

7 Habits of Highly Effective Teens

Worksheet 1: Get in the Habit

Think about your habits

Four of my really great habits are:

1. _____

2. _____

3. _____

4. _____

The reason I keep these habits in my life is:

The good results I get from having each good habit are (e.g I have a habit of smiling at people I meet, and now people are friendlier to me)

Right now my worst habits are:

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The reason I have these bad habits is:

I have had these bad habits for (days? weeks? years?)

The bad results i get for having these bad habits are (e.g I am late to school which means I miss my AIR and then get a lowered mark on my binder checks)

From my list of bad habits above, one I would like to change the most is:

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Change the bad to good:

Bad Habits I want to change...	Good Habit I want to replace it with...
<p>In school:</p> <p>1.</p> <p>2.</p>	<p>1.</p> <p>2.</p>
<p>With my family</p> <p>1.</p> <p>2.</p>	<p>1.</p> <p>2.</p>
<p>With my Friends</p> <p>1.</p> <p>2.</p>	<p>1.</p> <p>2.</p>

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Worksheet 2: Paradigms and Principals

What are some paradigms from history that have been proven inaccurate or incomplete (e.g the world is flat)

What kind of impact did these inaccurate paradigms from history have on the world? (e.g people were scared to sail the oceans because they thought they would fall off the edge of the world)

Paradigm of Self:

A paradigm is the way you see something - your point of view, frame of reference. So a paradigm of self is how you see yourself. Positive self paradigms can bring out the best in you, while negative self-paradigms can limit you.

Some positive self paradigms I have about myself are:

If someone was going to name something after me, it would be:

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Some negative paradigms about myself are:

Paradigms that my parent/guardian, teacher or boss at work might say about me are:

Self Paradigm Assessment. Read the Paradigms of Self section on pages 13-16. Now evaluate how you see yourself by completing the true or false questions below

	TRUE	FALSE
I am someone who cares about others feelings		
I am good at school		
I am a kind person		
I am generally a happy person		
I am intelligent		
I am helpful		
I am a good athlete		
I am talented		
I am a go-getter		
I am a good member of my family		
I am a bad person		
I am lazy		

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	TRUE	FALSE
I am rarely happy		
I am not smart		
I am not good at anything		
I am not attractive		
I am not popular		
I am not a good friend		
I am not honest		
I am not reliable		

If you identified at least ONE negative self-paradigm complete the statement below:

One negative paradigm I would like to change is:

Paradigm Builder: To build a positive paradigm what do you do?

Spend time with someone who believes in me and recognizes my potential.

For me this person is:

Drop friends who tear me down or believe I am like them when I am not. Friends I may need to drop are:

Try to see things from other people point of view to shift the paradigm

A situation I need to see the other side of is:

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Worksheet 3: The Personal Bank Account

In the personal bank account chapter you learn that all change begins with "the man in the mirror." If you wanted to change the world begin with yourself, not your parents, not your boyfriend/girlfriend, or your teacher. All change begins with you.

Read the writings of Anglican bishop on page 33 of the book and then complete the statement below

If I could change something about the world, it would be:

One change I could make in myself that might help bring about that worldwide change is:

I think that an inside-out change could help other around me because:

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How is your PBA?

Signs that your PBA is running low include these symptoms:

- You don't stand up for yourself when you know you're in the right
- You make degrading comments about yourself
- You always go along with what the crowd is doing or saying
- You overindulge in food, TV, internet or video games
- You use drugs or alcohol
- You aren't loyal to anyone or anything
- You allow others to use you

Signs that you have a positive PBA are:

- + You speak up when you know you are right
- + You have the self-confidence to let other know of your opinions and ideas
- + You are happy for other success
- + You have a good balance of school, physical activities, working on talents and personal time
- + You live by principles
- + If someone speaks badly of someone you know and care about, you have the courage to defend that person
- + You work to improve and build your skills and talents
- + You recognize life's natural ups and downs

Small Acts of Kindness:

Doing a small act of kindness is a great way of helping you feel better about yourself. Even though they are for someone else, they add up major deposits in your PBA

Read pages 35-37 in the book and complete the questions below

Three people in my life who could benefit from an act of kindness are:

