

The Leader in  
Me

# The Seven Habits of Highly Effective Kids

by Sean Covey



# What is a Habit?

A habit is something you do over and over again, like how you write, fold your arms, or brush your teeth.



# Habit # 1

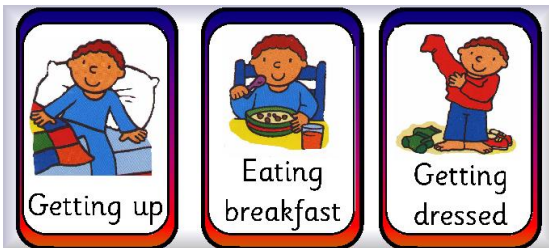
## “Be Proactive”



This is the habit of  
Personal Responsibility



You are in charge of  
you.

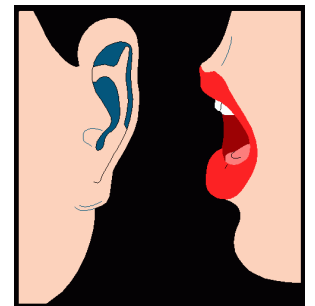


# Personal Responsibility

You are responsible for yourself:



- What you choose to do
- What you choose not to do
  - What you say
  - What you don't say



# Proactive

vs

# Reactive



# Common Practices

- **React based on moods, feelings and circumstances**
  - **Blame others**
- **Waste time and energy on things that you cannot control**

**Result - You lose your control of influence. Others do not trust you and feel like they cannot depend on you.**

# Effective Practices

- **Pause....and think about your choices before just reacting**
- **Focus on the things within your control**

**Result - You are highly trusted by others. Your circle of influence grows.**



# Habit # 2

## “Begin With the End in Mind”



This is the habit of setting goals and making plans to reach them.



It is the difference between just “letting life happen to you” and having “control over where you go in life.”



# Common Practices

- **Get started without a clear idea of what you want to achieve**
- **Let others' agendas and circumstances define how you live your life.**

**Result – You achieve less and you struggle to find your purpose in life.**

# Highly Effective Practices

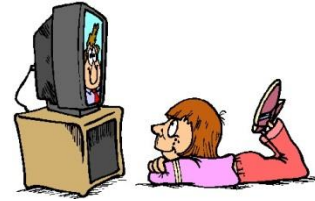
- Define your purpose in life and have a vision of how to fulfill that purpose
  - Define outcomes before you act.
    - Make a plan

**Result – You will achieve more and you will continue to grow and develop.**

# Habit # 3

## “Put First Things First”

This is the habit of Personal Management



# Big Rocks vs Little Rocks



**Those things that are  
most urgent and  
important**

**Those things  
that can wait  
until later.**

# Common Practices

- \* Spend most of your time on managing crises and other people's agendas.
  - Try to do it all
  - Give in to the pressures of the moment.

**Result – Fewer things get done and those things that do get done are usually done ineffectively.**

# Highly Effective Practices

- Focus on your highest priorities
  - Eliminate the unimportant
    - Plan every week
- Stay true in the moment of choice

**Result – The important things in your life get done well.**

# Habit # 4

## “Think Win-Win”

**This is the Habit of Mutual Benefit**





# Four Ways of Thinking

Imagine that your children are fighting over the TV remote.

## Win-Lose

- I get the remote and you get nothing
- We don't have enough for both of us.

## Lose-Win

- You get the remote and I get nothing
- If you win, I am a loser



## Lose-Lose

- We argue and I throw the remote against the wall.
- If I'm going down, you're going down with me.

## Win-Win

- You and I decide together to turn off the TV and play cards
- It's not you or me, it's about both of us



# Common Practices

- Compare, compete and feel threatened by other people's success.
- Be insensitive to the needs and wants of others, or relinquish your needs and wants to the demands of others
  - Consider only your own needs
  - Expect to either win or lose

**Result – Everything is a competition. Lots of conflict is happening. No one feels respected.**

# Highly Effective Practices

- Have an Abundance Mentality
- Balance courage and consideration
- Consider other people's wins as well as your own
  - Create Win-Win Agreements

