 4**: Think Win-Win
  - Compete against yourself instead of your group members.
  - Give at least one compliment to each group member.

- **Habit 2**: Begin with the End in Mind
  - Identify something you'd like to achieve this year.
  - Make sure your goal is in line with your Personal Mission Statement.

- **Habit 5**: Seek First to Understand, Then to Be Understood
  - Put down devices while people are speaking to you.
  - Go to bed on time! It's hard to pay attention when you're tired.

- **Habit 3**: Put First Things First
  - Record homework and project due dates in your planner.
  - Identify a time waster you need to avoid.

- **Habit 6**: Synergize
  - Find someone at school who is different from you.
  - Find something you have in common with that person.

- **Habit 7**: Sharpen the Saw
  - Watch a funny show.
  - Collect photos, comics, or jokes that make you laugh.

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