



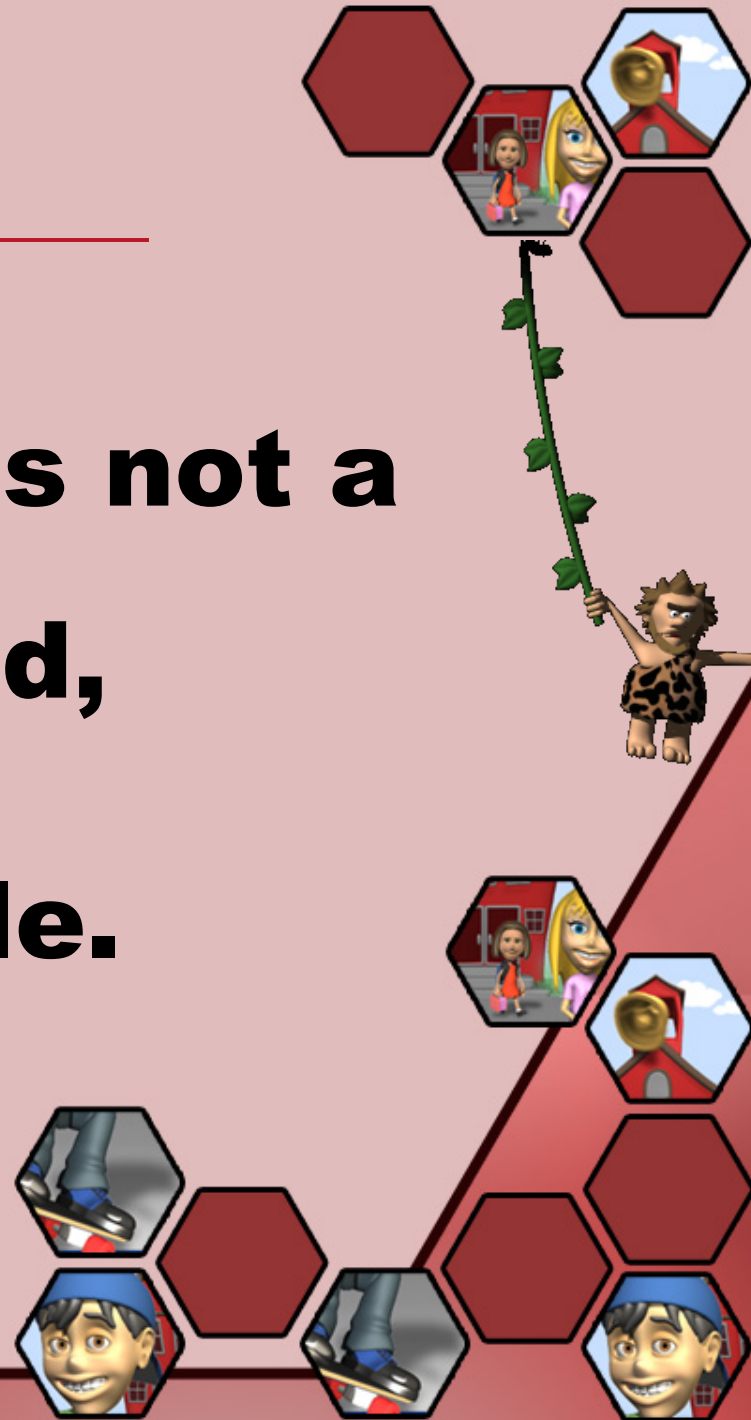
# The 7 Habits Of Highly Effective Teens



# 7 Habits of Highly Effective Teens

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**For teens, life is not a  
playground,  
it's a jungle.**



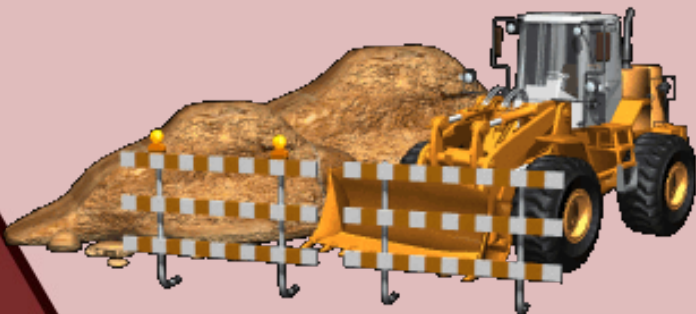
# **7 Habits of Highly Effective Teens**

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**As a teen, you will need direction  
as you navigate through your  
school years.**