1. _____
2. _____
3. _____

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Read the following story

"Why does it always take so long to get through the drive-thru at Tim Hortons" thought Rob as he sat in along line of cars waiting for his turn to pick up his morning coffee. The cars inched forward a little. Rob drummed his fingers on the dash. "Great" he thought, "I am going to be late for work, I never should have stopped for coffee this morning." Two more minutes passed and Rob's patience was gone. Suddenly the line in front of him disappeared - Rob couldn't believe his luck. As he pulled up to the window to pay for his coffee the server said handing him his coffee "no need to pay sir, the car 6 ahead of you paid for the next ten coffees" Rob smiled as he drove out onto the road.

How do you think Rob felt during the rest of his drive to work? How do you think the anonymous driver felt?

Someone who did any anonymous act of kindness toward me was:

The act of kindness was:

The act of kindness made me feel:

An anonymous act of kindness I could do for the three people I listed earlier is

1. _____

2. _____

3. _____

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Worksheet 4: Habit One: Be Proactive

Proactive language give you back the control. You are free to choose who is control of what you say and do (YOU!)

So what is proactive behavior? Proactive behavior includes language such as:

- ★ I'm sorry I didn't mean that
- ★ I'll get right on that
- ★ I'm not really interested, but thank you
- ★ I am sure we can think of a third alternative
- ★ I can

But, reactive behavior includes language such as:

- ★ It's your fault
- ★ If only....
- ★ I just can't decide
- ★ That's not fair
- ★ That's just the way I am

I tend to be the most reactive (when and where?)

I tend to be the most proactive: (when and where?)

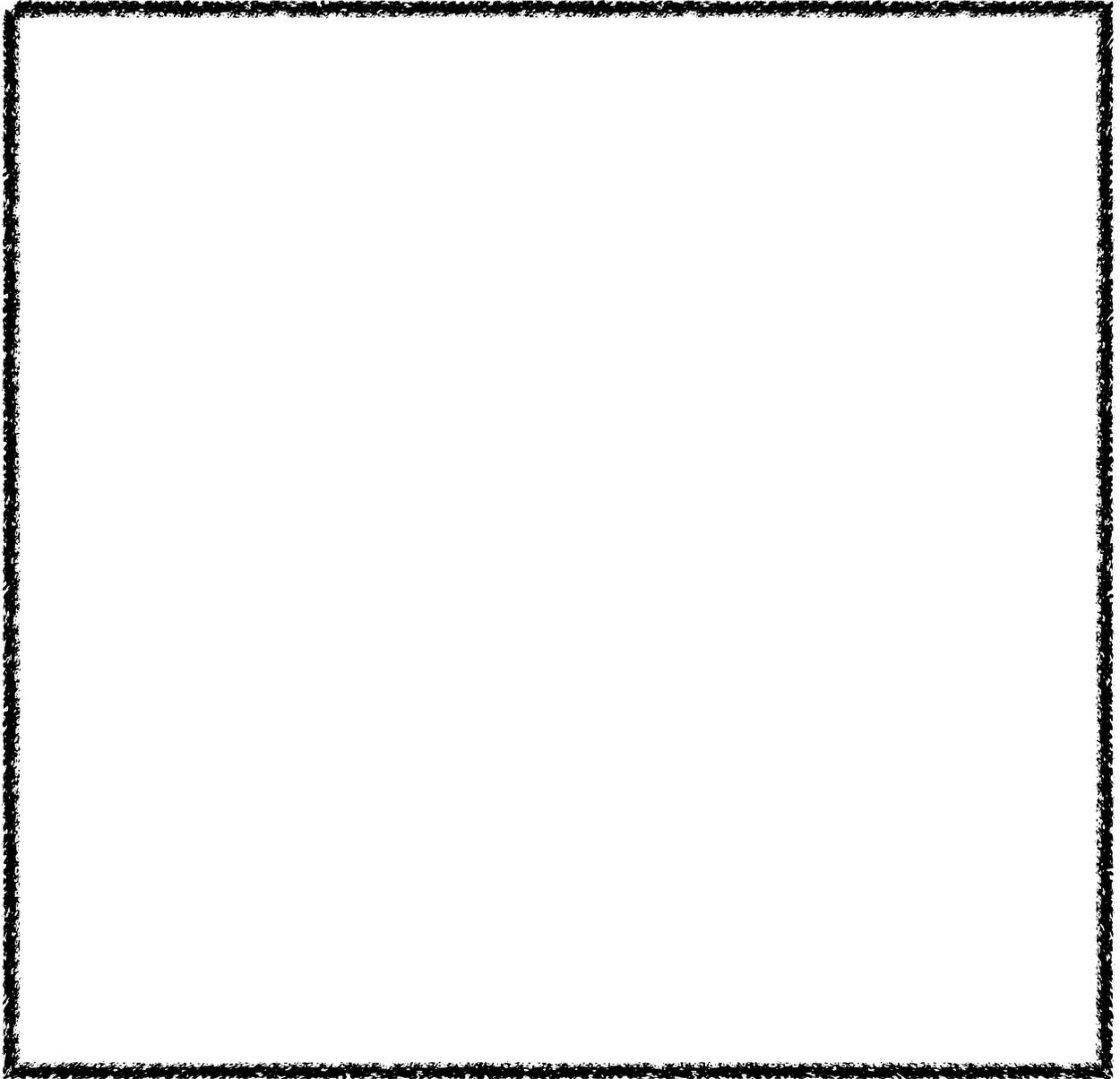
The difficult challenge in my life right now is?

