

The following is a reference to help you reinforce the language and concepts of the 8 Habits:

| HABIT | KEY CONCEPTS |
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| <p>1. BE PROACTIVE (I'm in charge of me)</p> | <ul style="list-style-type: none"> • Take responsibility for my life and make good choices • Stop and Think • Use Proactive instead of Reactive Language • Circle of Influence/Circle of Concern • Choose your own weather • Freedom to Choose • Accountability of Choices |
| <p>2. BEGIN WITH THE END IN MIND (Have a plan)</p> | <ul style="list-style-type: none"> • Define my mission and goals in life • Mental creation precedes physical creation • Vision of future • Mission Statements |
| <p>3. PUT FIRST THINGS FIRST (Work first, then play)</p> | <ul style="list-style-type: none"> • Spend time on things that matter most • Say no to the unimportant • Big Rocks • Plan weekly and daily |
| <p>4. THINK WIN/WIN (Everyone can win)</p> | <ul style="list-style-type: none"> • Seek solutions where everyone can win • Win-Win, win-lose, lose-win, lose-lose, no deal • Balance courage with consideration • Manage conflict |
| <p>5. SEEK FIRST TO UNDERSTAND, THEN BE UNDERSTOOD (Listen before you talk)</p> | <ul style="list-style-type: none"> • Listen to other people's ideas and feelings • Listen attentively for content • Listen empathically for feelings • Voice opinions • Present ideas clearly |
| <p>6. SYNERGIZE (Together is better)</p> | <ul style="list-style-type: none"> • Work together to achieve more • 1+1=3 • Value differences • Celebrate diversity • Seek the Third Alternative |
| <p>7. SHARPEN THE SAW (Balance is best)</p> | <ul style="list-style-type: none"> • Regularly renew my heart, mind, body and spirit • Find balance in life • Sharpen the physical saw: healthy diet, exercise, hygiene • Sharpen the emotional saw: have fun, build relationships • Sharpen the mental saw: well-rounded learning, more authentic reading- less screen time (TV, computers, smart phones) |
| <p>8. FIND YOUR VOICE & INSPIRE OTHERS TO FIND THEIRS (Fulfill your potential)</p> | <ul style="list-style-type: none"> • Voice is the unique personal significance each of us offers. • Engage in work that taps into your talents and fuels your passion • Take a path for greatness not mediocrity • Stand up for your convictions |