**Result – People feel respected. More things get done because everyone is working as a team.**

# Habit # 5

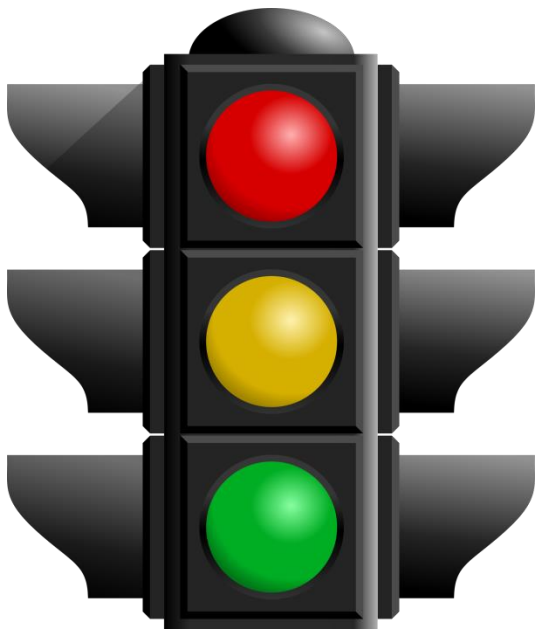
## “Seek First to Understand, Then to Be Understood

This is The Habit of Empathic Communication

**Every good conversation starts with good listening.**



**Empathic Listening is listening with the sole intent to understand another person. It is listening with understanding and respect.**



**Stop talking and listen empathically when:**

- \* emotion is high
- \* You must get to the heart of the issue
- \* You feel that you don't understand
- \* The other person doesn't feel understood

**Slow down:**

- \* Watch and be ready to listen empathically

**Go forward and seek to be understood when:**

- \* The issue is clear and mutually understood
- \* The conversation is casual and unemotional
- \* You're asked to give counsel or advice

**“When you really listen to another person from their point of view, and reflect back to them that understanding, it’s like giving them emotional oxygen.”** - Stephen R. Covey



### **Important steps to empathic listening:**

- \* Listen to what the speaker is saying**
- \* Give an empathic response**
- \* Ask a clarifying question**

# Examples of Empathic Listening

**Child:** Mary is being really mean to me. I thought she was my friend!

**Parent Response:** It sounds like you are really upset with Mary.

**Child:** I am.

**Parent Response:** Can you tell me more?

**Child:** Mrs. Smith hates me. I can't do anything right.

**Parent:** You sound very frustrated.

**Child:** I hate school and I never want to go back there.

**Parent:** When you say "Mrs. Smith hates me," what is it that makes you think that is true?

# Common Practices

- **Listen with the intent to reply.**

( Rather than listening to what is being said, you are thinking about what you are going to say)

- **Confront and offend, or don't speak up at all.**

**Result – No one feels listened to and the conversation stops. Anger and hurt feelings are present in both people.**



# Highly Effective Practices

- Practice Empathic Listening
- Respectfully seek to be understood.

Seeking to be understood is the second half of effective communication. Once you are confident the other person feels completely understood, you may share your point of view with respect and openness.

Examples: “I can see what you mean. I have a different point of view I’d like to share.”

“Thank you for sharing your thoughts. Would you be willing to hear mine?”

**Result – People open up to each other and the conversation continues.**

# Habit #6

## “Synergize”

This is the habit of Creative Cooperation



Based on the **principles** of Creativity, Cooperation, Diversity, and Humility.



**Synergy depends on a willingness to seek a 3<sup>rd</sup> Alternative. It also requires humility and the ability to keep your ego in check.**

**Synergy is NOT the same thing as compromising. It is the ability to take 2 ideas and come up with an even better 3<sup>rd</sup> idea.**

# What does Synergy look like?



My friend Jack is coming over to play. I love to build things so I am going to ask him to play Legos.



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I am so excited that it snowed last night. I hope Ryan wants to go outside and build a snowman.

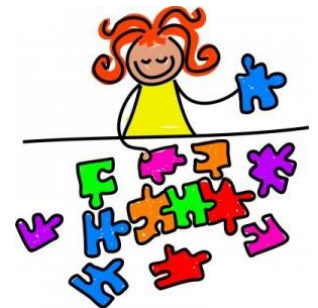


We are going to go outside to play. Jack is going to build a snowman and Ryan is going to build a city around it using his legos.