I can face that challenge today and become a change agent by: (describe your actions)

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In the space below draw your proactive self in 10 years.

- ★ Draw a picture of yourself as you want to be in 10 years
- ★ Draw a background. Where are you? Who is around you? What are you doing?
- ★ Below the picture list the positive attribute you possess as a proactive person



List of proactive attributes:

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Worksheet 5: Habit Two: Begin with the End in Mind

Daily you will face question about issues that will affect your future beginning right now. Decide **now** how you will respond to these questions **before** you face them, that way you know what to do when the time arrives.

School Work

Drop out or stay in school?

Do as little work as possible and just get by?

Begin scholarship applications today or put them off?

Decide on a college or university or have someone else decide for you?

Sex

Have sex or abstain?

Cave into pressure from your partner or not?

Not have sex and talk about it like you do?

Always use protection or just when it is easy?

Drugs and Alcohol

Take drugs or not to?

Experiment with drugs or not to?

Drink and drive or be the designated driver?

Assist other in doing drugs or not?

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Creating a Mission statement

A personal mission statement is like a personal motto that states what your life is about. It can become a map for your life's journey. Since your destination is not yet decided why not decide today to make your life extraordinary and leave a lasting legacy? To create a mission statement answer the following questions

1. Think of a person who made a positive difference in your life. What qualities does that person have that you would like to develop?
2. Imagine yourself in twenty years. You are surrounded by the most important people in your life. Who are they and what are you doing?
3. If a steel beam (6 inches wide) was placed between two skyscrapers, what would you be willing to cross for? A thousand dollars? A million dollars? Your pet? Your brother? Fame?
4. If you could spend one day in a great library studying anything you wanted what would you study?

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5. List ten things you love to do. It can be anything, singing, dancing, reading, daydreaming

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

6. Describe a time when you were deeply inspired

7. 5 years from now your local paper does a story about you. The reporter wants to interview 3 people about you. Who would they be and what would they say?

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8. Think of something that represents you (rose, song, animal). Why does it represent you?

9. If you could spend one hour with any person who ever lived who would that be? Why that person? What would you ask?

Read 'Getting started on your mission statement' on pages 90-91. Set a time for 5 minutes and start writing your mission statement. Just like when you do SWISH don't stop to edit just get all your ideas on paper. When you are done give yourself 2 minutes to edit and make it look nice and write your new mission statement below.

