

The 7 Habits of Highly Effective Teens

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Habit 1: *BE PROACTIVE!*

- The word “proactive” means “to take initiative and “to plan ahead.”
- You can be PROACTIVE or REACTIVE.
- The word “reactive” means to be “hasty” and to “act in response” after the fact.

Habit 1: Be Proactive

- “I Am the Force!” It’s ALL up to ME!

Reactive Language	PROACTIVE LANGUAGE
“I’ll try.”	“I’ll do it!”
“That’s just the way I am.”	“I can do better than that!”
“There’s nothing I can do.”	“Let’s look at all of our options!”
“I have to.”	“I choose to!”
“I can’t.”	“There’s gotta be a way!”
“You ruined my day.”	“I’m not going to let your bad mood rub off on me!”

Proactive People...

- Are not easily offended
- Take responsibility for their choices
- Think before they act
- Bounce back when something bad happens
- Always find a way to make it happen
- Focus on things they can do something about, and don't worry about things they can't

Reactive people ...

- Are easily offended
- Blame others
- Get angry and say things they later regret
- Whine and complain
- Wait for things to happen to them
- Change only when they have to

We Can Only Control One Thing...

- “The fact is that we can’t control everything that happens to us” (54).
- “We CAN control how we RESPOND to what happens to us.”
- AND THAT’S WHAT COUNTS
- “You are the driver, not the passenger” in YOUR LIFE!

CAN DO people

- Take initiative to make it happen
- Think about solutions and options
- ACT

NO-CAN-DO people

- Wait for something to happen to them
- Think about problems and barriers
- Are ACTED upon

Habit 2: Begin With the End in Mind

- “Would you tell me please which way I ought to walk from here?”
- “That depends a good deal on where you want to get to,” said the Cat.
- “I don’t much care where-” said Alice.
- “Then it doesn’t matter which way you walk,” said the Cat.

What Does It Look Like to Begin With the End in Mind?

- “When I feel frustrated or get depressed, I have found something that really helps me. I go someplace where I can be alone, and then I close my eyes and I visualize mentally where I want to be and where I want to go when I am an adult. I try to see the whole picture of my dream life—and then I automatically begin to think about what it’s going to take to get there, what I need to change. Today, I am on my way to making some of those visualizations become a reality.”

Why Is It So Important to Have An End in Mind?

- First, you are at a critical crossroads in your life, and the paths you choose now can affect you forever.
- Second, if you don't decide your own future, someone else will do it for you!
- You can start by making a list of your GOALS and ASPIRATIONS!
- “Decide where you want to go and draw up a map to get you there!”

Habit 3: Put First Things First

- It's all about learning to prioritize and manage your time so that your FIRST things come FIRST, not last.
- “Get there! Don't let road blocks knock you off course!”

Where are YOU?

<i>URGENT and IMPORTANT</i>	<i>NOT URGENT and IMPORTANT</i>
<p>1. THE PROCRASTINATOR</p> <p>EXAM tomorrow Friend gets injured Late for work Car breaks down</p>	<p>2. THE PRIORITIZER</p> <p>Planning, goal setting Essay due in a week Exercise Relationships Relaxation</p>
<p><i>URGENT and NOT IMPORTANT</i></p> <p>3. THE YES-MAN</p> <p>Unimportant phone calls Interruptions Other people's small problems Peer pressure</p>	<p><i>NOT URGENT and NOT IMPORTANT</i></p> <p>4. THE SLACKER</p> <p>TOO much TV Endless phone calls Excessive computer games Mall marathons Time wasters</p>

The Difference Between Urgent and Important

- **Urgent things** are usually emergency-got-to-get-it-done-NOW kinds of things.
 - Interruptions
 - Drop ins
 - Deadlines
 - Other people's problems
- **Important things** get pushed to the side by the Urgent things. We must guard against this.
 - Working on a report in advance
 - Going for a walk in the mountains
 - Eating healthy
 - Writing a letter to a friend

Let's Look At Each Quadrant

- The Procrastinator:
- “The procrastinator is addicted to urgency!”
- “She/He likes to put things off... until it becomes a crisis.”
- “She/He thrives under pressure!”
- “Planning ahead is simply out of the question for the procrastinator because it would ruin the excitement of doing everything at the last possible moment.”

The Prioritizer

- The Prioritizer: THIS IS WHERE WE ALL NEED TO BE!
- The Prioritizer focuses on things that are IMPORTANT like relaxation, building friendships, exercising, planning ahead, and doing homework ON TIME!
- These things make one healthy and happy and much more relaxed!

The Yes-Man

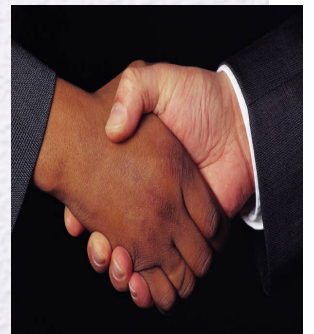
- The Yes-Man:
- The Yes-Man focuses on things that are urgent but not important.
- The Yes-Man tries to please other people by responding to their EVERY desire.
- The Yes-Man believes that these things are important because they are urgent and look important, but looks can be deceiving.
- The Yes-Man ends up doing things that are IMPORTANT to everyone else but NOT important to him/her.

The Slacker

- The Slacker:
- The Slacker wastes too much time on things that are neither urgent nor important.
- The Slacker loves excess: sleeping too much, watching too much TV, and playing too many video games, etc.
- The Slacker also talks on the phone for hours at a time and spends way too much time at the mall.
- The Slacker lacks a sense of responsibility and ends up feeling guilty for being FLAKY all the time!

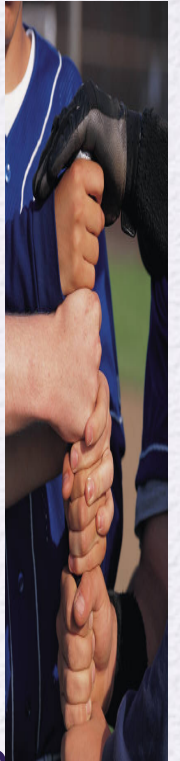
Habit 4: Think Win-Win

- Thinking win-win is an attitude toward life, a mental frame of mind that says, “I can win, and so can you! It’s not me or you, it’s both of us.”
“Think win-win is the foundation for getting along well with other people.”
- “It begins with the belief that we are all equal, that no one is inferior or superior to anyone else, and no one really needs to be.”



Win-Lose, The Totem Pole

- “Win-Lose is an attitude toward life that says the pie of success is only so big, and if you get a big piece there is less for me.”
- So, I’m going to make sure that I get my slice first or that I get a BIGGER piece than you!”
- Win-Lose is competitive.
- Win-Lose is full of pride: It is the comparison that makes you proud, the pleasure of being above the rest.”



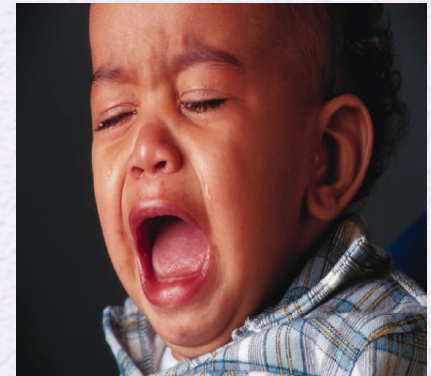
Lose-Win, The Doormat

- Lose-Win says, “Have your way with me. Wipe your feet on me. Everyone else does.”
- Lose-win is weak.
- Lose-win makes it easier to get stepped on.
- Lose-win may look like the nice guy, but you’ll find yourself setting low expectations and compromising your standards again and again.



Lose-Lose, The Downward Spiral

- Lose-Lose says, “If I’m going down, you’re going down with me, Sucker!”
- War is a great example of Lose-Lose.
- Nobody actually wins in a war.
- Revenge is also Lose-Lose.
- Lose-Lose can also occur when someone becomes obsessed with another person in a negative way. For example, “I don’t care what happens to me as long as my brother fails.”



Win-Win, The All You Can Eat Buffet!

- “Win-Win is a belief that everyone can win. It’s both nice and tough all at once!”
- It’s, “I won’t be your doormat, but I won’t step on you, either.”
- When you have a “win-win” attitude you care about other people and you want them to succeed, but you also care about yourself, and you want to succeed as well.
- Win-Win is abundant. It’s the belief that there is plenty of success to go around.
- It’s not either you or me. It’s BOTH of us!

Habit 5: Seek First to Understand, Then to be Understood

- “It’s the deepest need of the human heart to be understood.”
- However, it’s our tendency to want to swoop out of the sky like Superman and solve everyone’s problem before we even understand what the problem is.
- We simply don’t listen!
- The key to communication and having power and influence with people can be summed up in one sentence: Seek first to understand, then to be understood.
- In other words, listen FIRST, talk SECOND!
- This is Habit 5, and IT WORKS!

“Before I can walk in another’s shoes,
I must first remove my own.”

- Please Listen
- When I ask you to listen to me, and you start giving me advice,
- You have not done what I’ve asked.
- When I ask you to listen to me, and you begin to tell me why,
- I shouldn’t feel that way, you are trampling on my feelings.
- When I ask you to listen to me, and you feel you have to do something to solve my problem, you have failed me, strange as that may seem.
- LISTEN! All I ask is that you listen.
- Don’t talk or do—just hear me.

5 Poor Listening Styles

- Spacing Out
- Pretend Listening
- Selective Listening
- Word Listening
- Self-centered Listening

Spacing Out

- Spacing out is when someone is talking to us but we ignore them because our mind is wandering off in another galaxy.
- They may have something very important to say, but we're caught up in our own thoughts.
- We all space out from time to time, but do it too much and you'll get a reputation for being "out of it."

Pretend Listening

- Pretend Listening is more common.
- We still aren't paying attention to the other person, but at least we pretend we are by making insightful comments at key junctures, such as “yeah,” “uh-huh,” “cool,” “sounds great.”
- The speaker will usually get the hint and will feel that he or she is not important enough to be heard.

Selective Listening

- Selective listening is where we pay attention only to the part of the conversation that interests us.
- For example, your friend may be trying to tell you how it feels to be in the shadow of his talented brother in the army.
- All you hear is the word, “army” and say, “Oh yeah, the army! I’ve been thinking a lot about it lately.”
- Since you’ll always talk about what you want to talk about, instead of what the other person wants to talk about, chances are you’ll never develop lasting friendships.

Word Listening

- Word listening occurs when we actually pay attention to what someone is saying, but we listen only to the words, not to the body language, the feelings, or the true meaning behind the words.
- As a result, we miss out on what's really being said.
- If you focus on words only, you'll seldom be in touch with the deeper emotions of people's hearts.

Self-Centered Listening

- Self-centered listening happens when we see everything from our own point of view.
- Instead of standing in another's shoes, we want them to stand in ours.
- This is where, “I know exactly how you feel” comes from.
- We don't know exactly how they feel, we know exactly how we feel, and we assume they feel the same way we do.

Genuine Listening

- **First**, listen with your eyes, heart, and ears.
- Listening with just your ears isn't good enough, because only 7 percent of communication is contained in the words we use.
- The rest comes from body language (53 percent)
- And tone or how we say what we say (40 percent)

Genuine Listening cont.

- Second, stand in their shoes.
- To become a genuine listener, you need to take off your shoes and stand in another's.
- You must try to see the world as they see it and try to feel as they feel.
- “Until you walk a mile in another man's moccasins you can't imagine the smell.”

Genuine Listening cont.

- Third, practice mirroring.
- Think like a mirror.
- What does a mirror do?
- It doesn't judge.
- It doesn't give advice.
- It REFLECTS!
- Mirroring is simply this: Repeat back ***in your own words*** what the other person is saying and feeling.

Mirroring Phrases

- “As I get it, you felt that ...”
- “So, as I see it ...”
- “I can see that you’re feeling ...”
- “You feel that ...”
- “So, what you’re saying is ...”

Once You've Listened...

- THEN SEEK TO BE UNDERSTOOD!
- The second half of Habit 5 is equally as important as the first half.
- Once you've heard what the speaker is saying, then you can seek to be understood by them.

Habit 6: Synergy

- “Alone we can do so little, TOGETHER we can do so much.” –Helen Keller
- In a nutshell, synergy is achieved when two or more people work together to create a better solution than either could alone.

Synergy

- Synergy is celebrating differences
- Synergy is **not** tolerating differences
- Synergy is teamwork
- Synergy is **not** working independently
- Synergy is open-mindedness
- Synergy is **not** thinking you're always right
- Synergy is finding new and better ways
- Synergy is **not** compromise

Habit 7: Sharpen the Saw

- It's ME time!
- Do you ever feel imbalanced, stressed-out, or empty inside?
- If so, you're going to love Habit 7!
- It was specifically designed to help you deal with these problems.
- It's called "sharpen the saw" because it's important to keep your personal self sharp so that you can better deal with life.
- It means regularly renewing and strengthening the four key dimensions of your life—your BODY, your BRAIN, your HEART, and your SOUL!

BODY

- The physical dimension
 - Exercise
 - Eat healthy
 - Sleep well
 - Relax

BRAIN

- The MENTAL dimension
 - Read
 - Educate
 - Write
 - Learn new skills

HEART

- The EMOTIONAL dimension
 - Build relationships
 - Give service
 - Laugh
 - Love

SOUL

- The SPIRITUAL dimension
 - Meditate
 - Keep a journal
 - Pray
 - Take in quality media

Sharpen YOUR Saw

- Balance is better
- Take time for a time-out
- It's all about how you feel
 - In your body
 - In your mind
 - In your heart
 - In your soul