

Seven Habits of Highly Effective Teens

by Sean Covey



OVERVIEW

THE SET-UP:

HABITS, PARADIGMS, PRINCIPLES

PART ONE:

THE PRIVATE VICTORY

PART TWO:

THE PUBLIC VICTORY

RENEWAL:

THE GREAT DISCOVERY

Seven Habits of Highly Effective Teens

Overview



**WHAT ARE THE SEVEN HABITS
OF HIGHLY EFFECTIVE TEENS?**

**WHAT ARE THE SEVEN HABITS OF
HIGHLY INEFFECTIVE TEENS?**

WHICH DO YOU WANT TO BE?

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Preview Activity 2



**ON A SEPARATE PIECE OF PAPER,
THINK ABOUT YOUR HABITS.**

**LIST AT LEAST TEN HABITS THAT YOU WOULD
CALL “POSITIVE” AND AT LEAST TEN HABITS
YOU WOULD CALL “NEGATIVE.”**

SERIOUSLY, WRITE THEM NOW!

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The Set-Up



WHAT IS A HABIT?

WHAT IS A PARADIGM?

WHAT IS A PRINCIPLE?

WHAT EXACTLY DO YOU VALUE?

What is a Habit?



- **Definition:**
 - “Habits are things we do repeatedly. But most of the time we are hardly aware that we have them. They’re on autopilot.”
 - ✦ Sean Covey, *Seven Habits of Highly Effective Teens*, Page 8
- Some habits are “positive”, such as:
 - Discuss Your Own Examples
- Some habits are “negative”, such as:
 - Discuss Your Own Examples
- Some are “neutral”, such as:
 - Imagine Some Examples

What is a Paradigm?



- Definition:

- “A paradigm is the way you see something, your point of view, frame of reference, or belief. As you may have noticed, our paradigms are often way off the mark, and, as a result, create limitations.”

- ✦ Sean Covey, *Seven Habits of Highly Effective Teens*, Page 13

- We have paradigms of *ourselves*

- We have paradigms of *others*

- We have paradigms of *life*:

- School-Centered

- Parent-Centered

- Friend-Centered

- Stuff-Centered

- S/O-Centered

What is a Principle?



- Definition:
 - A principle is a belief you have about whatever is valuable to you.
- “Positive” principles are the *only* centers that work!
 - “Just as there are principles that rule the physical world, there are principles that rule the human world... If you live by them, you will excel. If you break them, you will fail.”
 - ✦ Sean Covey, *Seven Habits of Highly Effective Teens*, Page 24
- Principles NEVER fail– you just may not notice it!
- What do you **value**? What is important to you?
- Beliefs about your values are your principles.

Discovering Your Values



- **Step One:**

- In a word or phrase, identify your values: What do you care about?
- In your folder, list EVERYTHING that you think is important.

- **Step Two:**

- Now think about the following values. Include any that matter to you:
- Honesty, Loyalty, Hard Work, Patience, Trust, Truth, Love, Service, Respect, Integrity, Responsibility, Caring, Understanding, Gratitude, Moderation, Fairness, Success, Excellence, Achievement, Creativity, etc.

- **Step Three:**

- Now identify (circle) your TOP TEN most important values.
- What values do you think *should* be most important to you?

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Preview Activity 3



**“BE THE CHANGE
YOU WISH TO SEE IN THE WORLD.”**

-MOHANDAS GANDHI

**IN YOUR FOLDER, EXPLAIN WHAT THIS
QUOTATION MEANS.**

DO YOU AGREE OR DISAGREE?

WHY OR WHY NOT?

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The Private Victory



WHAT IS A PERSONAL BANK ACCOUNT?

HABIT 1: BE PROACTIVE

HABIT 2: BEGIN WITH END IN MIND

HABIT 3: PUT FIRST THINGS FIRST

What is a Personal Bank Account?



- **Definition:**
 - The sum total of all of the feelings you have about yourself.
 - “Just like a checking or savings account at a bank, you can make deposits into and take withdrawals from your PBA by the things you think, say, and do.”
 - ✦ Sean Covey, *Seven Habits of Highly Effective Teens*, Page 34
- **Consequences of a *negative* PBA balance include:**
 - Listen to Some Examples
- **Consequences of a *positive* PBA balance include:**
 - Listen to Some Examples
- **So how do you create a positive PBA balance?**
 - Simple. Deposit more than you withdraw!

