THE INTERNATIONAL BESTSELLER UPDATED FOR THE DIGITAL AGE



HIGHLY EFFECTIVE TEENS

"A true gift for the teenage soul."

—Jack Canfield and Kimberly Kirberger, coauthors of *Chicken Soup for the Teenage Soul*



WITH A NEW INTRODUCTION



1 The next time you look in the mirror say something positive to yourself.



- 2 Show appreciation for someone's point of view today. Say something like "Hey, that's a cool idea."
- Think of a limiting paradigm you might have of yourself, such as "I'll never be outgoing." Now, do something today that totally contradicts that paradigm.
- Think of a loved one or close friend who has been acting out of character lately. Consider what might be causing them to act that way.
- When you have nothing to do, what is it that occupies your thoughts? Remember, whatever is most important to you will become your paradigm or life-center.

What occupies my time and energy?



- The Golden Rule rules! Begin today to treat others as you would want them to treat you. Don't be impatient, complain about what's for dinner, or bad-mouth someone, unless you want the same treatment.
- 7 Sometime soon, find a quiet place where you can be alone. Think about what matters most to you.
- 8 Listen carefully to the lyrics of the music you listen to most frequently. Consider if they are in harmony with the principles you believe in.



- When you do your chores at home or work tonight, try out the principle of hard work. Go the extra mile and do more than is expected.
- The next time you're in a tough situation and don't know what to do, ask yourself, "What principle should I apply (i.e., honesty, love, loyalty, hard work, patience)?" Follow that principle and don't look back.



Keep Promises to Yourself

1 Get up when your alarm goes off. Don't hit the snooze button or turn the alarm off and go back to sleep.



2 Identify one easy task that needs to be done today, like practicing the piano, putting in a batch of laundry, or finishing a book for an English assignment. Decide when you will do it. Then keep your word and do it.

Do Random Acts of Service

- 3 Sometime today, do a kind deed anonymously, like taking out the trash, fixing your mom's laptop, or making someone's bed.
- 4 Organize a "positive social media attack." Get your friends to attack someone via social media with kind words and compliments.



Magnify Your Talents

5	List a talent you would like to develop this year. Write down specific steps to get there.
	Talent I want to develop this year:
	How do I get there:

6 Make a list of the talents you most admire in other people.

Person:	Talents I admire:		
			
			

Be Gentle with Yourself

Think about an area of life you feel inferior in. Now breathe deeply and remind yourself, "It's not the end of the world."



8 Go an entire day without negative self-talk. Each time you catch yourself putting yourself down, you have to replace it with three positive thoughts about yourself. Try it.

Renew Yourself

- 9 Decide on a fun activity that will lift your spirits and do it today. For example, turn up the music and dance.
- 10 Feeling lethargic? Get up right now and go for a fast walk around the block.



Be Honest

- The next time someone asks you about what you're up to, or what you're feeling, share the complete story. Don't leave out information meant to mislead or deceive.
- 12 For one day, try not to exaggerate or embellish! Good luck!



Be Proactive

l Am the Force



1 The next time someone flips you off, give them the peace sign back.



Listen carefully to your words today. Count how many times you use reactive language, such as "You make me . . ."
"I have to . . ." "Why can't they . . ." "I can't . . ."

Reactive language I use most:



- Do something today that you have wanted to do but never dared. Leave your comfort zone and go for it. Ask someone out on a date, raise your hand in class, or join a team. What's the worst thing that could happen? If you don't make it or get rejected, so what? It's better than not trying at all.
- At the next party, don't just sit against the wall and wait for excitement to find you, you find it. Walk up and introduce yourself to someone new.



- The next time you receive a grade that you think is unfair, don't blow it off or cry about it, make an appointment with the teacher to discuss it and then see what you can learn.
- 7 If you get in a fight with a parent or a friend, make amends and be the first to apologize.
- 8 Identify something in your circle of no control that you are always worrying about. Decide now to drop it.

Thing that I can't control that I always worry about:

9 If someone sends you a mean or rude text, push the pause button. Do not respond when you're angry. Do not push send. Cool down first. Then decide how best to handle it.



10	Use your tool of self-awareness right now by asking yourself, "What is my most unhealthy habit?" Make up you
	mind to do something about it.