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Worksheet 6: Habit 3: Put First Things First

Don't let your fear decide

The world is full of emotions, but perhaps one of the worse is fear. Think of some experiences that you may have missed because your fears got the best of you. Fear whispers "You can't do it" or "they may make fun of you if..." Fear can prevent you from taking new classes without your friends, stop you from making new friends or trying out for teams. Acting in the face of fear is never easy but afterward you will be glad that you did

Face your fears

Some things I am comfortable doing are:

Some things that are easy for me but may seem hard or scary for others are (a sport, going up on stage to perform etc)

I am afraid of

Things that require courage for me to do are

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The worse things that could happen if I face my fear is

The best thing that could happen if I face my fear is (Imagine how it would feel to be free of that feeling of fear)

Read 'The Other Half' on page 117-118 of the book. Somethings that hold me back from moving into my courage zone are

One thing that is outside my comfort zone that I am going to act on today is

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Worksheet 7: The Relationship Bank Account

Earlier you read about the Personal Bank Account and how it represents the amount of trust and confidence you have in yourself. Likewise the Relationship Bank Account (RBA) represents the amount of trust and confidence you have in each of your relationships.

So how do you build a healthy RBA? One deposit at a time. But you have to remember what may be a deposit to you, may not be one to another person, for example buying a box of chocolates to a person on a diet may not be a deposit. Another thing to consider is the withdrawals is determined by the other person in the relationship.

To help explain look at the list below

Deposit	Withdrawal
Keep Promises	Break Promises
Do small acts of kindness	Keep to yourself
Be loyal	Gossip and break confidences
Listen	Hear but don't listen
Say your sorry	Be arrogant
Set clear expectations	Set false expectations

Some of the most powerful deposits someone has made into my RBA are:

Where am I in my relationship with others?

Write the name of two people and put the dollar amount, either positive cash balance or negative for each person

Name: _____ \$ _____ + or - _____

Name: _____ \$ _____ + or - _____

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For each category, I could do the following to improve my relationships

Friends:

Siblings:

Parents/Guardians

Teachers:

Girlfriend/Boyfriends

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Read "Keeping Promises" section on pages 134-135.

A time I broke a promise to someone was:

I have rebuilt trust with that person now (true or false)

If true how did you rebuild the trust?

If false I can rebuild the trust by

A time I did not keep my promise to me was

The broken promise made me feel:

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Worksheet 8: Habit Four: Think Win-Win

The Win-Win chapter should teach you that thinking in 'Win-Lose' suggest that for you to do well, someone else has to do bad - but that isn't the case!

Think about a situation where I had a Win-Lose attitude (describe the event)

In that situation I felt:

Describe a situation where you had a Lose-Win attitude:

In that situation I felt:

Read the section on page 147-151 and answer the following questions

I could have changed the situations above to a Win-Win by... (describe your actions)

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Five ways I can apply the Win-Win thinking to my relationships are:

1. _____
2. _____
3. _____
4. _____
5. _____

Read about Jacques Lusseyran on page 161. Use your feelings to test whether you think Win-Win the next time you interact with your family and friends.

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Worksheet 9: Habit 5: Seek First to Understand, Then to be Understood.

Read pages 165-167 of the book and answer the following questions

Two are Three Things I wish my parents/guardians understood about me are

1. _____
2. _____
3. _____

Two are Three Things I wish my teachers understood about me are

1. _____
2. _____
3. _____

Two are Three Things I wish my friends understood about me are

1. _____
2. _____
3. _____

Someone i know who is struggling with a problem is:

How can I make him/her feel more comfortable, accepted and understood?

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5 Poor listening Styles

You can't understand someone who is talking to you if you don't listen carefully? Surprise! Like most of us you probably don't know how to listen very well. We are usually too busy preparing our response, judging or making words fit our own paradigms. Usually we use one of these five poor listening styles

1. Spacing out: Someone is talking to you but your mind is elsewhere.

A time when someone spaced out on me was:

It made me feel:

I find myself doing this to someone else often True or False?

If true who do you do it do the most?

2. Pretending to listen: You are not listening but pretend you are but saying, un-huh, cool, mmmm etc.

A time when someone pretended to listen to me was

It made me feel:

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I find myself doing this to someone else often. True or false

If true, who do you do it to the most?

3. Selective listening: You pay attention to the part that interest or relates to you.

A time when someone use selective listening to listen to me was

It made me feel:

I find myself doing this to someone else often. True or false

If true, who do you do it to the most?

4. Word Listening: You pay attention to the words but miss the point because you are ignoring the tone feelings and body language

A time when someone used word listening to listen to me was

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It made me feel:

I find myself doing this to someone else often. True or false

If true, who do you do it to the most?

