The Seven Habits of Highly Effective Teens

By Stephen Covey

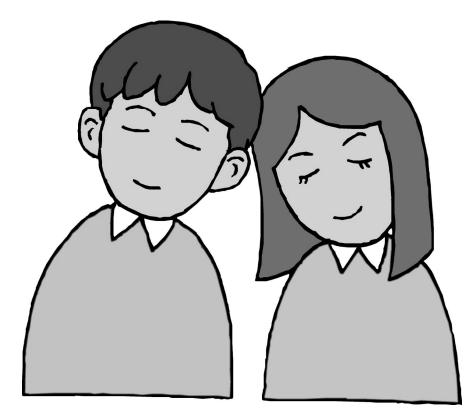
CACC Training Aid 23-T-8 Last Modified 6 Jan 06

Be proactive



- Take responsibility for your life.
- "I know what needs to be done. I am responsible."

Begin with the end in mind



- Define your roles and goals in life.
- "I have created the future in my mind, and I can imagine what it will take."

Put first things first



- Do the most important things first.
- "I know how to schedule my priorities."



Think WIN-WIN

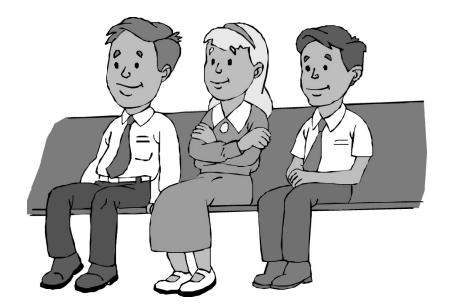
- Have the attitude that everyone can win.
- "It's not your way or my way: it's a better way."

Seek first to understand; then to be understood



- Listen first. Talk later.
- "There is a reason we have two ears and one mouth."

Synergize



- Working together achieves more.
- "I can cooperate creatively."

Sharpen the Saw



- Maintain physical, emotional, mental balance.
- "I am always learning and growing."

The Seven Habits

- Habit 1: <u>Be Proactive</u>
- Habit 2: Begin with the End in Mind
- Habit 3: <u>Put First Things First</u>
- Habit 4: Think Win-Win
- Habit 5: <u>Seek First to Understand, Then to Be</u> <u>Understood</u>
- Habit 6: <u>Synergize</u>
- Habit 7: <u>Sharpen the Saw</u>