**And you may encounter many  
roadblocks in your path.**



# 7 Habits of Highly Effective Teens



**What is a habit?**

**How long do habits take to form?**

**What types of habits are there?**





# What is a Habit?



# Exercise

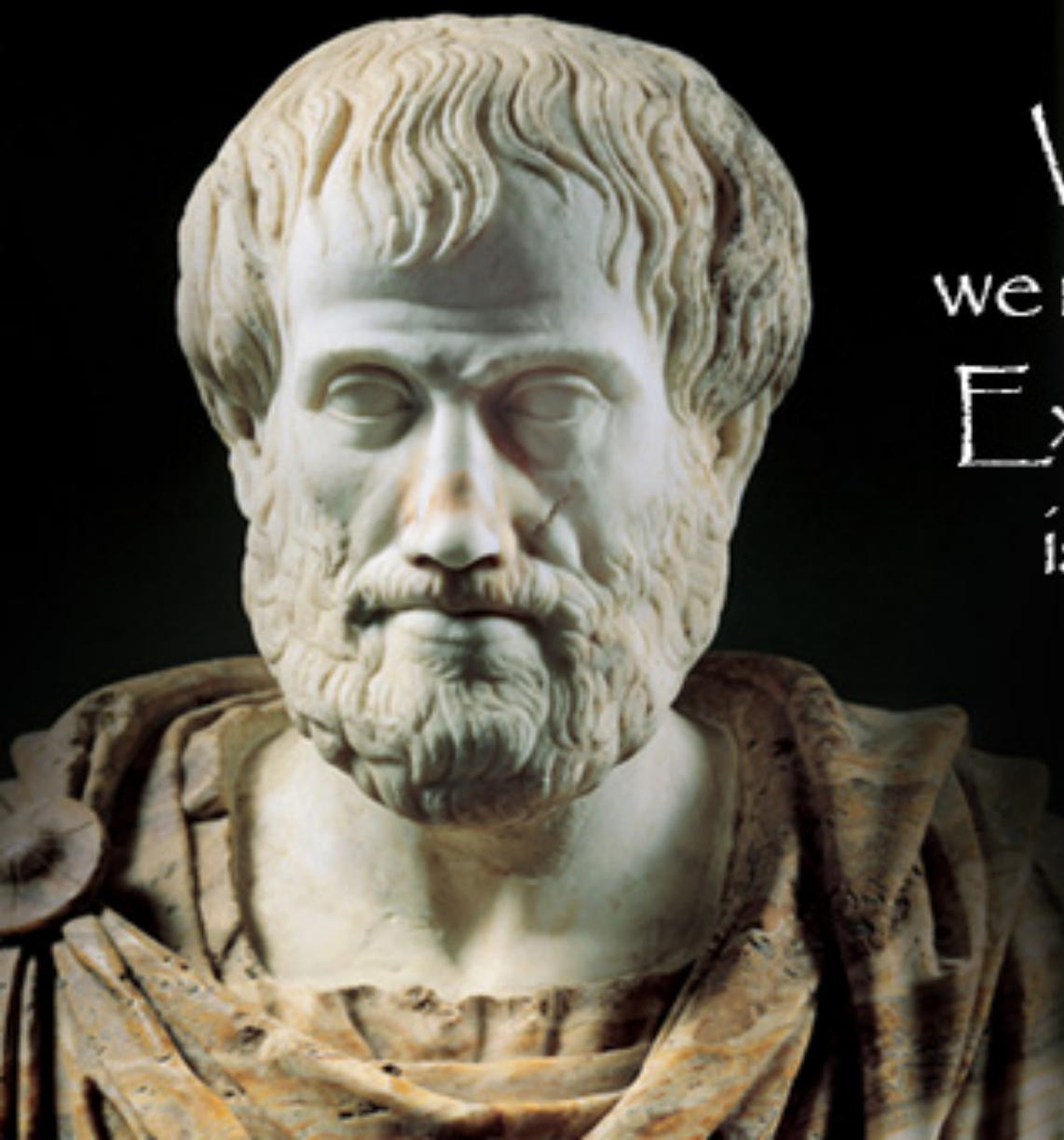
- **Divide into groups**
- **Get together and decide on a definition of HABIT**
- **Write it down**





# Class definitions of HABIT





We are what  
we repeatedly do.  
Excellence then,  
is not an act,  
but a habit.

**Aristotle**



# Define - Habit

- **Things you do repeatedly, but you are often unaware that you do them**
- **A constant performance of an act, acquired through frequent repetition**



# Habits can make you or break you



- **Good habits can help you be successful**
  - Do homework-get good grades-go to college of choice
- **Bad habits can detract from your success**
  - Don't do homework, get bad grades, don't go to college of choice
- **Some habits just are**
  - These don't help you or hurt you. Always tie right shoe first



# List your Habits

## List 3 good habits

- 1.
- 2.
- 3.

## List 3 bad habits

- 1.
- 2.
- 3.

## List 3 that don't matter

- 1.
- 2.
- 3.



# Changing a Habit

- **It's not always easy to change a habit, but it's always possible**
- **Cross your arms**
- **Now cross them the other way. How does it feel?**
- **If you fold them the opposite way for 30 days, it would become a new habit**



# What are the 7 Habits?



- 1. Be Proactive**
- 2. Begin with the end in mind**
- 3. Put first things first**
- 4. Think win-win**
- 5. Seek first to understand then to be understood**
- 6. Synergize**
- 7. Sharpen the Saw**



# How can these habits help you?

- **Get control of your life**
- **Improve your relationships**
- **Make smarter decisions**
- **Get along with your parents**
- **Find balance among school, work, friends and everything else**
- **Define your values**
- **Get more done in less time**
- **Increase your self confidence**
- **Be happy**



# Habit #1

## Be Proactive

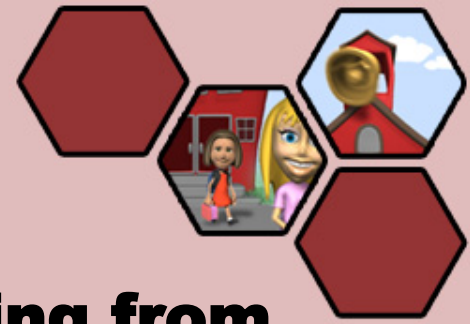


# Proactive vs. Reactive

**Calm, cool, and collected**

VS.

**Exploding from pressure**





# Reactive People

Reactive people make choices based on impulse.  
Impulse is under **the control of emotions**.

**Emotions** *don't listen* to reason or values/ principles.



Reactive people are like a can of pop when life shakes them up a bit. The pressure builds up and suddenly it (the person) explodes.



# Proactive People

*Proactive people make choices based on values/ principles. They **think** before they act. They can't control the situation, **BUT** they can control what they do or say about the situation.*



Proactive people are like shaken up water in a bottle. Take the top off (react) and they are calm, cool and in control. There is no pressure, no fizzing, no bubbling like a can of pop.



But HOW do I know if I  
am a reactive or  
proactive person?



