



# EP 7 Habits Advisory Program

## Handbook for 7 Habits Intro

*\*Adapted from The Leader in Me Activity Guide  
and The 7 Habits of Highly Effective Teens*

Student Name:

Advisory Teacher:

This packet should be read by:

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## Why are we learning about the 7 Habits?

The 7 Habits will help you become a more effective person. The habits are life skills that you can use in sports, with friends and siblings, in groups, at school, and with parents and other adults. Each of the 7 Habits will help you today, tomorrow, and when you are an adult.

## The 7 Habits

### Habit 1: Be proactive

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame other for my wrong actions. I do the right things without being asked, even when no one is looking.

### Habit 2: Begin with the end in

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

### Habit 3: Put first things first

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

### Habit 4: Think win-win

I balance courage for getting what I want with consideration for what other want. When conflicts arise, I look for a win-win solution.

### Habit 5: Seek first to understand, then to be understood

I listen to other people's ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident in voicing my ideas.

### Habit 6: Synergize

I value other people's strengths and learn from them. I get along well with others, even people who are different than I am. I work well in groups. I seek out other people's idea because I know that by teaming with others, we can create better solutions than any one of us could alone. I look for Third Alternatives.

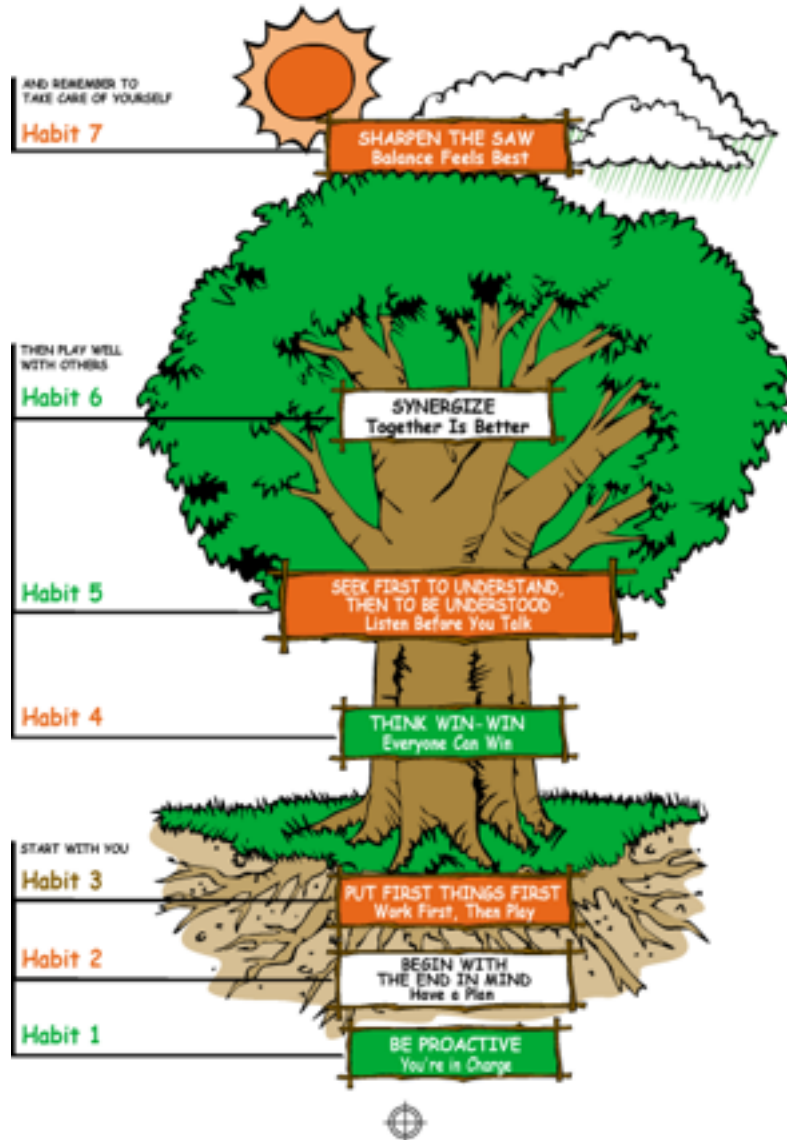
### Habit 7: Sharpen the saw

I take care of my body by eating right, exercising, and getting enough sleep (body). I learn in lots of ways and lots of place, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (spirit). I balance all four parts of myself.

## How do the 7 Habits fit together?

MORE THAN A WORD FROM THE FRONT 2011.11.22 BROWN ORANGE GREEN BLACK

# The 7 Habits



The above diagram shows how the habits build upon each other. Habits 1, 2, and 3 deal with self-mastery. We call it the “private victory.” Habits 4, 5, and 6 deal with relationships and teamwork. We call it the “public victory.” You have to get your personal act together before you can be a good team player. That’s why the private victory is before the public victory. The last habit, Habit 7, is the habit of renewal. It feeds all of the other six habits.

## What is a habit?

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

Good habits:	Bad habits:	Habits that don't really matter:
Exercising regularly	Thinking negatively	Taking showers at night
Planning ahead	Feeling inferior	Eating yogurt with a spoon
Showing respect for others	Blaming others	Reading magazines from back to front

Depending on what they are, our habits will either make us or break us. We become what we repeatedly do. As writer Samuel Smiles put it:

*Sow a thought, and you reap an act;  
Sow an act, and you reap a habit;  
Sow a habit, and you reap a character;  
Sow a character, and you reap a destiny.*

Luckily, you are stronger than your habits. Therefore, you can change the bad ones. For example, try folding your arms. Now try folding them in the opposite way. How does it feel? It may feel strange or slightly uncomfortable, but if you fold them in the opposite way for thirty days in a row, it wouldn't feel so strange. You wouldn't even have to think about it. You'd get in the habit.

