

The 7 Habits® Tree

AND REMEMBER TO TAKE CARE OF YOURSELF

Habit 7

SHARPEN THE SAW®
Balance Feels Best

THEN PLAY WELL WITH OTHERS

Habit 6

SYNERGIZE®
Together Is Better

Habit 5

SEEK FIRST TO UNDERSTAND,
THEN TO BE UNDERSTOOD®
Listen Before You Talk

Habit 4

THINK WIN-WIN®
Everyone Can Win

START WITH YOU

Habit 3

PUT FIRST THINGS FIRST®
Work First, Then Play

Habit 2

BEGIN WITH THE END IN MIND®
Have a Plan

Habit 1

BE PROACTIVE®
You're in Charge



Habits 1–7



Habit 1: Be Proactive®

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do 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. I 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. When conflicts arise, I look for a win-win solution.

Habit 5: Seek First to Understand, Then to Be Understood®

I listen to other people's ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident in voicing my ideas.

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 because I know that by teaming with others, we can create better solutions than what any one of us could alone. I look for Third Alternatives.

Habit 7: Sharpen the Saw®

I eat right, exercise, and get enough sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of myself.