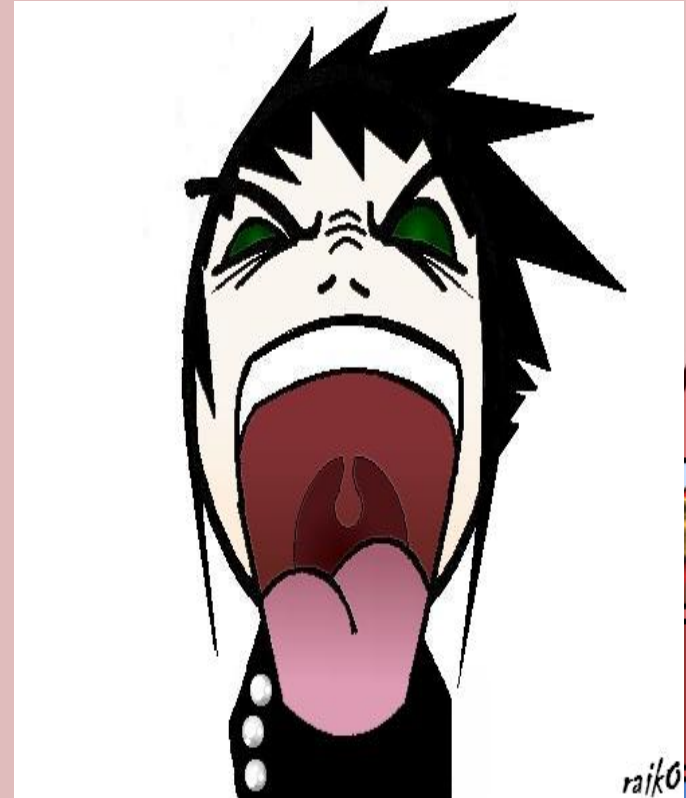
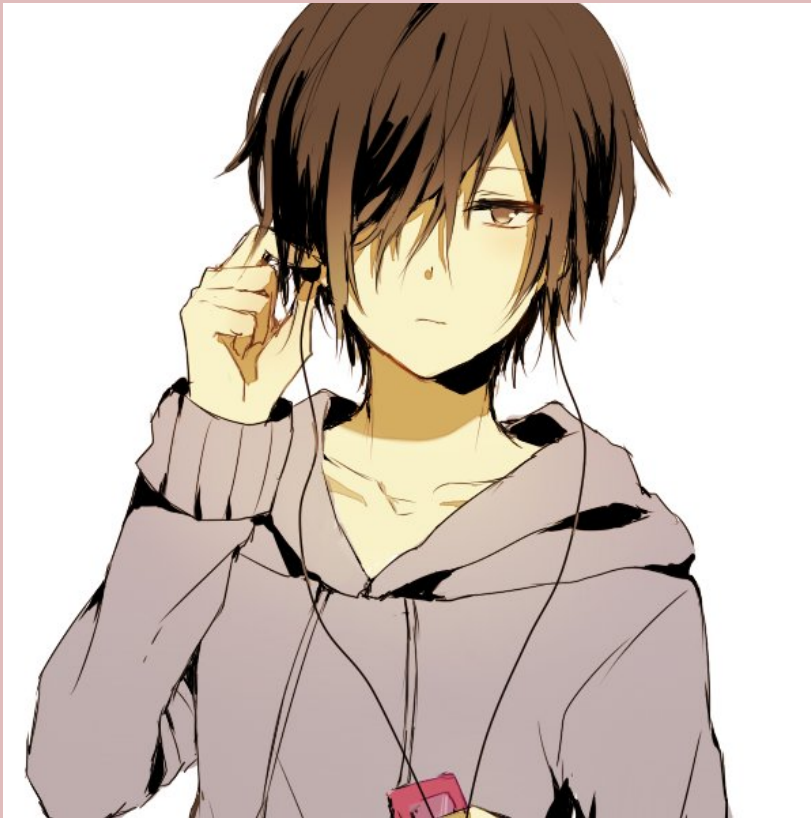
# Proactive vs. Reactive



**Think before acting**

VS.

**Acting on impulse**



# Reactive Language

*I'll try, but...*

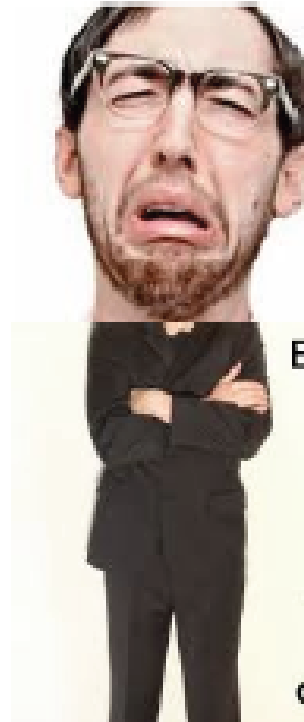
*That's just the way I am.*

*There's nothing I can do.*

*I have to*

*I can't*

*You ruined my day*



Everything  
sucks  
and  
you  
can't  
convince  
me  
otherwise!



# Proactive Language

*I'll do it.*

*I can do better than that.*

*Let's look at our options.*

*I choose to*

*There's gotta be a way.*

*I'm not going to let your  
bad mood rub off on me*



# Reactive Language

***Reactive language takes power away from you and gives it something or someone else.***

Reactive people give up the remote control of their life to others where someone else controls the mood and feelings you have and can change it at any time.



# Proactive Language

***Proactive language puts the person in control of their emotions and feelings.***

“I know this may be hard to do, but I am going to try my best”

“I am not going to be pressured by you”

“There is more than one way to solve this”





## Scenario # 1

*You overhear your best friend bad-mouthing you in front of a group. She doesn't know you overheard the conversation. Just 5 minutes ago, this same friend was sweet-talking you to your face. You feel hurt and betrayed.*



*In your notebook, write a proactive and reactive response to this scenario.*



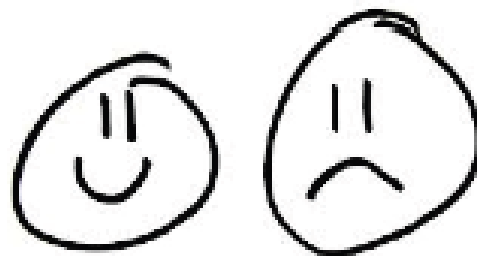
# Scenario # 1

## Some Possible Reactive Responses

Tell her off, go into a depressed state, decide she is two-faced and give her the silent treatment, spread rumours about her.

