

Name _____

Hour _____

HABIT 1: BE PROACTIVE

Pages 47-72

Instructions: Read your assigned chapter and as you read make note of 3-5 important points that you feel are key to understanding the habit. These may be the things you decide to highlight, they may come from pictures and/or charts in the chapter, they may be stories or examples that stand out to you, or they may be connections that you make between different sections of the chapter.

- PROACTIVE OR REACTIVE ... THE CHOICE IS YOURS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

- LISTEN TO YOUR LANGUAGE

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

- THE VICTIMITY VIRUS

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

- IT PAYS TO BE PROACTIVE

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

- WE CAN CONTROL ONLY ONE THING

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

- **TURNING SETBACKS INTO TRIUMPHS**

- _____
- _____
- _____
- _____
- _____

- **RISING ABOVE ABUSE**

- _____
- _____
- _____
- _____
- _____

- **BECOME A CHANGE AGENT**

- _____
- _____
- _____
- _____
- _____

- **GROWING YOUR PROACTIVE MUSCLES**

- _____
- _____
- _____
- _____
- _____

- **CAN-DO**

- _____
- _____
- _____
- _____
- _____

- **JUST PUSH PAUSE**

- _____
- _____
- _____
- _____
- _____

- **HUMAN TOOLS IN ACTION**

- _____
- _____
- _____
- _____
- _____

- **COMPLETE 3 BABY STEPS AND BE ABLE TO EXPLAIN.**

HABIT 2: BEGIN WITH THE END IN MIND

Pages 73-104

Instructions: Read your assigned chapter and as you read make note of 3-5 important points that you feel are key to understanding the habit. These may be the things you decide to highlight, they may come from pictures and/or charts in the chapter, they may be stories or examples that stand out to you, or they may be connections that you make between different sections of the chapter.

- **BEGIN WITH THE END IN MIND — WHAT IT MEANS**

- _____
- _____
- _____
- _____
- _____

- **THE CROSSROADS OF LIFE**

- **WHAT ABOUT FRIENDS?**

- _____
 - _____
 - _____
 - _____
 - _____

- **WHAT ABOUT SEX?**

- _____
 - _____
 - _____
 - _____
 - _____

- **WHAT ABOUT SCHOOL?**

- _____
 - _____
 - _____
 - _____
 - _____

- **WHO'S IN THE LEAD?**

- _____
- _____
- _____
- _____
- _____

- **A PERSONAL MISSION STATEMENT**

- _____
- _____
- _____
- _____
- _____

- **UNCOVERING YOUR TALENTS**

- _____
- _____
- _____
- _____
- _____

- **THE GREAT DISCOVERY**

- **COMPLETE THE ACTIVITIES ON PAGES 86-89**

- **GETTING STARTED ON YOUR MISSION STATEMENT**

- _____
- _____
- _____
- _____
- _____

- **THREE WATCH-OUTS**

- _____
- _____
- _____
- _____
- _____

- **GO FOR THE GOAL**

- **KEY NO. 1: COUNT THE COST**

- _____
- _____

- **KEY NO. 2: PUT IT IN PEN**

- _____
- _____

- **KEY NO. 3: JUST DO IT!**

- _____
- _____

- **KEY NO. 4: USE MOMENTOUS MOMENTS**

- _____
- _____

- **KEY NO. 5: ROPE UP**

- _____
- _____

- **GOALS IN ACTION**

- _____
- _____
- _____
- _____
- _____

- **TURNING WEAKNESSES INTO STRENGTHS**

- _____
- _____
- _____
- _____
- _____

- **MAKE YOUR LIFE EXTRAORDINARY**

- _____
- _____
- _____
- _____
- _____

- **COMPLETE 3 BABY STEPS AND BE ABLE TO EXPLAIN.**

Name _____

Hour _____

HABIT 3: PUT FIRST THINGS FIRST

Pages 105-128

Instructions: Read your assigned chapter and as you read make note of 3-5 important points that you feel are key to understanding the habit. These may be the things you decide to highlight, they may come from pictures and/or charts in the chapter, they may be stories or examples that stand out to you, or they may be connections that you make between different sections of the chapter.

