

Habit	Basic Definition	Highly Effective Practices	Additional Principles and Concepts
1. Be Proactive	You're in Charge	<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"> • Responsibility, Choice, Accountability, Initiative, and Resourcefulness • Reactive vs. Proactive Responses • The freedom to choose • Choose our weather
2. Begin With the End in Mind	Have a Plan	<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"> • Vision, Commitment, and Purpose • Mental and Physical Creation • Roles • Long-term Goals • Class and School Mission Statements
3. Put First Things First	Work First, Then Play	<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"> • Focus, Integrity, Discipline, and Prioritization • Big Rocks
4. Think Win-Win	Everyone Can Win	<ul style="list-style-type: none"> • Build Your Emotional Bank Account with Others • Have an Abundance Mentality • Balance Courage and Consideration • Consider Other People's Wins as well as Your Own • Create Win-Win Agreements 	<ul style="list-style-type: none"> • Mutual Benefit, Fairness, and Abundance • Win-Lose, Lose-Win, Lose-Lose, Win • Win-Win, Win-Win or No Deal
5. Seek First to Understand, Then to be Understood	Listen Before You Talk	<ul style="list-style-type: none"> • Practice Empathic Listening • Respectfully Seek to be Understood 	<ul style="list-style-type: none"> • Respect, Mutual Understanding, Empathy, and Courage • Autobiographical Responses • Listening with the Intent to Understand • When to listen empathically • Ask Clarifying Questions • Empathic Communication in the Digital World
6. Synergize	Together is Better	<ul style="list-style-type: none"> • Value Differences • Seek 3rd Alternatives 	<ul style="list-style-type: none"> • Creativity, Cooperation, Diversity, Humility • Build on Strengths • The Path to Conflict • Barriers to Synergy • The Path to Synergy™
7. Sharpen the Saw	Balance Feels Best	<ul style="list-style-type: none"> • Achieve the Daily Private Victory 	<ul style="list-style-type: none"> • Renewal, Continuous Improvement, Balance • The Four Dimensions (body, mind, heart, spirit) • Overcoming Obstacles