## Some Possible Proactive Responses

Forgive her, talk to her and share how you feel, ignore it and give her a second chance.





# Habit #2

## Begin With the End

In Mind



# Begin with the End in Mind



**If you aren't clear about where you want to end up in life, about your values, goals, and what you stand for, you will wander and waste time.**



# Habit # 2 – Begin With the End in Mind



**Create a personal mission statement which will act as a road map to direct and guide your decision-making process.**



# The Great Discovery

Start here!



Think of a person who made a positive difference in your life. What qualities does that person have that you would like to develop?

1

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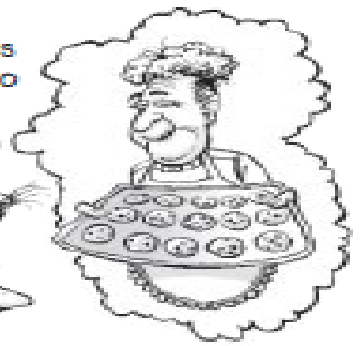
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2

Imagine yourself in 20 years. You are surrounded by the most important people in your life. Who are they and what are you doing?

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If a steel beam (six inches wide) were placed across two skyscrapers, for what would you be willing to cross? A thousand dollars? A million? Your pet? Your brother? Fame? Think carefully.

3

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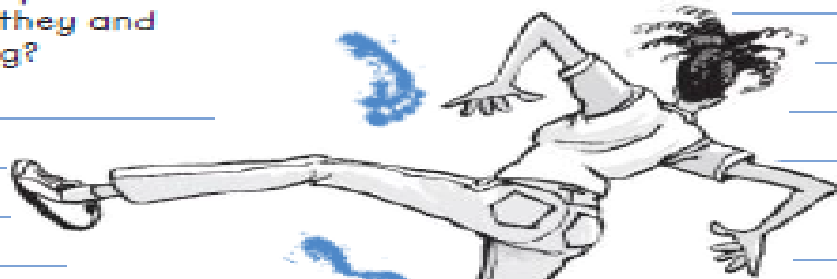
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偉大な発見

# 偉大な発見

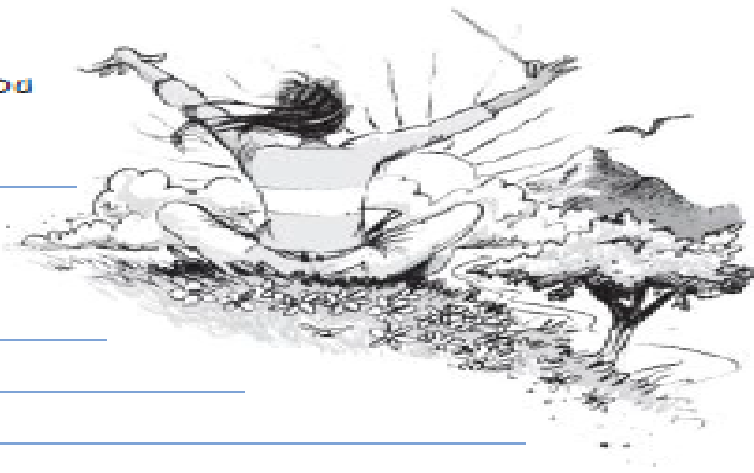
6

Describe a time when you were deeply inspired.

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5

List 10 things you love to do. It could be singing, dancing, looking at magazines, drawing, reading, daydreaming—anything you absolutely love to do.

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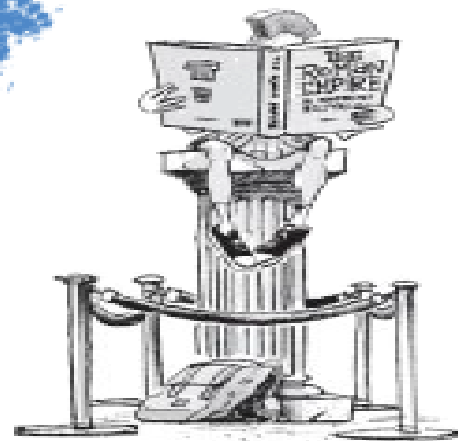
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4

If you could spend one day in a great library studying anything you wanted, what would you study?



# 偉大な発見



7

Five years from now, your local paper does a story about you and they want to interview three people—a parent, a brother or sister, and a friend. What would you want them to say about you?

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8

Think of something that represents you—a rose, a song, an animal. Why does it represent you?

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9

If you could spend an hour with any person who ever lived, who would it be? Why that person? What would you ask?

---

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# 偉大な発見



Numbers  
Words  
Creative thinking  
Athletics  
Making things happen  
Sensing needs  
Mechanical  
Artistic

Working with people  
Memorizing things  
Decision making  
Building things  
Predicting what will happen  
Accepting others  
Speaking  
Writing

Dancing  
Listening  
Singing  
Humorous  
Sharing  
Music  
Trivia



Everyone has one or more talents. What are your talents? Use the ones listed above or write your own.

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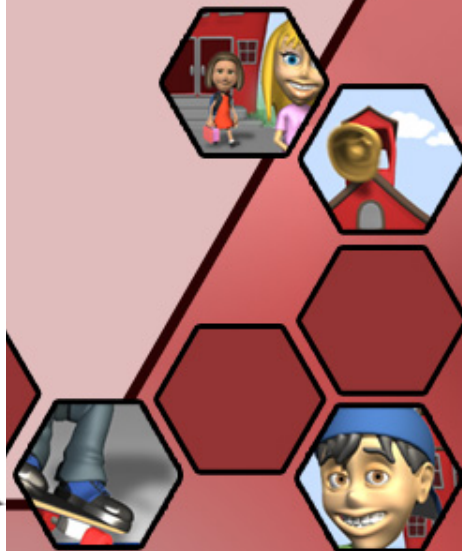
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## How Can I Apply This Concept to My Life?