- **PACKING MORE INTO YOUR LIFE**

- **QUADRANT 1: THE PROCRASTINATOR**

- _____

- **QUADRANT 2: THE PRIORITIZER**

- **YOU GET TO SKIP THIS ONE FOR NOW.**

- **QUADRANT 3: THE YES-MAN**

- _____

- **QUADRANT 4: THE SLACKER**

- _____

- **QUADRANT 2: THE PRIORITIZER**

- _____

- **PICK UP A PLANNER**

- **PLAN WEEKLY**

- _____

- **ADAPT DAILY**

- _____

- **DOES IT REALLY WORK?**

- _____

- **THE OTHER HALF**

- **THE COMFORT ZONE AND THE COURAGE ZONE**

- _____

- **NEVER LET FEARS MAKE YOUR DECISIONS**

- _____

- WINNING MEANS RISING EACH TIME YOU FALL

- _____
- _____

- BE STRONG IN THE HARD MOMENTS

- _____
- _____

- OVERCOMING PEER PRESSURE

- _____
- _____

- THE COMMON INGREDIENT OF SUCCESS

- _____
- _____

- A FINAL WORD

- _____
- _____

- COMPLETE 3 BABY STEPS AND BE ABLE TO EXPLAIN.

HABIT 4: THINK WIN-WIN

Pages 145-162

Instructions: Read your assigned chapter and as you read make note of 3-5 important points that you feel are key to understanding the habit. These may be the things you decide to highlight, they may come from pictures and/or charts in the chapter, they may be stories or examples that stand out to you, or they may be connections that you make between different sections of the chapter.

- **WIN-LOSE — THE TOTEM POLE**

- _____
- _____
- _____

- **LOSE-WIN — THE DOORMAT**

- _____
- _____
- _____

- **LOSE-LOSE — THE DOWNWARD SPIRAL**

- _____
- _____
- _____

- **WIN-WIN — THE ALL-YOU-CAN-EAT BUFFET**

- _____
- _____
- _____

- **HOW TO THINK WIN-WIN**

- **WIN THE PRIVATE VICTORY FIRST**

- _____
- _____
- _____

- AVOID THE TUMOR TWINS

- COMPETING: _____

- COMPARING: _____

- THE FRUITS OF THE WIN-WIN SPIRIT

- _____

- _____

- WATCH HOW IT MAKES YOU FEEL

- _____

- _____

- COMPLETE 3 BABY STEPS AND BE ABLE TO EXPLAIN.

HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

Pages 163-180

Instructions: Read your assigned chapter and as you read make note of 3-5 important points that you feel are key to understanding the habit. These may be the things you decide to highlight, they may come from pictures and/or charts in the chapter, they may be stories or examples that stand out to you, or they may be connections that you make between different sections of the chapter.

- **THE DEEPEST NEED OF THE HUMAN HEART**

- _____
- _____
- _____

- **FIVE POOR LISTENING STYLES**

- _____
- _____
- _____
- _____
- _____

- **GENUINE LISTENING**

- _____
- _____
- _____
- _____
- _____

GENUINE LISTENING IN ACTION

- _____
- _____
- _____

- **COMMUNICATING WITH PARENTS**

- _____

- _____

- _____

- **THEN SEEK TO BE UNDERSTOOD**

- _____

- _____

- _____

- **COMPLETE 3 BABY STEPS AND BE ABLE TO EXPLAIN.**

Name _____

Hour _____

HABIT 6: SYNERGIZE

Pages 181-202

Instructions: Read your assigned chapter and as you read make note of 3-5 important points that you feel are key to understanding the habit. These may be the things you decide to highlight, they may come from pictures and/or charts in the chapter, they may be stories or examples that stand out to you, or they may be connections that you make between different sections of the chapter.

- **SYNERGY IS EVERYWHERE**

- _____

- **CELEBRATING DIFFERENCES**

- **SHUNNER'S PROFILE**

- _____

- **TOLERATOR'S PROFILE**

- _____

- **CELEBRATOR'S PROFILE**

- _____

- **WE ARE ALL A MINORITY OF ONE**

- _____

- _____

- _____

- **MAKE SURE TO COMPLETE THE ACTIVITY ON PAGE 187**

- **CELEBRATE YOUR OWN DIVERSITY**

- _____

- **ROADBLOCKS TO CELEBRATING DIFFERENCES**

- _____

- _____

- _____

- **STICKING UP FOR DIVERSITY**

- _____
 - _____

- **FINDING THE “HIGH” WAY**

- _____
 - _____
 - _____
 - _____

- **GETTING TO SYNERGY**

- **DEFINE THE PROBLEM OR OPPORTUNITY**

- _____
 - _____
 - _____
 - _____

- **DEFINE THE PROBLEM OR OPPORTUNITY**

- _____
 - _____
 - _____
 - _____

- **TEAMWORK AND SYNERGY**

- _____
 - _____
 - _____
 - _____
 - _____

- **COMPLETE 3 BABY STEPS AND BE ABLE TO EXPLAIN.**