

# 7 Habits of Highly Effective People

*(LBMS Engineering Rules)*

By Author Stephen Covey

---

## Habit 1 — Be Proactive

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.

## Habit 2 — Begin with the End in Mind

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.

## Habit 3 — Put First Things First

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.

## Habit 4 — Think Win-Win

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.

## Habit 5 — Seek First to Understand, Then to Be

### Understood

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.

## Habit 6 — Synergize

Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than 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.

## Habit 7 — Sharpen The Saw

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 lots of ways and lots of places, not just at school. I find meaningful ways to help others.

# Stop to Reflect

**Print your name:**

**Date:**

**Period:**

---

**LBMS Engineering Class**

---

*Note: if your writing is unreadable, contains little content, or doesn't reflect your responsibility of the actions you chose to display, you will be asked to immediately complete another form.*

---

Some kind of action of yours interrupted the class.  
Please describe what **YOU** did or said.

Which rule (habit) listed to the right does this behavior relate to?

Do you believe that your disruption was helpful to the class in any way? (Circle one) **YES NO**  
If you circled **YES**, please explain.

Was there *someone* or *something* that 'made' you do this behavior that the teacher should know about? If so, please explain.

How will your behavior be different in the future?

Is there anything that you need from the teacher, the classroom, or the environment that would help you to not display this behavior in the future?

Your SIGNATURE please: