

Official *Leader in Me 7 Habits*® Reference

Paradigms and Principles of Effectiveness	KEY CONCEPTS			
	<ul style="list-style-type: none"> • Roots of effectiveness • Maturity Continuum® • How to change your habits 		<ul style="list-style-type: none"> • Paradigms and principles of effectiveness • What is effectiveness? • Stages of maturity • What are paradigms? • See-Do-Get® • Paradigm Shifts 	
H1	PARADIGMS	PRINCIPLES	HIGHLY EFFECTIVE PRACTICES	KEY CONCEPTS
Habit 1: Be Proactive® <i>You're in charge.</i>	Common Paradigm This is just the way things are and there's not much I can do about it. Highly Effective Paradigm I am free to choose and am ultimately responsible for my happiness.	<ul style="list-style-type: none"> • Responsibility • Choice • Accountability • Initiative • Resourcefulness 	<ul style="list-style-type: none"> • Pause and respond based on principles and desired results. • Use proactive language. • Focus on your Circle of Influence®. • Become a Transition Person. 	<ul style="list-style-type: none"> • Reactive vs. proactive • Freedom to choose • Carry your own weather
H2	PARADIGMS	PRINCIPLES	HIGHLY EFFECTIVE PRACTICES	KEY CONCEPTS
Habit 2: Begin With the End in Mind® <i>Have a plan.</i>	Common Paradigm I can't predict how my life will turn out, so I just go with the flow. Highly Effective Paradigm Clearly defining my vision and purpose in life will make all the difference.	<ul style="list-style-type: none"> • Vision • Commitment • Purpose 	<ul style="list-style-type: none"> • Define outcomes before you act. • Create and live by a personal mission statement. 	<ul style="list-style-type: none"> • Mental creation precedes physical creation • Long-term goals • Class and school mission statements
H3	PARADIGMS	PRINCIPLES	HIGHLY EFFECTIVE PRACTICES	KEY CONCEPTS
Habit 3: Put First Things First® <i>Work first, then play.</i>	Common Paradigm I spend time on what's most urgent. Highly Effective Paradigm I spend time on what's most important.	<ul style="list-style-type: none"> • Focus • Integrity • Discipline • Prioritization 	<ul style="list-style-type: none"> • Focus on your highest priorities. • Eliminate the unimportant. • Plan every week. • Stay true in the moment of choice. 	<ul style="list-style-type: none"> • Big Rocks
Private Victory® to Public Victory®: The Emotional Bank Account (EBA)	HIGHLY EFFECTIVE PRACTICES		KEY CONCEPTS	
	Build your Emotional Bank Account with others.		<ul style="list-style-type: none"> • Show kindness, courtesy, and respect. • Keep promises. • Be loyal to the absent. • Set clear expectations. • Apologize. • Forgive. 	

Private Victory®	KEY CONCEPTS			
Public Victory®	KEY CONCEPTS			
H4 Habit 4: Think Win-Win® <i>Everyone can win.</i>	PARADIGMS Common Paradigm There is only so much, and the more you get, the less there is for me. Highly Effective Paradigm There is plenty out there for everyone and more to spare.	PRINCIPLES <ul style="list-style-type: none"> • Mutual benefit • Fairness • Abundance 	HIGHLY EFFECTIVE PRACTICES <ul style="list-style-type: none"> • Have an Abundance Mentality. • Balance courage and consideration. • Consider other people's wins as well as your own. • Create Win-Win Agreements. 	KEY CONCEPTS <ul style="list-style-type: none"> • Win-Lose • Lose-Win • Lose-Lose • Win • Win-Win • Win-Win or No Deal
H5 Habit 5: Seek First to Understand, Then to Be Understood® <i>Listen before you talk.</i>	Common Paradigm I need to make sure people understand my point of view. Highly Effective Paradigm I have greater influence with others if I truly understand them first.	<ul style="list-style-type: none"> • Respect • Mutual understanding • Empathy • Courage 	<ul style="list-style-type: none"> • Practice Empathic Listening. • Respectfully seek to be understood. 	<ul style="list-style-type: none"> • Autobiographical responses • Listening with the intent to understand • When to listen empathically • Ask clarifying questions • Empathic communication in the digital world
H6 Habit 6: Synergize® <i>Together is better.</i>	Common Paradigm Let's compromise. Highly Effective Paradigm Let's come up with something that's better than what either of us has in mind.	<ul style="list-style-type: none"> • Creativity • Cooperation • Diversity • Humility 	<ul style="list-style-type: none"> • Value differences. • Seek 3rd Alternatives. 	<ul style="list-style-type: none"> • Build on strengths • The path to conflict • Barriers to synergy • Path to Synergy™
H7 Habit 7: Sharpen the Saw® <i>Balance feels best.</i>	Common Paradigm I'm too busy today to take time for myself. Highly Effective Paradigm I take time for myself every day because it gives me the ability to do everything else.	<ul style="list-style-type: none"> • Renewal • Continuous improvement • Balance 	<ul style="list-style-type: none"> • Achieve the Daily Private Victory. 	<ul style="list-style-type: none"> • The four dimensions (body, mind, heart, spirit) • Overcoming obstacles