PBA Deposits & Withdrawals

PBA DEPOSITS

- Keep promises
- Be considerate
- Forgive yourself
- Be honest
- Renew yourself
- Develop your talents

PBA WITHDRAWALS

- Break promises
- Be selfish
- Punish yourself
- Be dishonest
- Wear yourself out
- Neglect your talents

Habit 1: Be Proactive



Take responsibility for your life.

- Definition:
 - Being proactive means taking control of the things you can control and forgetting about the things you can't control.
- What *can* you control?
 - Listen to the following list. Identify each item as something you can control (in the proactive column) or cannot (reactive).
- The point? **YOU CAN ONLY CONTROL YOURSELF!**
- What would you do if... ?
 - For each of the four examples, write a *proactive* response.
 - Do you know someone who practices this well? Who?

Habit 2: Begin with the End in Mind



Define your mission and goals in life.

- **Definition:**
 - Beginning with the end in mind means knowing where you want to be in the future; you can't make a plan if you don't!
- **Where do you want to be?**
 - Imagine you are on your deathbed, looking back on your life.
 - List five things that you would want to look back on with pride.
 - Now pick ONE of them and think about how to get there.
 - Work backwards; detail each step from the end to now.
- **This is what it means to begin with the end in mind!**

Habit 3: Put First Things First



Prioritize, and do the most important things first.

- Definition:
 - Putting first things first means learning how to plan and how to manage your time so that what is most important gets done!
- The Four **Time Quadrants**. Which describes YOU?

	Urgent	Not Urgent
Important	<u>Procrastinator</u> High Importance High Urgency	<u>Prioritizer</u> High Importance Low Urgency
Not Important	<u>Yes-Man</u> Low Importance High Urgency	<u>Slacker</u> Low Importance Low Urgency

Habit 3: Put First Things First



A prioritized approach to time management.

- Once a week, make time to identify the “**Big Rocks.**”
 - “**Big Rocks**” are the things that *must* get done this week.
- When are you going to plan? On *Beartracker* p. H-7:
 - Set a time each day to plan. It will only take a few minutes.
- Think of “**Big Rocks**” in terms of important *roles*.
 - *Student, Family Member, Human Being, Significant Other, Worker, Member of a Team, Performer, Friend, etc.*
 - These are your “First Things.” Write these roles down. NOW!
- Plan for your “Big Rocks” each day; the rest are just “Little Pebbles” you can then fit into your schedule!

Creating a Mission Statement



“A personal mission statement is like a credo or motto that states what your life is about. It’s like a blueprint to your life.”

✦ Sean Covey, *Seven Habits of Highly Effective Teens*, Page 81

- **Example:** Consider Mr. Pop’s Mission Statement.
- **Homework:** Create your own Mission Statement!
- **How do you do it?** Here are some suggestions:
 - Freewriting: Write whatever comes to mind, then edit it down.
 - Quotations: Find some that matter to you. Summarize them.
 - Acronyms: Make an acronym for a word that really matters.
 - Stealing: “Borrow” someone else’s. “Be all you can be.” :-{)
- **Write your Mission Statement on *this* index card.**

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Preview Activity 4



CHOOSE

**THE SINGLE FIST CLENCHED AND READY,
OR THE OPEN ASKING HAND HELD OUT AND WAITING.
CHOOSE:**

FOR WE MEET BY ONE OR THE OTHER.

-CARL SANDBURG

**IN YOUR JOURNAL (“JOURNAL ENTRY #3”),
EXPLAIN WHAT THIS POEM MEANS.
DO YOU AGREE OR DISAGREE?
WHY OR WHY NOT?**

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The Public Victory



WHAT IS A RELATIONSHIP BANK ACCOUNT?

HABIT 4: THINK WIN/WIN

HABIT 5: SEEK FIRST TO UNDERSTAND

HABIT 6: SYNERGIZE

What is a Relationship Bank Account?



- **Definition:**
 - Your PBA “represents the amount of trust and confidence you have in yourself. Similarly, the RBA represents the amount of trust and confidence you have in each of your relationships.”
 - ✦ Sean Covey, *Seven Habits of Highly Effective Teens*, Page 132
- **However, *unlike* a Personal Bank Account:**
 - You have an RBA with every single person you meet.
 - Once you have an RBA with someone, you can never close it.
 - In RBA’s, deposits evaporate and withdrawals turn into stone.
- **So how do you create a positive RBA balance?**
 - Simple. Deposit more than you withdraw (continuously).

RBA Deposits & Withdrawals

RBA DEPOSITS

- Keep promises
- Be considerate
- Be loyal
- Listen
- Say “I’m sorry”
- Set clear expectations

RBA WITHDRAWALS

- Break promises
- Be selfish
- Be disloyal
- Don’t listen
- Say “It’s your fault”
- Set false expectations

Habit 4: Think Win-Win



Have an everyone-can-win attitude.

