

**LIST of "7 Habits" of Steven R. Covey** from three books: **(1) 7 Habits of Highly Effective People;** **(2) The 7 Habits of Highly Effective Families** (page numbers below refer to this book). Each chapter ends with a series of discussion questions for families to use to become more effective relating lovingly to each other, and **(3) his son Sean's book: The 7 Habits of Highly Effective Teenagers.** Single words in bold at far right are PJJ's. How will applying these 7 help us identify & use our talents better?

**EXERCISE:** "Invitations and Choices: We live in a society that claims we have unlimited choices 'to be whatever we want to be.' " **However:** our readings today invite us to consider carefully the choices we make because choices shape both our present reality and our future possibilities." **Small groups** discuss one habit and report to class how it can relate to the choices we make. How do these habits help with **WWJD (What Would Jesus Do)** questions?

- **Intro: Like airplanes: "You're Going to Be 'Off Track' 90% of the Time. So What?"** pp. 3-8  
[Sean: **Paradigms and Principles: What You See Is What You Get**, p. 11] **GPA**
- **Habit 1: Be Proactive rather than reactive**, pp. 27-69 [Sean: **I am the Force**, p. 47] **ACT**
  - "Becoming an Agent of change in Your Family"
  - "Habit 1: Be Proactive: be responsible: the most fundamental decision of all"
  - Principles of Personal Vision [The endowment of self-knowledge or self-awareness]
  - Key question for Habit 1: "Are my actions based upon self-chosen values or upon my moods, feelings, and circumstances?"
- **Habit 2: Begin With The End In Mind**, pp. 70-112 [Sean: **Control Your Own Destiny or Someone Else Will**, p. 73] **GOAL**
  - "Developing a Family Mission Statement"
  - Principles of Personal Leadership [The endowment of imagination and conscience]
  - Key question for Habit 2: "Have I written a personal mission statement which provides meaning, purpose, and direction to my life? Do my actions flow from my mission?"  
"What will your life be about? Your Mission Statement."
- **Habit 3: Put First Things First**, pp. 113-168 [See Covey's First Things First] **1ST**
  - "Making Family a Priority in a Turbulent World"
  - Principles of Personal Management [The endowment of willpower]  
[Sean: **Will & Won't Power**, p. 105],
  - Key question for Habit 3: "Am I able to say no to the unimportant, no matter how urgent, and yes to the important?" "The tactical: how to make 'first things' happen."
- **Habit 4: Think "Win-Win"**, pp. 169-200 [See Covey's: Principle-Centered Leadership]
  - "Moving from 'Me' to 'We.'" [Sean: **Life is an All-You-Can-Eat Buffet**, p. 145) **LEAD**
  - "From 'win-lose' or 'lose-win' to 'win-win' with 'win-win agreements'."
  - Principles of Integrated Leadership [The endowment of an abundance mentality]
  - Key question for Habit 4: "Am I able to say no to the unimportant, no matter how urgent, and yes to the important?" "The *root* habit: mutual benefit, Golden Rule."
- **Habit 5: Seek First to Understand ... Then to be Understood**, pp. 201-246 **U2U**
  - "Solving Family Problems Through Empathic Communication."

- Principles of Everyday Communication [The endowment of courage balanced with consideration]
- Key question for Habit 5: "Do I avoid autobiographical responses and instead faithfully reflect my understanding of the other person before seeking to be understood?" "This is the *route* habit: method, pathway to interdependent action."
- [Sean: **You have 2 ears & 1 mouth ... Hel - lo!** p. 163]
- **Habit 6: Synergize**, pp. 247-275 [Sean: **The "High" Way**, p. 181]
  - "Building Family Unity Through Celebrating Differences" **COLLABORATE**
  - Principles of Creative Cooperation [The endowment of creativity]
  - Key question for Habit 6: "Do I value different opinions, viewpoints, and perspectives of others when seeking solutions?"
- **Habit 7: Sharpen the Saw**, pp. 276-312 [Sean: **It's "Me Time"**, p. 205] **RENEW**
- "Renewing the Family Spirit Through Traditions"
  - Principles of Balanced Self-Renewal [The endowment of continuous improvement or self-renewal]
  - Key question for Habit 7: "Am I engaged in continuous improvement in the physical, mental, spiritual, and social/'emotional dimensions of my life?"
- **Conclusion: From Survival..to Stability..to Success..to Significance**, pp. 313-364
  - [Sean: **Keep hope alive: Kid, You'll Move Mountains**, p. 243] **LEAD**
  - "Family Destinations"
  - "The Four Roles of Principle-Centered Family Leadership"  
Teaching (empowering), Organizing (aligning), Mentoring (relationship of respect and care), and Modeling (setting examples of trustworthiness).
  - "Three Mistakes" - "The Trim Tab Factor" - "Letting Go"
  - "Experiencing and Applying the 7 Habits Framework in Your Own Situation"
  - "The Seven Habits Family Worksheet: Applying Principles to Your Challenges"
  - "Courage ... Love ... Humility"

[Note: All words are Covey's except those labeled Sean's. Bold words in right hand column are PJJ's  
 [Above from summary by Peter J. Jessen, for WHS Leadership Class, December 2 & 9, 1998]

- **Franklin Covey Co. vision statement**:  
"to teach people to teach themselves and become independent of the company."
- **Other Covey concepts**:
  - The Emotional Bank Account
  - Quadrant II Time Management Matrix
  - Principle centered leadership (home or work)
  - Alignment of self with others, principles, habits
  - Saw sharpening family renewal: physical, mental, social/emotional, spiritual
  - Destinations: Survival to Stability to Success to Significance
  - The Four Roles of Principle-Centered Family Leadership: Teaching (empowering), Organizing (aligning), Mentoring (relationship of respect and care), & Modeling (setting examples of trustworthiness)