# Common Practices

- Reject or tolerate differences
- Settle for conflict or compromise

**Result – Someone wins and someone loses.**



# Highly Effective Practices

- Value Differences
- Seek 3<sup>rd</sup> Alternative

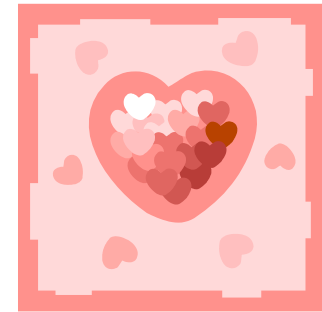
**Result – Everyone wins and feels included and important**



# Habit # 7

## “Sharpen the Saw”

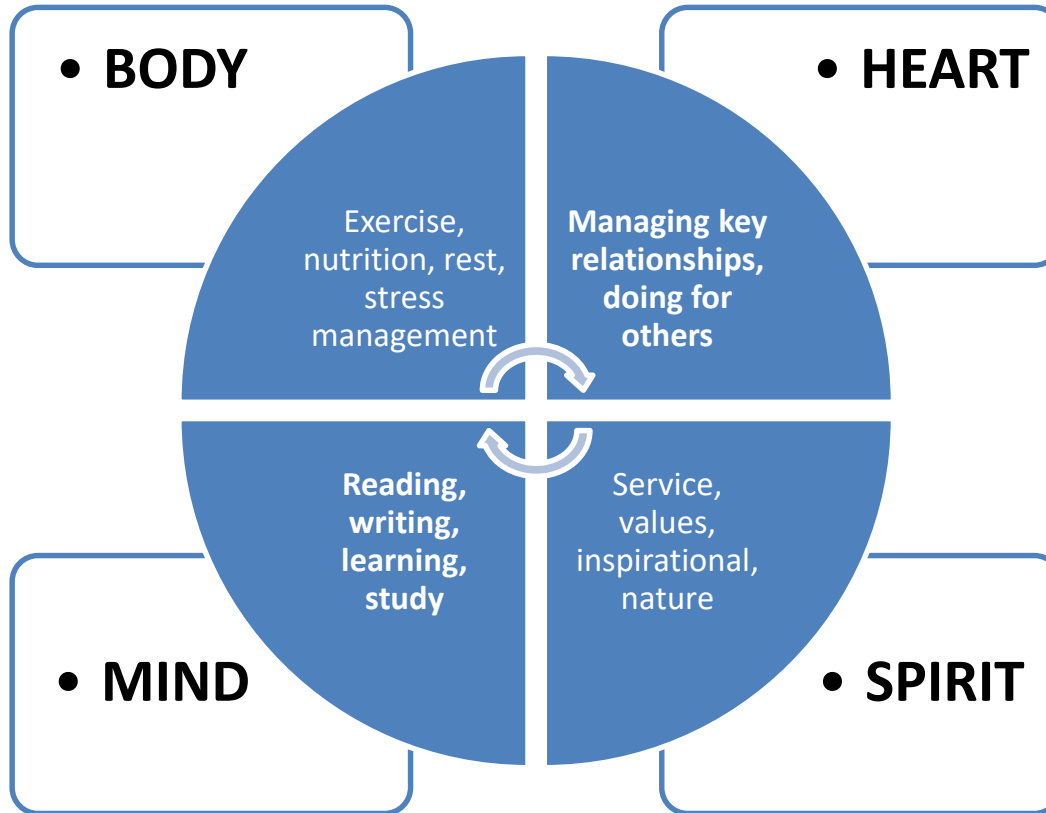
### The Habit of Daily Self-Renewal



# The Four Dimensions of Renewal

Each aspect requires continuous renewal to remain in balance.

If one is neglected, it will negatively impact the other three.



In the same way, if each is nourished, all four will flourish.



# Common Practices

- Rarely invest in yourself
- I'm too busy today to take time for myself

**Result – You are out of balance. You are exhausted.**

# Highly Effective Practices

## \* Achieving the Daily, Private Victory

The Daily Private Victory is a practice. It's a pattern, routine, or regimen that you follow every day to renew yourself in the four dimensions of your life. The Daily Private Victory allows you to master the Public Victory. Achieving the Daily Private Victory will affect every decision and every relationship in a positive way.

**Result – You feel great and life goes a lot smoother.**

