Support material for:
The implementation of:
Dr. Covey’s Habits.
(Primary School)

Timboon P-12 School and The Habits
by Dr. Stephen R. Covey

- Be Proactive
- Begin with the End in Mind
- Put First Things First
- Think Win-Win
- Seek first to Understand. Then to Be Understood
- Synergize
- Sharpen the saw
- Find Your Voice and Inspire Others to Find Theirs
Stephen Covey's Habits of Highly Effective People®

Habit 1 - be proactive® (Take responsibility for your life)
This is the ability to control one's environment, rather than have it control you. Self determination, choice, and the power to decide response to stimulus, conditions and circumstances.

Habit 2 - begin with the end in mind® (Define your mission and goals in life)
Covey calls this the habit of personal leadership - leading oneself that is, towards what you consider your aims. By developing the habit of concentrating on relevant activities you will build a platform to avoid distractions and become more productive and successful.

Habit 3 - put first things first® (Prioritize and do the most important things first)
Covey calls this the habit of personal management. This is about organising and implementing activities in line with the aims established in habit 2.

Habit 4 - think win-win® (Have an everyone can win attitude)
Covey calls this the habit of interpersonal leadership, necessary because achievements are largely dependent on co-operative efforts with others. He says that win-win is based on the assumption that there is plenty for everyone, and that success follows a co-operative approach more naturally than the confrontation of win-or-lose.

Habit 5 - seek first to understand and then to be understood® (Listen to people sincerely)
This is Covey's habit of communication, and it's extremely powerful. Covey helps to explain this in his simple analogy 'diagnose before you prescribe'. Simple and effective, and essential for developing and maintaining positive relationships in all aspects of life.

Habit 6 - synergize® (Work together to achieve more)
Covey says this is the habit of creative co-operation - the principle that the whole is greater than the sum of its parts.

Habit 7 - sharpen the saw® (Renew yourself regularly)
This is the habit of self renewal, says Covey, and it necessarily surrounds all the other habits, enabling and encouraging them to happen and grow.

Habit 8 – Find your voice and inspire others to find theirs.® (Working out what you believe in encouraging others to do the same)
This is the habit about finding out why you’re here and helping others do the same. It is the habit that allows you to climb the summit of fulfilment and achievement.
Habit 1: Be Proactive  
*Take responsibility for your life.*

Proactivity Defined
Proactivity: As human beings we are responsible for our own lives.

- Reactive people are driven by feelings, circumstances, conditions, the environment.
- Proactive people are driven by carefully considered, selected and internalized values.

Taking the Initiative
Taking the initiative does not mean being pushy, obnoxious, or aggressive. It does mean recognizing our responsibility to make things happen.

Habit 2: Begin with the End in Mind

What it Means

- To begin with the end in mind is to begin with the image of the end of your life as the frame of reference by which everything else is measured.
- We may be busy, we may be efficient, but we will only be effective if we begin with the end in mind.

A Personal Mission Statement

- The most effective way to begin with the end in mind is to develop a personal mission statement.

How to do this with children:

Get them to cut pictures out of a magazine of the things they would like to achieve in life.

Have them write a simple sentence about what they want to achieve:

- In a session
- In a day
For Teachers

Before sending the children off to do their work have them talk about what the finished piece should look like.

Do a goal setting activity with the class.

Read a story about that demonstrates how someone has achieved something. E.g. Horton Hatches an egg

Habit 3 - Put First Things First

Define the words Urgent and Important.

Together students should begin to identify daily, weekly, and monthly tasks that they do and to list them on the Time Quadrant. Be careful to challenge any item listed as important with the following question! "Is this truly important or is it just urgent?"

Discuss the meaning of each of the four titles of quadrants:
Q-1 Do it now or else
Q-2 Not Urgent but important
Q-3 Do it now or else, who cares....
Q-4 Procrastination / Waste time

Point out to students that when people wish to procrastinate they most often spend time doing Q-4 activities. (watching TV, mindless surfing the net, long telephone conversations).

Successful people spend most of their time working in quadrant 2.
# Time Quadrant Activity Sheet

**Urgent means:**

**Important means:**

<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important</td>
<td>Do it now or else……………</td>
<td>Not Urgent but important</td>
</tr>
<tr>
<td></td>
<td><em>Test tomorrow, Late for school</em></td>
<td><em>Planning, goal setting, exercise</em></td>
</tr>
<tr>
<td>Unimportant</td>
<td>Do it now or else….who cares?</td>
<td>Procastinate/Waste time</td>
</tr>
<tr>
<td></td>
<td><em>Unimportant phone calls, peer pressure</em></td>
<td><em>Too much TV, Time wasters.</em></td>
</tr>
</tbody>
</table>

Directions:
List all of the things you typically do in a week. List each thing only once and in only one quadrant. Where do you spend most of your time?

## Habit 4 – Think Win/Win

### Six Paradigms of Human Interaction

<table>
<thead>
<tr>
<th></th>
<th>Win/Win</th>
<th>Lose/Lose</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Win/Lose</td>
<td>Win</td>
</tr>
<tr>
<td>Lose/Win</td>
<td>Win at all costs. Other people don't matter.</td>
<td></td>
</tr>
<tr>
<td>Lose/Lose</td>
<td>You cannot agree so no-one is happy with the solution</td>
<td>Win/Win or No Deal</td>
</tr>
<tr>
<td>Win</td>
<td>Win/Win solutions have a positive outcome for everyone</td>
<td></td>
</tr>
</tbody>
</table>

Think up a range of situations, real or story book, that illustrate these situations.
Habit 5 – Seek First to Understand Then to be Understood.

