

Habit 1
Be Proactive®
You're in charge.



Pause and respond based on principles and desired results.



Use proactive language.



Focus on your Circle of Influence®.



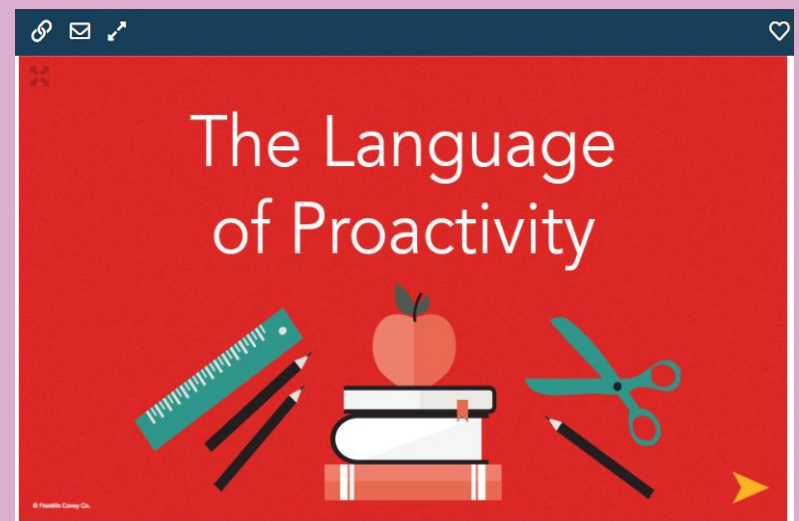
Become a Transition Person.

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HABIT 1: PROACTIVE VS. REACTIVE

Habit #1 Activity - The Language of Proactivity



Choice, Accountability, Initiative, Resourcefulness, Responsibility

Habit



BE PROACTIVE®

Pause before responding.

Use proactive language.

Focus on your Circle of Influence®.

Be a Transition Person.

- *I'm a responsible person.*
- *I take initiative.*
- *I choose my actions and attitudes.*
- *I don't blame others when I make mistakes.*

Habit 2
Begin With the End in Mind®
Have a plan.



Define outcomes before you act.



Create and live
by a personal
mission statement.

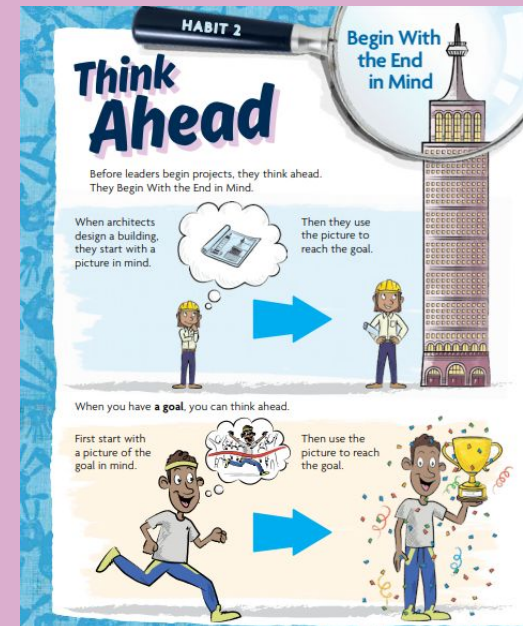
Commitment, Purpose, Vision

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TEACH LEADERSHIP: PLAN AHEAD (3-5)

Habit #2 Activity - Think Ahead Level 3



Habit

2

BEGIN WITH THE
END IN MIND®

Define outcomes before you act.

Create and live by a personal mission statement.

- *I make plans in advance.*
- *I set goals for myself.*
- *I think about how my choices will impact my future.*
- *I do meaningful work.*

Habit 3

Put First Things First®

Work first, then play.



Focus on your highest priorities.



Eliminate the unimportant.



Plan every week.

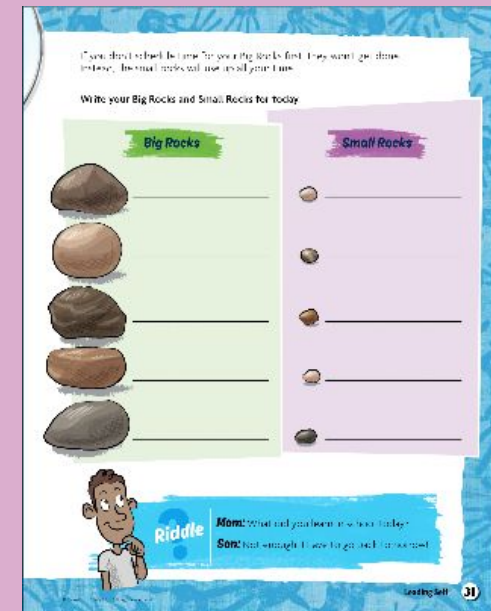


Stay true in the moment of choice.