Not every idea from the 7 Habits will work for you, but you don't have to be perfect to see results either. Just living some of the habits some of the time can help you experience changes in your life you never thought possible.

## What is a paradigm?

Another word for perceptions is paradigms [pair-a-dimes]. A paradigm is the way you see something, your point of view, frame of reference, or belief. A lot of the time, our paradigms are way off the mark, and, as a result, they create limitations. For instance you may be convinced that you don't have what it takes to get into the college you want to go to, but people used to be just as convinced that the world was flat.

Paradigms are like glasses. When you have incomplete paradigms about yourself or life in general, it's like wearing glasses with the wrong prescription. That lens affects how you see everything else. As a result, what you see is what you get. If you believe you're dumb, that very belief will make you dumb. If you believe your sister is dumb, you will look for evidence to support your belief, find it, and she'll remain dumb in your eyes. On the other hand, if you believe you're smart, that belief will cast a rosy hue on everything you do.

We have paradigms of self, others, and life in general. Our paradigm of self is also called our self image. What we think of ourselves. Our paradigm of others is what shapes how we view the actions of those around us. Sometimes these paradigms can be out of whack and it is important to take a look at things from a different point of view. Understanding a new point of view can help us understand why different people act the way they do.

Paradigms of life in general are also a key to our lives. You can begin to understand your life paradigm by asking yourself what you spend a lot of time thinking about. What is your current obsession? What is the driving force of your life? Whatever is most important to you will become your paradigm, your glasses, or what Covey calls your “life-center.” Some of the more popular life-centers include Friends, Stuff, School, Parents, Sports/Hobbies, Heroes, Enemies, and Self. They each have their good points but they are all incomplete in one way or another. What paradigm is a complete life-center? A Principle-centered paradigm.

### What is a principle?

We are all familiar with the effects of gravity. Throw a ball up and it comes down. It a natural law or principle. Just as there are principles that rule the physical world, there are principles that rule the human world. Principles aren't religious. They aren't American or Chinese. They aren't mine or yours. They aren't up for discussion. They apply equally to everyone. Live by them, you will excel. If you break them, you fail. It's that simple.

Honesty is a principle. Service is a principle. Love is a principle. Hard work is a principle. Respect, gratitude, moderation, fairness, integrity, loyalty, and responsibility are principles. There are dozens and dozens more. They are not hard to identify. Just as a compass always points to true north, your heart will always recognize a true principle.

#### **Principles Never Fail**

It takes faith to live by principles, especially when you see people close to you get ahead in life by lying, cheating, indulging, manipulating, and serving only themselves. What you don't see, however, is that breaking principles *always* catches up to people in the end.

Take the principle of honesty. If you're a big liar, you may be able to get by for a while, even for a few years, but you'd be hard-pressed to find a liar who achieved success over the *long haul*. Unlike all other life-centers, principles will never fail you. They will never talk behind your back. They don't get up and move. They don't suffer career-ending injuries. They don't play favorites based on skin color, gender, wealth, or body features. A principle-centered life is simply the most stable, immovable, unshakable foundation you can build upon, and we all need one of those.

Decide today to make principles your life-center or paradigm. In whatever situation you find yourself, ask, “What is the principle in play here?” For every problem, search for the principle that will solve it. If you're feeling worn out and beaten up by life, perhaps you should try the principle of balance. If you find no one trusts you, the principle of honesty might just be the cure you need.

As we learn about the habits, you will find that each of them is based upon a basic principle or two. That is where they get their power from. The long and short of it is principles rule.

## What is a PBA?

PBA stand for Personal Bank Account. How you feel about yourself is like a bank account. Just like a checking or savings account at a bank, you can make deposits into and take withdrawals out from your PBA through the things you think, say, and do. For example, when I stick to a commitment I've made to myself, I feel in control. It's a deposit. *Cha-ching!* On the other hand, when I break a promise to myself, I feel a disappointed and make a withdrawal.

How is your PBA? How much trust and confidence do you have in yourself? Are you loaded or bankrupt? The symptoms listed below might help you evaluate where you stand.

Possible Symptoms of a Poor PBA	Possible Symptoms of a Healthy PBA
<ul style="list-style-type: none"> <li>• You cave in to peer pressure easily</li> <li>• You wrestle with feelings of depression and inferiority</li> <li>• You're overly concerned about what others think of you</li> <li>• You act arrogantly to help hide your insecurities</li> <li>• You get jealous easily, especially when someone close to you succeeds</li> </ul>	<ul style="list-style-type: none"> <li>• You stand up for yourself and resist peer pressure</li> <li>• You're not overly concerned about being popular</li> <li>• You see life as a generally positive experience</li> <li>• You trust yourself</li> <li>• You are goal driven</li> <li>• You are happy for the success of others</li> </ul>

If your PBA is low, don't get discouraged about it. Just start today by making \$1, \$5, \$10, or \$25 deposits. Eventually you'll get your confidence back. Small deposits over a long period of time is the way to a healthy and rich PBA. Below are six examples of deposits that can help you build your PBA. Of course, with every deposit, there is an equal and opposite withdrawal.

PBA Deposits	PBA Withdrawals
Keep promises to yourself	Break personal promises
Do small acts of kindness	Keep it to yourself
Be gentle with yourself	Beat yourself up
Be honest	Be dishonest
Renew yourself	Wear yourself out
Tap into your talents	Neglect your talents