

## The 7 Habits and Highly Effective Behaviors

Habits	Children's Language	Highly Effective Behaviors
1. Be Proactive	You're in Charge	<ul style="list-style-type: none"> <li>• Pause and respond based on principles</li> <li>• Use proactive language</li> <li>• Expand your Circle of Influence</li> </ul>
2. Begin With the End in Mind	Have a Plan	<ul style="list-style-type: none"> <li>• Envision outcomes before you act</li> <li>• Create and live by a Personal Mission Statement</li> </ul>
3. Put First Things First	Work First, Then Play	<ul style="list-style-type: none"> <li>• Focus on top priorities</li> <li>• Eliminate the unimportant</li> <li>• Plan weekly</li> <li>• Plan daily</li> </ul>
4. Think Win-Win	Everyone Can Win	<ul style="list-style-type: none"> <li>• Balance courage and consideration</li> <li>• Seek mutual benefit</li> <li>• Create Win-Win Agreements</li> <li>• Build win-win systems</li> </ul>
5. Seek First to Understand, Then to Be Understood	Listen Before You Talk	<ul style="list-style-type: none"> <li>• Diagnose Before You Prescribe</li> <li>• Listen empathically</li> <li>• Seek to be understood from the other's perspective</li> </ul>
6. Synergize	Together is Better	<ul style="list-style-type: none"> <li>• Value and celebrate the differences</li> <li>• Practice creative cooperation</li> </ul>
7. Sharpen the Saw	Balance Feels Best	<ul style="list-style-type: none"> <li>• Renew regularly in the four dimensions</li> <li>• Be strong in the hard moments</li> </ul>