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Habit #3 Activity - Big Rocks Level 3 (p.2)



Prioritization, Focus, Integrity, Discipline, Big Rocks

Habit

3

PUT FIRST
THINGS FIRST®

Focus on your highest priorities.

Eliminate the unimportant.

Plan every week.

Stay true in the moment of choice.

- *I make a schedule and dedicate time to my Big Rocks each day.*
- *I'm organized.*
- *I stay focused.*
- *I try to minimize distractions and regroup when I get off task.*

Habit 4

Think Win-Win® Everyone can win.



Build your Emotional Bank Account.



Have an Abundance Mentality.



Balance courage and consideration.



Consider other people's wins as well as your own.



Create Win-Win Agreements.

Abundance, Mutual Benefit, Consideration, Courage, Fairness

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Habit #4 Activities



Read this story about the Nature of Win-Win

Win-Win or No Deal Level 4



Habit

4

THINK
WIN-WIN®

Build your Emotional Bank Account with others.

Balance courage and consideration.

Consider other people's wins as well as your own.

Have an Abundance Mentality.

Create Win-Win Agreements.

- *I look for solutions to problems.*
- *I consider the feelings and needs of others.*
- *I am kind and cooperative when I work with others.*

Habit 5

**Seek First to Understand,
Then to Be Understood®**
Listen before you talk.



Practice Empathic Listening:
Reflect the speaker's feelings and words.



Respectfully seek to be understood:
State your point of view using "I" messages.

Empathy, Courage, Respect, Mutual Understanding

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Habit #5 Activities



**Who is Really
Listening? (K-2)**

Five Levels of Listening

IGNORING	You are so caught up in your own thoughts that you totally ignore what is being said. Your mind is elsewhere.
PRETEND LISTENING	You pretend to listen by responding with comments like "yeah" or "cool" while in reality you are uninterested.
SELECTIVE LISTENING	You pay attention only to the parts of the conversation that interest you or that you agree with.
LISTENING WITH THE INTENT TO REPLY	You listen to the other person, but mostly you are preparing your reply.
ATTENTIVE LISTENING	You pay full attention to what people are saying, including their words, tones, and body language.

**Five Levels of
Listening (3-5)**

Habit

5

SEEK FIRST TO
UNDERSTAND,
THEN TO BE
UNDERSTOOD®

Practice Empathic Listening.

Respectfully seek to be understood.

- I listen to other people's feelings and ideas without interrupting.
- I use my eyes and ears when listening.
- I try to understand other people's experiences.
- I am confident when I share my ideas.
- I don't make assumptions about others.

Habit 6

Synergize®

Together is better.



Value differences:
Build on others'
strengths.

Seek 3rd
Alternatives:
Use the Path to Synergy.



Creativity, Cooperation, Diversity

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TEACH LEADERSHIP: SYNERGY (3-5)

Habit #6 Activity - Teamwork Level 4

An activity card titled 'HABIT 6 Synergize Teamwork'. It features a magnifying glass over a puzzle piece and a lightbulb. The text reads: 'Successful teams are the result of sharing ideas and learning from one another. Working together can produce team synergy. Read the following statements. Circle "Yes" if it will lead to an effective team. Circle "No" if it will NOT lead to an effective team.' Below are five lightbulb-shaped boxes, each containing a scenario and 'YES NO' options. The scenarios are: 1. Alex decided to share his idea. He knew sharing his idea might lead to other great ideas! (YES NO); 2. Alonia was nervous to share her idea because she did not want to be made fun of. She kept quiet during the whole project. (YES NO); 3. Sarah did not share her idea because she didn't want anyone else taking credit for it. (YES NO); 4. Chen shared her idea after listening to everyone else share their ideas. (YES NO); 5. Damian shared his ideas but often spoke when others were talking. (YES NO). The card is decorated with cartoon characters.

Habit

6

SYNERGIZE®

Value differences.
Seek 3rd Alternatives.

- I get along well with others.
- I value the strengths of others and allow myself to learn from them.
- I ask for other people's ideas.
- I know we can accomplish more as a team than I can on my own.