Using the space provided, create a first draft of your personal mission statement by referring to The Great Discovery activity you completed.

Personal Mission Statement Draft

# See Page 20-21 of Workbook



最初の最初のことを置く



# Habit #3

Put First Things

First



最初の最初のことを置く

# Put First Things First

**This habit helps teens prioritize  
and manage their time so that  
they focus on and complete the  
most important things in their  
lives.**



# Create an Agenda



**What kinds of things  
could a student  
include in an agenda?**



**DISCUSS**

**SHARE!**



**Take the next 5 minutes and write down some things in your agenda that you know are coming up this week or next.**

**During the week, refer to your agenda often.**

**Morning, afternoon, evening.**



# Deciding What is What!

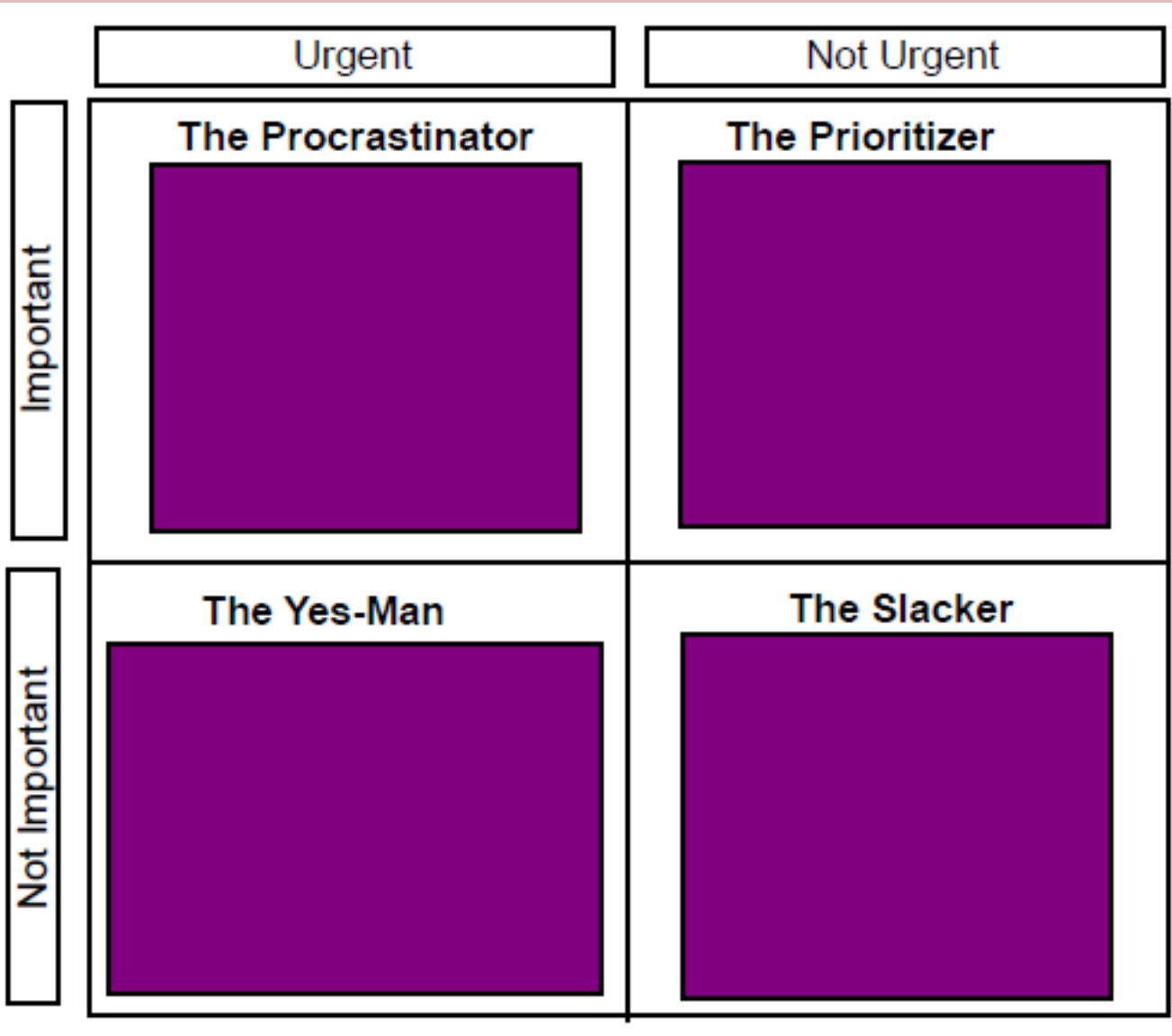
What is the difference between something important and something urgent?

Important	Urgent





# The 4 Quadrants



# Quadrant 1: The Procrastinator

Things that are both important and urgent

**Procrastinators put things off until they become a crisis. Planning ahead is not an option for them. They often feel stressed and burnt out. Their performance is usually mediocre.**



# Quadrant 2: The Prioritizer

Things that are Important, but not urgent

**Prioritizers put first things first, plan ahead, and are on top of things. As a result, they have control of their life, are balanced, and have high performance. They know when to work, and when to have fun!**



# Quadrant 3: The Yes-Man

Things that are urgent, but not important

**They always want to please other people.**

**They focus on the "now", but miss out on important things.**

**They only focus on what is important for others. This leads to a lack of discipline, and being labelled a 'people pleaser'.**



I am a recovering people pleaser.



(Is that okay?)