Most unhealthy habit:

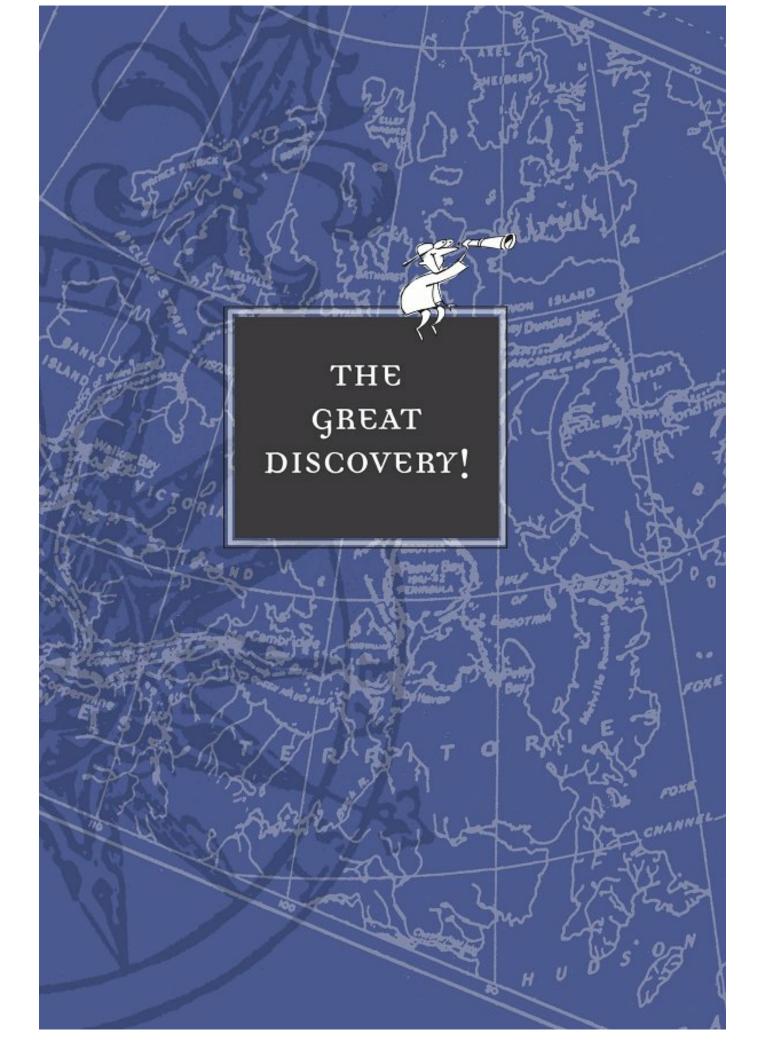
What I'm going to do about it:

HABIT

Begin with the End in Mind

Control Your Own Destiny

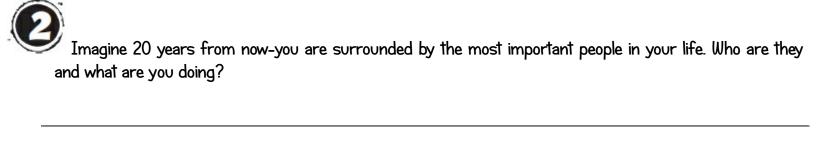
OR SOMEONE ELSE WILL





Think of a person who made a positive difference in your life. What qualities does that person have that you would like to develop?







If a steel beam (6 inches wide) were placed across two skyscrapers, for what would you be willing to cross? A thousand dollars? A million? Your pet? Your brother? Fame? Think carefully . . .





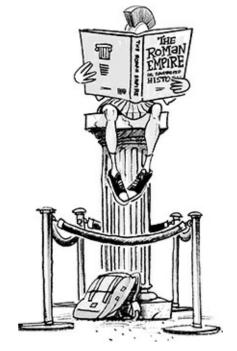
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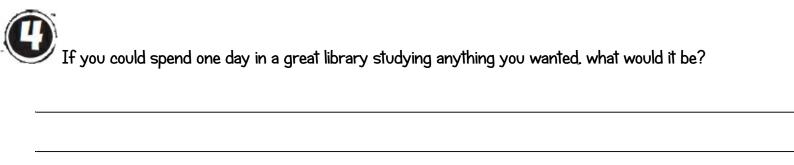
Describe a time when you were deeply inspired.



List 10 things you love to do. It could seriously be anything-Web design, dance, freestyle rapping, Pinterest browsing, eating ethnic foods, daydreaming . . . anything you absolutely love to do!