- Definition:
 - Thinking win-win means being creative and finding ways for BOTH you and the other party to succeed when trying to resolve a conflict.
- Where do you tend to fall when trying to resolve conflict?

	I Lose	I Win
You Win	<u>The Doormat</u> “Do whatever you want, I really don’t care.”	<u>The Buffet</u> “There is plenty of food for all of us to feast.”
You Lose	<u>The Downward Spiral</u> “If I’m going down, you’re going down too.”	<u>The Totem Pole</u> “I’m going to get mine; I don’t care about you.”

Habit 4: Think Win-Win



Abundance: life is an all-you-can-eat buffet.

- Thinking “win-win” means doing **two things**:
 - Win the private victory first– begin by checking yourself.
 - Avoid the “tumor twins”– two things that will hinder you:
 - ✦ Competing– when it is not appropriate, it will actually harm you
 - ✦ Comparing– when you define yourself relative to others, you lose
- Imagine a conflict with someone you’ve had recently. How could you have resolved it “win-win” (H-9)?

Habit 5: Seek First to Understand



And only then to be understood.

- **Definition:**
 - Seeking first to understand means listening: try to see things from another's point of view before you start sharing your own.
- **Who do you want to listen to you? On page H-11:**
 - List the people you would like to *really* understand you.
- **The point? WE ALL WANT TO BE UNDERSTOOD!**
- **BUT... we must have a positive RBA before we share.**
 - Seeking first to understand helps us build a positive RBA

Habit 5: Seek First to Understand



Listen to people sincerely.

- Three Good Listening Skills
 - Stand in the other person's shoes– at least *try* to understand
 - Listen with your eyes and your heart, not just with your ears
 - ✦ 60% of communication is body language– use your eyes
 - ✦ 30% of communication is tone of voice– use your heart
 - ✦ Only 10% of communication is the actual words used
 - Practice mirroring– repeat what the other person thinks or feels

Habit 6: Synergize



Work together to achieve more.

- **Definition:**
 - Synergy means that the sum is greater than its individual parts. In other words, synergizing is proving that $1 + 1 \text{ can } = 3$. How?
- **Start with understanding that we are all UNIQUE:**
 - What makes you unique?
- Synergy is celebrating difference, NOT just tolerating it.
- Synergy is working as a team, NOT just an individual.
- Synergy is finding new a better ways, NOT settling.

Discovering Your Learning Style



What do you bring to the table in group work?

- When you work in a group, remember that everyone learns differently– we all have particular learning styles.
 - Visual learners learn best by seeing and watching.
 - Auditory learners learn best by hearing and listening.
 - Reading/Writing learners learn best by reading and writing.
 - Kinesthetic/Tactile learners learn best by doing and touching.
 - Multimodal learners learn best by combining these activities.
- So, what exactly is *your* learning style? Let's find out!
- Homework: Take the VARK challenge (Back of Notes).

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Preview Activity 4



PUT FIRST THINGS FIRST:

**TURN IN YOUR SUMMER READING REPORTS
(MAKE SURE TO HEAD THEM CORRECTLY)**

WHEN YOU ARE DONE, CONSIDER THIS:

*THE TIME TO REPAIR THE ROOF
IS WHEN THE SUN IS SHINING.*

-JOHN F. KENNEDY

**IN YOU JOURNAL, RESPOND TO THE QUOTATION.
(YOU KNOW WHAT TO DO AND HOW, DON'T YOU?)**

Seven Habits of Highly Effective Teens Renewal



HABIT 7: SHARPEN THE SAW

**ARE YOU READY TO TAKE A JOURNEY?
IT'S ONLY THE REST OF YOUR LIFE!**

**LET'S START TODAY WITH
*THE GREAT DISCOVERY***

Habit 7: Sharpen the Saw



Renew yourself regularly.

- Definition:
 - Sharpening the saw means taking the time to stay at your best.
- What do you *most* need to do to “sharpen your saw?”
- What can you do to keep your body healthy?
- What can you do to keep your mind healthy?
- What can you do to keep your “heart” healthy?
- What can you do to keep your “spirit” healthy?
- *Will you “decide” to do all of these things?*

Some Concluding Thoughts



The lecture ends, but life begins.

- Live life with an “attitude of gratitude”
- Ready to take a journey? The “Great Discovery”

“You can’t make footprints in the sands of time by sitting on your butt. And who wants to leave buttprints in the sands of time?”

- Bob Moawad