## Quadrant 4: The Slacker

Things that are neither urgent, nor important

**They love anything in excess! They sleep, watch TV, or play video games way too much. School is the last thing on their mind. They would rather "hang out".**

**Results of this lifestyle are lack of responsibility and flakiness.**





Importance

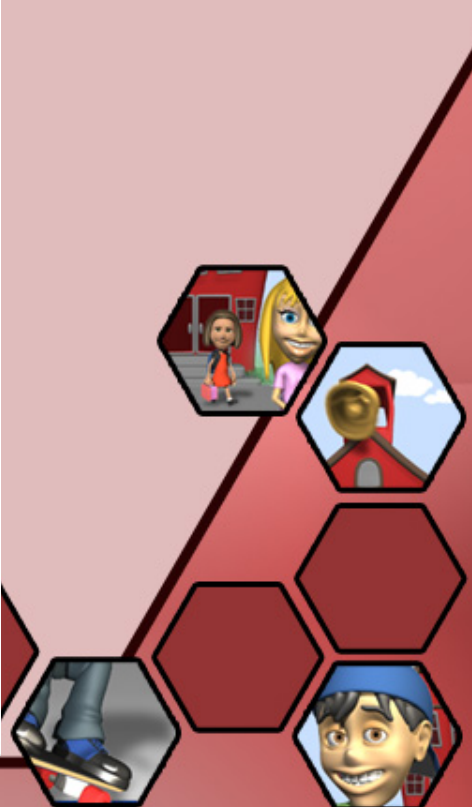
Urgency

**Quadrant 2  
is the key**



# OVERCOMING FEAR AND PEER PRESSURE

It takes courage and guts to fight against peer pressure and fear and stay true to your "first things", like your values and standards.





---

**Putting first things first means  
living life according to what  
matters most to you.**







# Habit #4

## Think Win-Win



# Win-Lose

- **Win-Lose is competitive. Think of it as a totem pole "as long as I am higher than you on the totem pole, I don't care how good I am".**
- **Someone who thinks win-lose disregards the feelings of others, is jealous, and tries to get ahead at the expense of others.**
- **Heads I win, Tails you lose!**



# Lose-Win

- **Lose-Win says, "Have your way with me. Wipe your feet on me. Everyone else does."**
- **This type of thinking results in keeping quiet because it's easier than speaking up and letting others win without trying.**



# Lose-Lose

- **Lose-Lose says, "If I'm going down, you're coming with me!"**
- **This results in nobody winning.**
- **A downward spiral**



# Win-Win

- **Win-Win is a belief that all people can win. This results in taking others' feelings into consideration, while still acknowledging that your feelings are just as valid.**
- **This requires some compromise.**



# EXERCISE

Read Marie and Mom scenario  
on page 147 from *The 7 Habits  
Of Highly Effective Teens*

Has something like this ever  
happened in your home?

Share!



---

**It is possible to create an atmosphere of win-win in every relationship.**



# EXERCISE



**Read the basketball example  
from *The 7 Habits Of Highly  
Effective Teens*  
on page 152-153**

**Discuss!**







---

**This habit encourages the idea that in any given discussion or situation both parties can arrive at a mutually beneficial solution.**



---

**Learn to celebrate the  
accomplishments of others  
instead of being threatened  
by them.**



# HABIT 4

## WIN-WIN SITUATIONS

### EXERCISES PAGE 30-31

(ROLE PLAYING EXERCISE IF TIME)



# Role Play!

With your assigned group, write and perform a role play which demonstrates a win-win situation to one of the scenarios handed out to you



ROLE PLAY

If you are shy, don't panic! Step outside of your comfort zone and tell your group you want to participate, but perhaps a "small" role, or the narrator would be great to start with! Take a chance on this - you will be happy you did :)



# End of Day 1





# Habit #5

**Seek First to Understand,  
Then be Understood**



# 5 Poor Listening Skills



- 1. Spacing Out**
- 2. Pretend Listening**
- 3. Selective Listening**
- 4. Word Listening**
- 5. Self-Centered Listening**