5. Self centered listening: You apply everything you hear to your own point-of-view You say "oh I know just what you mean" or "I know just how you feel: But you don't! Usually this is part of a one-upmanship where you are waiting to prove how your day was worse!

A time when someone used self-centered listening to listen to me was

It made me feel:

I find myself doing this to someone else often. True or false

If true, who do you do it to the most?

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Worksheet 10; Habit 6: Synergize

Synergy happens when two or more people work together to create a better solution than one could come up with on their own.

Synergy is...	Synergy is not...
keeping promises	breaking promises
being happy that we are all different	just tolerating differences
working in teams	working alone
being open-minded	thinking you are always right
thinking outside the box	always colouring within the lines
coming up with a 3rd alternative	compromising
brainstorming	insisting on only one right answer

Read 'Synergy is Everywhere' on page 183 of the book

The places I see synergy around me are: (give examples for each)

Nature:

School:

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Family:

Community/Religious Group

Work:

Avoid Roadblocks to celebrating diversity

Although celebrating differences has many roadblocks three of the largest are

1. Ignorance: Not knowing how other people thinking, what they believe or how they feel
2. Cliques: Wanting to be with those you're comfortable with, which isn't wrong but can be a problem when that group becomes exclusive and rejects others
3. Prejudice: Not treating people fairly which includes stereotyping, labeling, or prejudging other because they differ from your own circumstances

A time I suffered because of someone else ignorance or saw someone else suffer for was:

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A time when I was outside a clique or observed someone outside a clique was:

Something I can do to avoid treating others with prejudice is

An area where I might be prejudiced is

One things I can do to overcome this prejudice is:

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Worksheet 11: Habit 7: Sharpen the Saw

Sharpen the saw is about balanced renewal in all four areas of human need: physical, mental, emotional and spiritual. As you renew yourself you increase your ability to handle the challenges that may come up in your lifetime.

If you are thinking you don't have time think about it this way

- Time to cut a log with a dull saw: 30 minutes
- Time to sharpen a blade: 5 minutes
- Time to cut a log with a sharp saw: 10 minutes

You just saved 15 minutes! But wait do you need to cut a log? If not it can still apply to you!

- Time left until your deadline (and your exhausted): 5 hours
- Time to sharpen your saw, refocus and reenergize: 30 minutes
- Time to finish the project now that you are refreshed: 3 hours

You just saved yourself 90 minutes!

Read the section "Sharpen your saw" on page 206 then complete the following assessment

	Never	Sometimes	Always
I eat a nutritious diet and try and stay away from junk			
I exercise regularly			
I get enough sleep			
I take care of personal hygiene			
I take time to relax			
I regularly read good books, magazines or newspapers			
I regularly listen to the news			
I play or listen to good music			
I write or draw			
I attend cultural events, watch uplifting movies or educational TV shows			
I learn new skills and develop my talents			

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	Never	Sometimes	Always
I laugh out loud at least once a day			
I make deposits to my Relationship Bank Accounts			
I make deposits to my Personal Bank Account			
I use my talents			
I develop new relationships			
I pray or meditate regularly			
I keep a journal or private blog			
I read poetry or other inspiring literature			
I ponder my decisions and situations in life			
I enjoy going for nature walks, looking at landscapes or taking time to enjoy a sunset.			

Read pages "Balance is Better" on page 207 and decide three ways you are going to renew yourself

Body:

1. _____

2. _____

3. _____

Brain:

1. _____

2. _____

3. _____

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Heart:

1. _____

2. _____

3. _____

Soul:

1. _____

2. _____

3. _____

Ten things I can do to take a time out are:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

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Worksheet 12: Keep Hope Alive

Review some of the ideas you have worked your in these worksheets and ask yourself "Which one or two habits am I having the most difficult time with?"

Then choose just one or two things to work on:

1. _____

2. _____

One of the best ways to internalize and really learn something is to share or teach them to someone else.

I will share these ideas with the following people:

A quote from the book that I really love is

"You can't make footprints in the sands of time sitting on your butt. And who wants to leave
buttpoints in the sands of time"

- Bob Moawad

Write your own closing quote to this book.