

## **Habit One: Be Proactive: You're in Charge!**

Take control of your actions and reactions.

Make your own choices.

You choose to be happy or sad.

Use phrases like "I can", "I prefer", "I will", "I get to".

### **How Can you be Proactive in your life?**

Take responsibility for your actions - if you make a bad choice, admit to it.

Don't let other people influence you in a bad way - if a friend is making a bad choice, don't follow their example.

Use positive language - try avoiding phrases like "I can't" or "I won't".

Make your own fun - don't wait for others to approach you to participate join a group.

### **Books to help you learn more about being proactive**

The Little Engine that Could

The Very Lonely Firefly

On My Honor

Someday a Tree

Salt in His Shoes, Michael Jordan: In Pursuit of a Dream

The Real McCoy: The Life of an African American Inventor

## **Habit Two: Begin With the End in Mind: Have a Plan**

By knowing where you want to end up, you'll have a better idea of how to get there.

Would a chef be successful if he just threw random ingredients in a bowl?

Would you put a puzzle together without looking at the picture on the box?

When you go on vacation, do you get in the car and drive in just any direction?

### **How can you begin with the end in mind?**

Make to do lists - so you will know what you need to do each day.

Set Goals - knowing where you want to be will help you figure out how to get there.

Budget your time and your money - Think about how you use both.

### **Books to help you learn more about beginning with the end in mind**

**The Very Busy Spider**

**Click, Clack, Moo: Cows that Type**

**Where do You Think You're Going, Christopher Columbus**

**The School Story**

**Bobby Baseball**

### **Habit Three: Put First Things First: Work First then Play**

Prioritize things in your life.

Decide what is most important and do that first.

Have a snack after school, and then do your homework.

This frees you up to do other activities for the rest of the night.

#### **How can you put first things first?**

Make a to do list putting the most important things first - chores before play.

Do homework before you take free time - check your homework folder to make sure you have turned completed all assignments before you have your free time.

Study each night - this will make you better prepared for tests.

#### **Books to help you learn more about putting first things first**

The Little Red Hen

Alejandro's Gift

Justin and the Best Biscuits in the World

The TV Kid

### **Habit Four: Think Win Win: Everyone can Win**

Instead of thinking about YOU and ME, think about BOTH OF US.

Think about a solution that will benefit everyone involved.

Win Win isn't about giving up what you want to make someone else happy, it's about making EVERYONE happy.

It is different from compromise where each person gives in a little,

Win Win is all about taking two ideas and working together to come up with a THIRD ALTERNATIVE that's better than each idea on its own.

In a competition, remember to say congratulations and offer a compliment.

#### **How can I think win win?**

Be cooperative - keep an open minded attitude instead of "my way or the highway" outlook.

Be considerate - think about what other people want, not just what you want.

Be a good problem solver - find ways to make both sides happy without having to compromise.

#### **Books to help you learn more about thinking Win Win**

**The Rainbow Fish**

**The Very Clumsy Beetle**

**Let's Be Enemies**

**The Butter Battle Book**

**Dragon Stew**

**The Checker Players**

## **Habit Five: Seek First to Understand, Then to be Understood: Listen Before You Talk**

Listen to how other people feel before you share your thoughts.

This is one of the hardest habits, but it is also one of the most important.

A wise woman once say that you have two ears but only one mouth for a reason.

You should use your ears more often.

Sometimes we get so wrapped up in getting our point across that we completely ignore the other person.

### **How can I seek first to understand?**

Listen with your eyes, ears, and heart - try to make eye contact when someone is talking to show them that you are paying attention.

Use your ears to hear what they have to say and how they feel.

Use your heart to empathize with them and care about what they are sharing with you.

Repeat back what you hear them saying to make sure you really understand what the other person has said.

Help when you see others having a misunderstanding - help them take turns explaining their sides of the story.

Remind them to take turns talking and take turns listening.

Books to help you learn more about seeking first to understand

Stellaluna

The True Story of the Three Little Pigs

Rules

Veronica Knows Best

## Habit Six: Synergize: Together is Better

Have you ever heard the saying "Two heads are better than one"?

Work together to come up with a product that neither person could achieve on their own.

1 + 1 = 3: If I come up with one idea, and you come up with one idea, we have 2 ideas. Once we start talking and brainstorming, together we may come up with 3, 4, or 5 great ideas.