Communication

- Communication is the most important skill in life
- If you want to interact effectively with me, to influence me, you first need to understand me.
- You have to build the skills of empathic listening on a base of character that inspires openness and trust.

Empathic Listening

- Most people listen with the intent to reply.
- When another person speaks, we are usually 'listening' at one of four levels:
  - ignoring
  - pretending
  - selective listening
  - attentive listening
- Empathic listening means we listen with our ears, our eyes and our heart.

Habit 6 – Synergize

Synergy

- Synergy. The whole is greater than the sum of its parts.

Synergy in the Classroom

- Synergy is possible in the classroom when the group collectively agrees to work together towards the one goal. An example being the book week doors.
- When we open ourselves up to the influence of others, we gain new insights and facilitate the generation of new options.

Fishing for the Third Alternative

- In many compromise situations there is usually a third alternative.
- Synergistic third alternatives are often better for both parties than their original alternatives.
- Seeking the third alternative is a major paradigm shift from the dichotomous either/or

Valuing the Differences

- Valuing the differences is the essence of synergy.
- The truly effective person is able to realize the rich resources available through interaction with the hearts and minds of other people.

Conclusion

- You don't have to take insults personally.
- You can sidestep negative energy.
- You can look for the good in others.
- You can express ideas, feelings, and experiences in a way that will encourage others to be open also.

**Habit 7— Sharpen the Saw**

**Overview**

- Habit 7 is taking the time to sharpen the saw.
- This is definitely a Quadrant II activity.

**Four Dimensions of Renewal**

<table>
<thead>
<tr>
<th>Physical</th>
<th>Spiritual</th>
</tr>
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<tbody>
<tr>
<td>Mental</td>
<td>Social</td>
</tr>
</tbody>
</table>

**The Physical Dimension**

- Involves caring effectively for our physical body.

**The Spiritual Dimension**

- The spiritual dimension is your commitment to your value system and the things you believe in.

**The Mental Dimension**

- Surveys indicate that the television is on in most homes thirty-five to forty hours per week.
- Reading good literature on a regular basis is a good way to renew your mind.
- Keeping a journal of our thoughts, experiences, and insights is also beneficial.

**The Social Dimension**

- This area of our lives is developed in our relationships with others.

**Habit 8— Find your voice and inspire others to find theirs**

Covey sees leadership as a choice to deal with people in a way that will communicate to them their worth and potential so clearly they will come to see it in themselves.

It is about developing one's own voice, one's "unique personal significance. After finding your own voice, you can inspire others and create a classroom where people feel engaged. This includes establishing trust, searching for third alternatives (not a compromise between your way and my way, but a third, better way) and developing a shared vision. Teachers are masters at this habit and ensuring students pursue their interests and passions is the difference between a teacher and a great teacher.
Resources to help with the implementation of the 7 habits.

**Covey Coaches**
All leadership team members have had fully Covey training.
All sub-schools have allocated Covey coaches.

**Reading Material Available in the School**

- 7 Habits of Highly Effective People by Stephen Covey
- 7 Habits of Highly Effective Teens by Sean Covey
- Introduction to The 7 Habits of Highly Effective Teens by Sean Covey
- 7 Habits of Highly Effective Teens Ultimate Activity Guide by Covey Foundation
- 8th Habit by Stephen R. Covey

**Resource material**
T:\Covey (Staff public folders)
Pictures, booklet sheets, poster
Films (Your library system): Listing of Children’s books that illustrate each habit.

Sample of some of the reading material

<table>
<thead>
<tr>
<th>Be Proactive</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Stone Fox</td>
<td>Fish is Fish</td>
<td>Class Clown</td>
<td>The Giver</td>
<td>Sarah Plain and Tall</td>
<td>Ramona and her mother</td>
<td>Walk two Moons</td>
</tr>
<tr>
<td>The Cay</td>
<td>Horton Hatches the egg</td>
<td>Wolf</td>
<td>Johnny Tremain</td>
<td>Charlotte’s Webb</td>
<td>The other dog</td>
<td>Chicken Sunday</td>
</tr>
<tr>
<td>The Patchwork Quilt</td>
<td>The long nosed pig</td>
<td>Franklin says sorry</td>
<td>Storm in the night</td>
<td>When I grow up</td>
<td>The chalk box kid</td>
<td>Bully</td>
</tr>
<tr>
<td>Hatchet</td>
<td>Just a Dream</td>
<td>Some Frog</td>
<td>Arctic Explorer</td>
<td>Julius</td>
<td>Bernstein Bears: too much teasing</td>
<td>The Art Lesson</td>
</tr>
</tbody>
</table>

**Assistant Principal Awards and Recognition Program 2007**

**Class of the week award:**
Criteria: The class that is able to define or demonstrate the “Habit of the week” accurately and with clear understanding of the principles of the habit.

**Student of the week:**
Raffle tickets are to be given to students who do random acts of kindness.
A random act of kindness is a selfless act performed by someone to either help or cheer up a someone else, for no reason other than to make people happier.
Raffle tickets are to be placed in the gold box in the Assistant Principals office.

**Emotional bank account:**
When you are kind, honest, caring and friendly to another person, you make deposits on an Emotional Bank Account. However, if you are unkind, disrespectful, uncaring and mean, you draw from this account. Stephen Covey uses the metaphor of Emotional Bank Account to describe "the amount of trust that’s been built up in a relationship. Trust is needed for a relationship to thrive. Without trust, we may manage to accommodate and endure another person, however, it cannot be mutually satisfying in the long run. (Staff members will be privately acknowledged for their contributions to each others emotional bank account)