

# Be Proactive

## HABIT 1

### You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.



# Begin With the End in Mind

## HABIT 2 Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.



# Put First Things First

## HABIT 3

### Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.



# Think Win-Win

## HABIT 4 Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for Third Alternatives.



# Seek First to Understand, Then to Be Understood

## HABIT 5

### Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.



# Synergize

## HABIT 6 Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different from me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others, we can create better solutions than anyone of us can alone. I am humble.



# Sharpen the Saw

## HABIT 7 Balance Feels Best

I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in many ways and many places, not just at school. I find meaningful ways to help others.