**EXERCISE** pages 34-35

# Active Listening

---



**Habit 5 ensures you  
learn the most important  
communication skill  
there is:  
active listening.**





# Genuine Listeners

**1) Listen with your eyes,  
heart, and ears.**

**2) Communication is**  
**53% Body Language**  
**40% Tone / Feeling**  
**7% Words**



**The Kanji for the verb  
“To listen”**

**is comprised of  
symbols that  
represent:**

**Ears,**

**Eyes,**

**Heart and**

**Undivided Attention.**





# Habit #6

## Synergize



# The Uses of a Paperclip



**You have 2 minutes to write as many uses for a paper clip as you can.**



# The Uses of a Paperclip



**Now, with a partner, you have another 2 minutes to write as many uses for a paper clip as you can.**



# The Uses of a Paperclip



**Was it easier with a partner?**

**Do you like to work with others?**

**Why or why not?**



# Uses for a paper clip

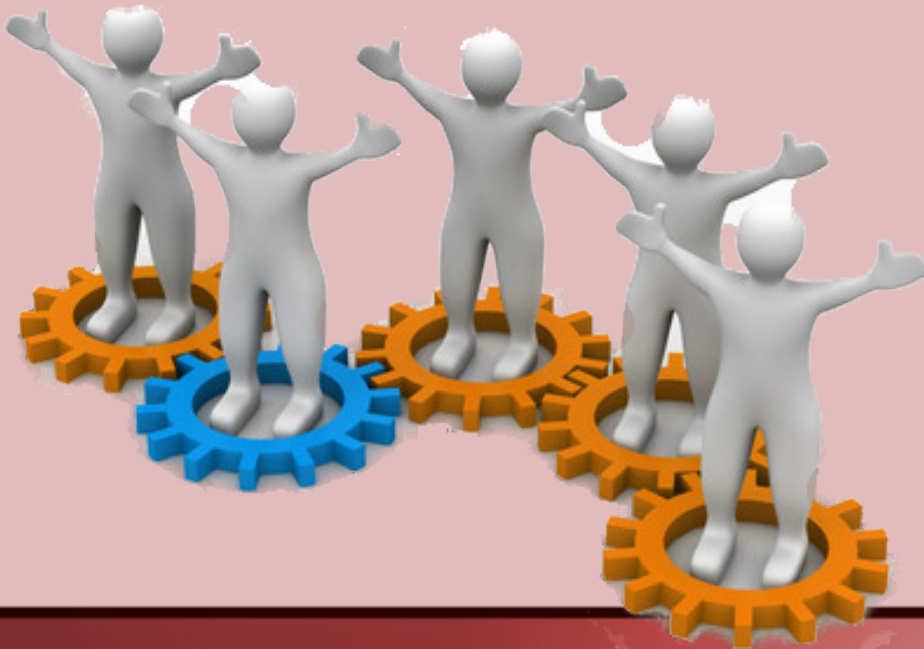
1. Use to clip pieces of paper together
2. Book marker
3. Hair clip
4. Lock picker
5. Use to scratch things
6. Bend into a ring
7. Bend lots together to make a bracelet/necklace
8. Make barbed wire
9. Replace wires in a circuit with joined up paper clips
10. Reset watches, organizers etc.
11. Make a chain
12. Magnetize to make a compass
13. Acupuncture
14. Earrings
15. Solder together to make glasses
16. Straighten and give to a mouse as a tap-dancing stick
17. Make into a sculpture
18. Make into a hook and eye
19. Melt down to produce other things
20. Use as needle
21. Make into key ring
22. Use for end of compass
23. Sew onto material to make futuristic/metallic dress
24. Tie-clip
25. Spike to hold bits of paper etc.
26. Make into a wind chime ornament
27. Use as nails
28. Use as a paintbrush
29. Make into a spring
30. Put marks on it to make a ruler
31. Make netting by weaving them together
32. Making into washing pegs
33. Use to eject DVD stuck in drive
34. Use as hands of a clock
35. Support for small plants
36. Hair pin
37. Bend into thingy to find water underground
38. Solution mixer
39. Get batches together to use a weights
40. Use as a currency
41. Stick paper onto it to make into a flag
42. Use as toothpick
43. Use in piercings
44. Stick lost onto piece of wood to make metal brush
45. Use as brace wire
46. Use as darts
47. Use for curtain hooks
48. Disguise as a kilt-pin
49. Torture implement
50. Use as plectrum
51. Magnetize it to make a magnet
52. Drill a hole in it to make a drinking straw
53. Disguise as a pipe cleaner
54. Make stilts for mice
55. Bend into a hook/spoon thingy for science experiments
56. Stick lots together to make an Alice band
57. Use as cocktail stick



**Synergy is achieved**



**when two or more people  
work together to create something  
better than either could alone.**





**Everyone is different**



**and has different strengths and weakness. Finding people who compliment your strengths and weakness will create more energy and thoughts.**



# Diversity

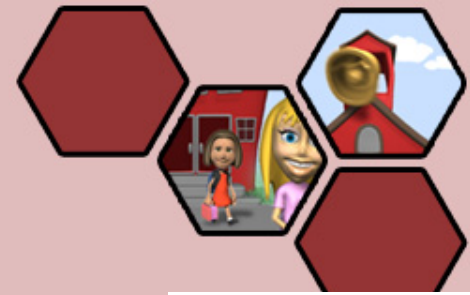
**There are three different ways to deal with diversity**

- 1. The Shunner**
- 2. The Tolerator**
- 3. The Celebrator**



# The Shunner

- **They fear differences, skin color, religion.**
- **They feel their way is best and right they make fun of those who are different.**
- **They may become physically violent in changing people's minds.**
- **They may join gangs, anti-social groups.**



# The Tolerator

- **They feel everyone has the right to be different.**
- **They keep to themselves and don't mingle with other "different people".**
- **They never create any synergy because they don't interact with each other.**

仕方が無



# The Celebrator

- **Celebrators value differences.**
- **People who think differently bring different ideas and experiences with them and they can create something neither one could do by themselves.**
- **They may not agree with the ideas, but they want to hear them.**