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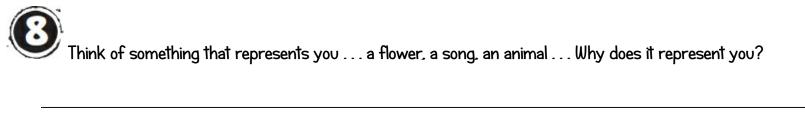






Five years from now, a major news site is going to doing a feature piece on you and they want to interview three people you're close to. Who are they and what would you want them to say about you?







If you could spend an hour with any person who ever lived, who would that be? Why that person? What would you ask them?



Good with numbers
Good with words
Creative thinking
Athletics
Making things happen
Sensing needs
Mechanical
Artistic
Working well with people
Memorizing things
Decision making
Building things
Accepting others

Predicting what will happen

Speaking

Writing

Dancing

Listening

Singing

Humor

Sharing

Music

Trivia



Everyone has one or more talents. Which of the ones above are you good at? Or write down some not listed.



Getting Started on Your Mission Statement

N ow that you've taken the time to walk through The Great Discovery, you've got a good jump-start on developing a mission statement. Below, I've listed four easy methods to help you get started writing your own mission statement. You may want to try one of them or combine all four of them in any way you see fit. These are just suggestions, so feel free to find your own method.

<u>Method #1: The Quote Collection.</u> Collect a few of your very favorite quotes. The sum of these quotes then becomes your mission statement. For some, great quotes are very inspiring. They put your feelings into words.

Method #2: The Brain Dump. Speed write about your mission for ten minutes. Don't worry about what's coming out. Don't edit what you're writing. Just keep writing and don't stop writing. Get all of your ideas down on paper. If you get stuck, reflect upon your answers to The Great Discovery. That should get your imagination in gear. When your brain has been sufficiently purged, take another twenty minutes to edit, arrange, and make sense of your brain dump.

The result is that in just thirty minutes, you'll have a rough draft of your own mission statement, that you've created yourself. Then over the next several weeks, you can edit it, add to it, or do whatever else you need to make it inspire you.

<u>Method #3: The Retreat.</u> Plan a large chunk of time, like an entire afternoon, and go to a place you adore where you can be alone and turn off your phone. Think deeply about your life and what you want to make of it. Review your answers to The Great Discovery. Look to the mission statement examples in this book for ideas. Take your time and construct your own mission statement using any method you see fit.

<u>Method #4: The Big Lazy.</u> If you're really lazy, use the U.S. Army's recruiting slogan "Army Strong" as your personal mission statement. (Hey, I'm only joking.)

A big mistake people make when writing a mission statement is that they spend so much time thinking about making it perfect they never get started. You're much better off writing an imperfect rough draft and then improving it over time, learning as you go.



Determine the three most important skills you'll need to succeed in your career. Do you need to be more organized, be more confident speaking in front of other people, have stronger computer programming skills?



The three most important skills I need for my career:



- 2 Reread your mission statement daily for 30 days (that's how long it takes to develop a habit). Let it guide you in all your decisions.
- Look in the mirror and ask, "Would I want to spend time with someone like me?" If not, work to develop the qualities you're lacking.
- 4 Go to your school guidance or employment counselor and talk about college or career opportunities. Or, find an aptitude test online that'll help you evaluate your talents, abilities, and interests.
- 5 What's the key crossroad you are facing in your life right now? In the long run, what's the best path to take?



	Key crossroad I am facing:							
	The best path to take:							
6	Share some of The Great Discovery activity questions on your Facebook page or your blog. See what your friends' answers are. Share yours as well.							
7	Think about your goals. Have you written them down? If not, take time to do it. Remember, a goal not written is only a wish.							
8	Identify a negative label others may have given you. Think up a few things you can do to change that label.							
	Negative label:							
	How to change it:							

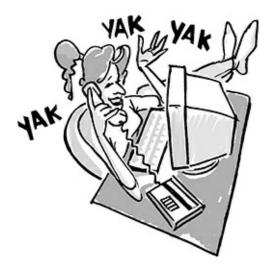
HABIT 3

Put First hings First

Will and Won't Power



Do a search and get a planner app on your tablet or smart phone and use it to get more organized. Try it for 30 days before judging it.



2 Identify your biggest time-wasters. Do you really need to spend two hours checking out other people's Instagrams, or playing video games?

