Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class Period\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

*The 7 Habits of Highly Effective Teens* Reading Guide

**Get in the Habit**

1. List the Seven Habits and describe its meaning/significance in your own words.
	1. Habit 1-
	2. Habit 2-
	3. Habit 3-
	4. Habit 4-
	5. Habit 5-
	6. Habit 6-
	7. Habit 7-

**Paradigms & Principles**

1. Define in your own words what a paradigm shift is.
2. List the paradigms of self, others, & life in this chart.

**The Private Victory**

1. ![MCj04127780000[1]]()What is your Personal Bank Account (PBA)?
2. Give an example of each that would count as a deposit and withdrawal in your PBA.

|  |  |
| --- | --- |
| Examples of a **Deposit** | Examples of a **Withdrawal** |
| a. | a. |
| b. | b. |

![MCj04244520000[1]]()

**Be Proactive**

1. Define and give an example of being reactive and proactive.

|  |  |
| --- | --- |
| **Reactive** | **Proactive** |
| Define- | Define- |
| Example- | Example- |

1. List 6 reasons why it pays to be Proactive.
2. What is the only thing we can control?
3. Complete the Circle of Control seen on page 55.
4. What is the difference between a “can-do” attitude and a “no-can-do” attitude?

![MCj04326870000[1]]()

1. What does it mean to “Just Push Pause”?
2. What are your power tools that help you to control yourself and make good decisions? Describe each of them.

a.

![MCj02373250000[1]]()

b.

c.

d.

**Begin with the End in Mind**

1. What does “beginning with the end in mind” mean?
2. What is the best way to “begin with the end in mind”? (p.81)
3. What are the four different methods of writing your mission statement?

b.

c.

![MCj02971430000[1]]()

d.

16. List and define each of the three “Watch-outs”.

|  |  |
| --- | --- |
| **The 3 Watch-outs** | **Definition of each Watch-out** |
| 1. |  |
| 2. |  |
| 3. |  |

![MCj04242420000[1]]()17. List and define each of the 5 keys to goal setting.

|  |  |
| --- | --- |
| **Key to goal setting** | **Definition of each key** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Put First Things First**

18. Complete the “Time Quadrants” chart from p. 107.

|  |  |
| --- | --- |
| 1. The Procrastinator

----- | 1. The Prioritizer

----- |
| 1. The Yes-Man

---- | 1. The Slacker

----- |

19. Give some examples of things in your comfort zone and courage zone.

|  |  |
| --- | --- |
| **Comfort Zone Examples** | **Courage Zone Examples** |
|  |  |

20. Define this statement… “Winning means rising each time you fall”.

21. Define Peer Pressure.

22. What is the common ingredient for success?

**The Public Victory**

23. What is a Relationship Bank Account (RBA)?

![MCj03102120000[1]]()24. List the 3 characteristics that make a RBA different from a financial type checking account.

 a.

 b.

 c.

25. Give an example of each that would count as a deposit and withdrawal in your RBA.

|  |  |
| --- | --- |
| Examples of a **Deposit** | Examples of a **Withdrawal** |
| a. | a. |
| b. | b. |

26. What is the difference between a PBA and a RBA?

**Think Win-Win**

27. List and define in your own words each of the 4 poor attitudes discussed on pages 147-152.

|  |  |
| --- | --- |
| **Poor Attitudes** | **Definition of each Poor Attitude** |
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |

![MCj00896180000[1]]()28. Explain in your own words why “win-win” is described as an “all-you-can-eat buffet”.

29. List the steps on “How to think Win-Win”. (p. 154-161)

 a.

 b.

 c.

 d.

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

![MCj04347480000[1]]()30. What is the deepest need of the human heart?

31. List and define each of the 5 poor listening styles.

|  |  |
| --- | --- |
| **Poor Listening Styles** | **Definition of each** |
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |

32. What percentage of each is used in communication?

1. Words = \_\_\_\_\_\_\_\_\_%
2. Body Language = \_\_\_\_\_\_\_\_\_\_%
3. Tone/Feeling = \_\_\_\_\_\_\_\_\_\_\_%

33. What 2 incredible things will happen when you take the time to understand and listen to your parents?

 a.

 b.

**Synergize**

![MCj02304000000[1]]()

1. What does synergize mean?
2. Give some examples of what synergy is and is not.

|  |  |
| --- | --- |
| **Synergy is…** | **Synergy is not…** |
| ---- | ---- |

1. What is a “shunner”?
2. What is a “tolerator”?
3. What is a “celebrator”?

![MCj03233240000[1]]()

1. List and define the different ways people learn.

|  |  |
| --- | --- |
| **Learning Type** | **Definition of Learning Type** |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |
| 7. | 7. |

1. What are the 3 roadblocks to celebrating differences?
2. List and define the 5 steps in the Getting to Synergy Action Plan.
3. What are the 5 different types of people that make up teams and what are they like?

|  |  |
| --- | --- |
| **Team Member Types** | **Characteristics of Team Members** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Renewal**

1. What are the 4 dimensions of your life that you need to regularly renew?

|  |  |
| --- | --- |
| **Dimension of Life** | **Definition of each Dimension** |
| 1.  |  |
| 2.  |  |
| 3. |  |
| 4. |  |

1. What are some ways that you can “care for your body”?

![MCj04061480000[1]]()

1. What are some ways that you can “care for your brain”?

![MCj03392220000[1]]()

1. What are some ways that you can “care for your heart”?

![MCj04259120000[1]]()

1. What are some ways that you can “care for your soul”?
2. According to the American Sleep Disorders Association, teenagers need approximately how many hours of sleep per night (answer not in book)?

![MCj04343770000[1]]()(Circle your answer choice)

* 1. 5-6 hours
	2. 15-18 hours
	3. 3-4 hours
	4. 9.5-10 hours
1. What are the 5 common characteristics of addictions?

![MCj02909920000[1]]()

**Keep Hope Alive**

1. Define what it means to “keep hope alive”.