**Synergy allows us to value differences and better appreciate others.**



# Getting to Synergy: Action Planning



- 1. ? Define the problem or opportunity**

---
- 2. < Their Way - seek first to understand the ideas of others**

---
- 3. > My Way- seek to be understood by sharing your ideas**

---
- 4. \* Brainstorm- create new options and ideas**

---
- 5. + High Way- find the best solution**

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# PERSONALITY TEST

**You will now complete a personality test to find out what kind of person you are:**

**A Grape**



**An Orange**



**A Banana**



**A Melon**

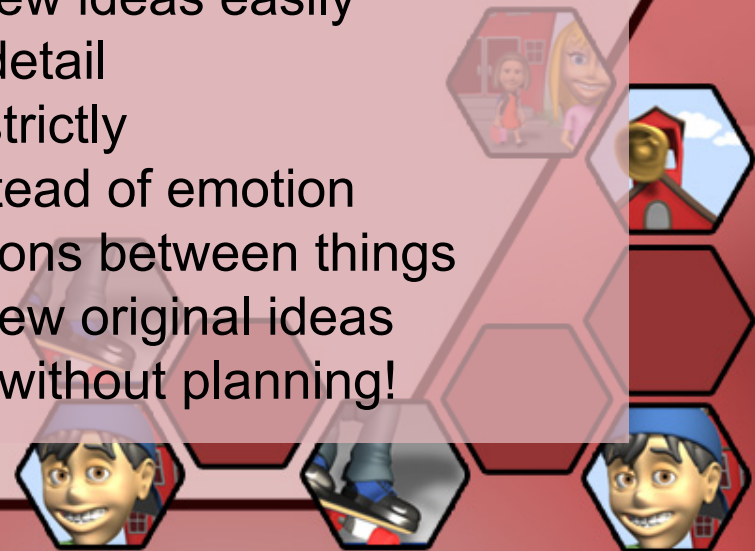


**See next slide for definitions of difficult words from the handout!**

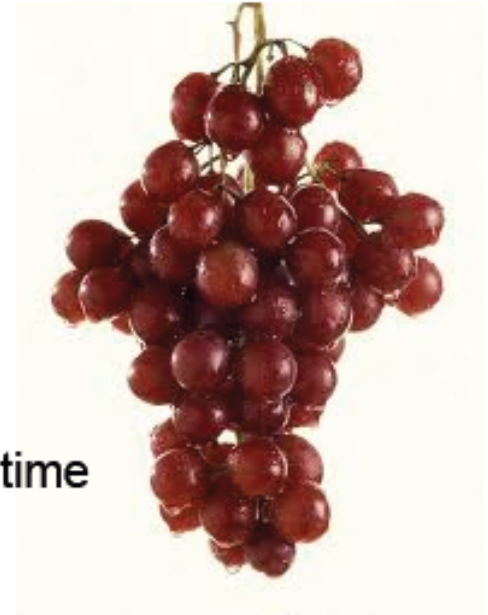


# Definitions

- Imaginative - (creative thinker - comes up with new ideas)
- Investigative - Asking questions, trying to figure things out
- Analytical - Thinks about how to break things down, the steps etc
- Adaptable - Able to adjust to a new environment
- Inquisitive - Someone who asks a lot of questions, wants to know the answers for things
- Critical - Someone who always looks at the good and the bad of a situation
- Practical - Someone who is more interested in 'doing' rather than 'thinking'
- Inventive - Someone who comes up with new ideas easily
- Precise - Someone who pays attention to detail
- Systematic - Someone who follows plans strictly
- Logical - Someone who follows reason instead of emotion
- Associate - Someone who makes connections between things
- Originate - Someone who comes up with new original ideas
- Spontaneous - Someone who does things without planning!



# Are you a Grape?



## **Natural Abilities Include:**

- Being reflective
- Being sensitive
- Being flexible
- Being creative
- Preference for working in groups

## **Grapes may have trouble**

- Giving exact answers
- Focusing on one thing at a time
- Organizing

## **Grapes learn best when they:**

- Can work and share with others
- Balance work and play
- Can communicate
- Are noncompetitive

## **To expand their style, Grapes need to:**

- Pay more attention to details
- Not rush into things
- Be less emotional when making some decisions

# Are you an Orange?



## **Natural Abilities Include:**

- Experimenting
- Being independent
- Being curious
- Creating different approaches
- Creating change

## **Oranges learn best when they:**

- Can use trial and error
- Produce real products
- Can compete
- Are self-directed

## **Oranges may have trouble**

- Meeting time limits
- Following a lecture
- Having few options or choices

## **To expand their style, Oranges need to:**

- Delegate responsibility
- Be more accepting of others' ideas
- Learn to prioritize

# Are you an Banana?



## **Natural Abilities Include:**

- Planning
- Fact-finding
- Organizing
- Following Directions

## **Bananas may have trouble**

- Understanding feelings
- Dealing with opposition
- Answering 'what if' questions

## **Bananas learn best when they:**

- Have an orderly environment
- Have specific outcomes
- Can trust others to do their part
- Have predictable situations

## **To expand their style, Bananas need to:**

- Express their own feelings more
- Get explanations of others' views
- Be less rigid

# Are you an Melon?



## **Natural Abilities Include:**

- Debating points of view
- Finding solutions
- Analyzing ideas
- Determining value of importance

## **Melons may have trouble**

- Understanding feelings
- Dealing with opposition
- Answering 'what if' questions

## **Melons learn best when they:**

- Have access to resources
- Can work independently
- Are respected for intellectual ability
- Follow traditional methods

## **To expand their style, Melons need to:**

- Accept imperfection
- Consider all alternatives
- Consider others' feelings

---

**It doesn't have to be  
“your way” or “my way”  
but rather a better way**





# Habit #7

## Sharpen the Saw





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**Teens should never get  
too busy living  
not to take time to renew  
themselves.**





## Habit # 7 – Sharpen the Saw

---

**Sharpening the saw means  
regularly renewing and  
strengthening the four key  
dimensions of life**

**– body, brain, heart, and soul.**



# Renew Yourself

**You should never get so busy in your life that you don't take time to renew yourself in 4 different areas:**

- **Body**      **Exercise, eat healthy, sleep well, relax**
- **Brain**      **Read, educate, write, learn new skills**
- **Heart**      **Build relationships, give service, laugh**
- **Soul**      **Meditate, keep a journal, pray, quality media**





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**When a teen "sharpens the saw"  
he or she is keeping their  
personal self sharp so that she  
can better deal with life.**

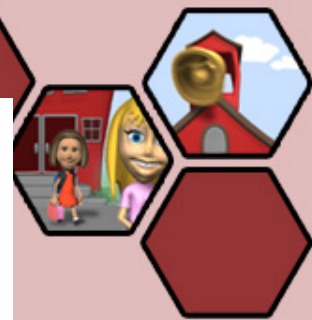


## Consider a Journal!

Keeping a journal can do wonders for your soul. It can be the place where you fully express yourself no matter how you feel. You can pour your heart out and feel completely safe.



You could also consider keeping a gratitude journal where you write down those things which you are thankful for.



# Self Evaluation



**Complete the following self evaluation in your notebook.**

**The area of my life (body, mind, heart, soul) the most developed is \_\_\_\_\_ because...**

---

---

**The area of my life (body, mind, heart, soul) that needs more effort is \_\_\_\_\_ because...**

**The goal I want to set for myself which relates to habit 7 is:**

---

---

**One strategy I can use to attain this goal is:**

---

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**This is how I will measure my success with my goal:**

---

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# 7 Habits of Highly Effective Teens

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## A Quick Review



# 7 Habits of Highly Effective Teens

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**Habit # 1 – Be Proactive**

**Habit # 2 – Begin With the end in Mind**

**Habit # 3 – Put First things First**

**Habit # 4 – Think Win-Win**

**Habit # 5 – Seek First to Understand, Then Be Understood**

**Habit # 6 – Synergize**

**Habit # 7 – Sharpen the Saw**





# The 7 Habits Of Highly Effective Teens

**Thank You!**

