

# **The 7 Habits of Highly Effective People**

## **Habit 1: Be Proactive**

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

## **Habit 2: Begin with the End in Mind**

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, and 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 others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

## **Habit 5: Seek First to Understand then to be Understood**

I listen to other people's ideas and feeling. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

## **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 me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.

## **Habit 7: Sharpen the Saw**

I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.