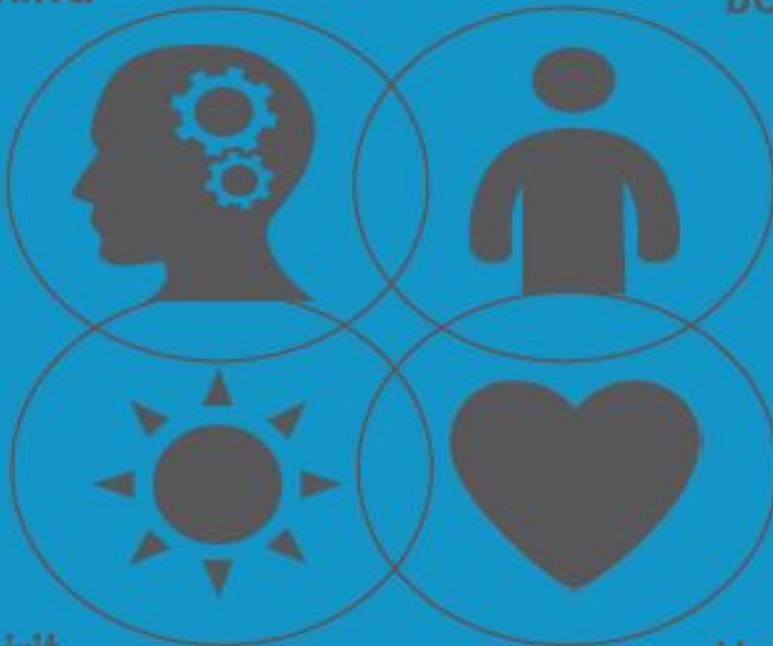
Habit 7

Sharpen the Saw®

Balance feels best.

Mind

Body



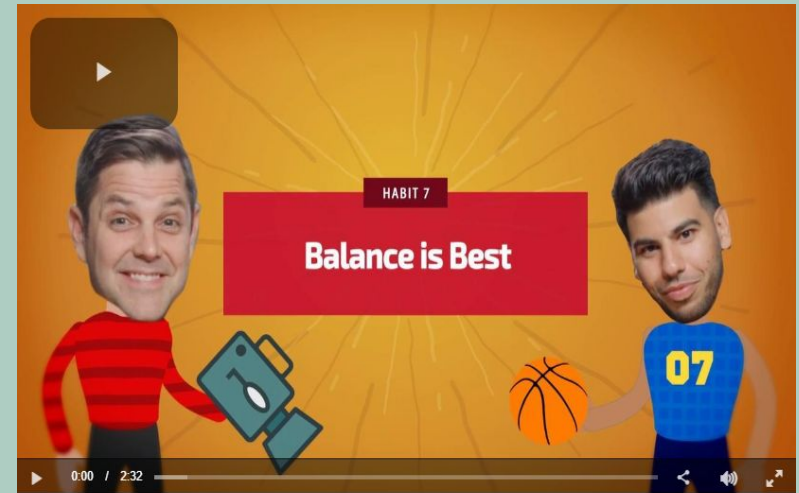
Spirit

Heart

Achieve the Daily Private Victory:
Schedule time to renew in all
four dimensions of your life.

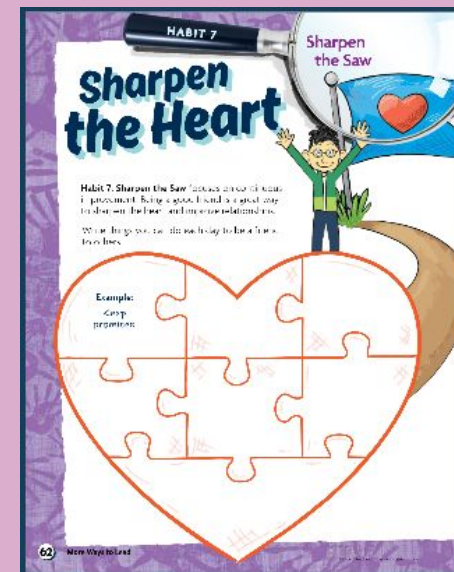
Renewal, Continuous Improvement, Balance, Spirit, Body, Heart, Mind

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HABIT 7: BALANCE IS BEST

Habit #7 Activity - Sharpen the Heart Level 3



Habit

7

SHARPEN
THE SAW®

Achieve the Daily Private Victory.

- I take care of my body by exercising, resting, and eating healthy foods.
- I learn new things.
- I spend time with family and friends.
- I balance my time between work and play.
- I reflect on ways I grow.

The 8th Habit

8

FIND YOUR VOICE,
AND INSPIRE
OTHERS TO FIND
THEIRS

Use talents.

Make a contribution.

- I can identify my strengths.
- I pursue my passions.
- I look for ways to help others.
- I make the world better.