

The 7 Habits of Highly Effective Students

Habit One: *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 Two: *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, and look for ways to be a good citizen.

Habit Three: *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 Four: *Think Win - Win*

I balance courage for getting what I want with consideration for what others want.

I make deposits in others' Emotional Bank Accounts.

When conflicts arise, I look for third alternatives.

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

I listen to other people's ideas and feelings.

I try to see things from their viewpoints.

I listen to others without interrupting.

I am confident in voicing my ideas.

I look people in the eyes when talking.

Habit Six: *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 to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.

Habit Seven: *Sharpen the Saw*

I take care of my body by eating right, exercising, and getting sleep.

I spend time with my family and friends.

I learn in lots of ways and lots of places, not just at school.

I take time to make meaningful ways to help others.

Source: Covey, Stephen R. (2008) *The Leader in Me: How Schools and Parents around the World are Inspiring Greatness, One Child At A Time*. Free Press, Detroit MI.