### How can I synergize?

Use cooperative learning strategies - when you're working on a group project, share everyone's ideas. Work together to brainstorm ways to use those ideas to create a project.

Help other people - if you team up with someone, works usually goes faster and better which produces a better project.

Share victories - everyone can and should play a part in the action. Each person's individual strengths can make the best possible project.

### Books that can help you learn more about synergy

A Chair for My Mother

Clifford's Spring Clean Up

The Cricker in Times Square

Ruby Holler

The View From Saturday

## **Habit Seven: Sharpen the Saw: Balance Feels Best**

Think of a lumberjack chopping down a tree. Eventually, his saw is going to go dull. Is it going to work as well now? What if he took it to his shop and sharpened it? Now will it work better?

Sharpening the saw is all about being a well-rounded individual.

It means feeling good in all four areas of your life (physically, mentally, emotionally, and socially).

If you have a balanced life, you will be more successful.

You have four tires on a car. What happens when something happens to one of the tires? You will need to fix it so the car runs smoothly again.

You need to find ways to take care of yourself so that you can be happy, healthy, and productive.

### **How can I sharpen my saw?**

Physically - play, exercise, stretch, join sports teams, go for a walk with your family

Mentally - challenge yourself at school and at home, read a non-fiction book, go to the museum, study even if you do not have a test

Emotionally - Sing, dance, meditate, exercise, volunteer your time to help others

Socially - visit with friends, spend time with your family, play games, make new friends

### **Books that can help you learn more about sharpening your saw**

The Snowy Day

Owl Moon

Uncle Willie and the Soup Kitchen

The Mysteries of Harris Burdick

Other Books That Reinforce The 7 Habits

The Berenstain Bears and the Bad Habit

Bread and Jam for Frances

D. W. the Picky Eater

The Berenstain Bears and Too Much Teasing

Sam Who Never Forgets

Circle of Influence Books

Inch by Inch

Mirette on the High Wire

Alexander and the Terrible, Horrible, No Good, Very Bad Day

Mean Soup

The Empty Pot

Habit One: Be Proactive

Amazing Grace

The Little Engine That Could

King Bidgood's in the Bathtub

The Very Lonely Firefly

The Carrot Seed

Jeremy Thatcher

On My Honor

Someday A Tree

Salt in His Shoes: Michael Jordan in Pursuit of a Dream

The Real McCoy: The Life of an African American Inventor

Habit Two: Begin With the End in Mind

The Very Busy Spider

Whistle for Willie

Click, Clack, Moo: Cows that Type

Pancakes

Galimoto

Where Do You Think You're Going, Christopher Columbus

Lucy Mastermind

Eddie, Incorporated

Bobby Baseball

The School Story

Habit Three: Putting First Things First

Froggy Gets Dressed

The Little Red Hen

The Very Hungry Caterpillar

Alejandro's Find

The Week Mom Unplugged the TV's

Irving Black's Strange Snack

Esperanza Rising

The TV Kid

Justin and the Best Biscuits in the World

Habit Four: Think Win-Win

Alexander and the Wind-Up Mouse

The Rainbow Fish

The Doorbell Rang

The Very Clumsy Click Beetle

Let's Be Enemies

The Butter Battle Book

Dragon Stew

Law of the Great Peace

The Checker Players

Hiawatha, Messenger of Peace

Habit Five: Seek First to Understand, Then to Be Understood

Stellaluna

The True Story of the Three Little Pigs

The Runaway Bunny

Are You My Mother?

Is your Mama a Llama?

Marrying Malcolm Murgatroyd

Witch of Blackbird Pond

Rules

Veronica Knows Best

They Bully of Barkham Street

Habit Six: Synergize

Ox-Cart Man

Swimmy

A Chair for My Mother

Clifford's Spring Clean-Up

How the Second Grade Got \$8205.50 to Visit the Statue of Liberty

The View from Saturday

A Wrinkle in Time

Ruby Holler

The Chalk Box Kid

Chicken Sunday

Habit Seven: Sharpen the Saw

Owl Moon

The Snowy Day

Don't Let the Pigeon Stay Up Late

Henry Hikes to Fitchburg

Me I Am!

The Mysteries of Harris Burdick

Uncle Willie and the Soup Kitchen

The New Kid on the Block

A light in the Attic

Wind in the Long Grass: A Collection of Haiku