My biggest time-wasters:

- Are you a "pleaser," someone who says yes to everything and everyone? If so, have the courage to say no today when it's the right thing to do.
- If you have an important test in one week, don't procrastinate and wait until the day before to study. Suck it up; study a little each day.
- 5 Think of something you've procrastinated for a long time but that's very important to you. Block out time this week to get it done.

Item I've procrastinated forever:



- Note your seven most important big rocks for the upcoming week. Now, block out time on your calendar to accomplish each one.
- Identify a fear that's holding you back from reaching your goals—it could be fear of a person, fear of emotions, fear of getting hurt. Decide right now to jump outside your comfort zone and stop letting that fear get the best of you.

Fear that's holding me back:

How much impact does peer pressure have on you? Identify the person or people who have the most influence upon you. Ask yourself, "Am I doing what I want to do or what they want me to do?"



Person or people who most influence me:



Keep Promises

The next time you go out for the night, tell your mom or dad what time you'll be home and stick to it. As a bonus, text 'em when you're heading back!



All day today, before giving out any commitments, pause and think about whether or not you can keep them. Don't say, "I'll email you the notes tonight," or "Let's go to the pool today," unless you can follow through.

Do Small Acts of Kindness

- Buy a sandwich for a homeless person this week.
- 4 Handwrite a thank-you note to someone you've wanted to thank for a long time.

Person I need to thank:....

Be Loyal

- Pinpoint when and where it's most difficult for you to hold back from gossiping. Is it with a certain friend, in the locker room, on social media? Come up with a plan of action to avoid doing it.
- 6 Try to go one whole week saying only positive things about others online.

Listen

7 Take it easy and don't talk so much today. Spend the day listening.



8	Think of a family member you've never really taken the time to listen to, like your mom, your big brother, or
	grandpa. Take the time.

Say You're Sorry

9 Before you go to bed tonight, write a simple message of apology to someone you may have offended.

Set Clear Expectations

Think of a situation where you and someone else have different expectations. Put together a plan for how to get on the same page.

Their expectation:	
My expectation:	



Think Win-



Life Is an All-You-Can-Eat Buffet



- Pinpoint the area of your life where you struggle with comparisons—clothes, physical features, friends, attention from boys/girls, talents, etc.?
 - Where I'm struggling most with comparisons:.....
- 2 If you play sports or competitive games, show sportsmanship. Compliment someone from the opposing team after the match or game.
- If someone owes you money, don't be afraid to mention it in a friendly way. "Hey, remember that \$10 I loaned you last week? I could use it sometime this week." Think Win-Win, not Lose-Win.



- 4 Without caring whether you win or lose, play a game with others just for the fun of it.
- Do you have an important test coming up soon? Form a study group and share your best ideas with each other. You'll all do better.



- The next time someone close to you succeeds, be genuinely happy for them instead of feeling kinda jealous it didn't happen to you.
- Think about your general attitude toward life. Is it based on Win-Lose, Lose-Win, Lose-Lose, or Win-Win thinking? How is that attitude affecting you?
- 8 Think of a person who you feel is a model of Win-Win. What is it about this person you admire?

Person:....

What I admire about them:

Are you in a Lose-Win relationship with a member of the opposite sex? If you are, then decide what must happen to make it a Win for you. Otherwise, go for No Deal and get out of that toxic relationship.



Seek First to Understand, Then to Be Understood

You Have Two Ears AND ONE MOUTH... Hel-lo!

COMING ATTRACTIONS

Next up, find out how I plus I can sometimes equal 3. I'll see you there!



See how long you can keep eye contact with someone while they are talking to you. Yes it feels intense at first but it's a powerful way to communicate with someone. (Especially with a crush, btw.)



- People-watch once in a while. See how others communicate with each other. Observe what their body language is saying.
- In your interactions today, try mirroring one person and mimicking another, just for fun (maybe just do the mimicking in your head, though). Compare the results.
- 4 Ask yourself, "Which of the five poor listening styles do I have the biggest problem with—Spacing Out, Pretend Listening, Selective Listening, Word Listening, or Self-Centered Listening (judging, advising, probing)? Now, try to go one day without doing it.
 - The poor listening style I struggle with most:....
- Sometime this week, ask your mom or dad, "How's it going?" Open up your heart and practice genuine listening. You'll be surprised by what you learn.



- 6 If you're a talker, take a break and spend your day listening. Only talk when you have to.
- The next time you find yourself wanting to bury your feelings deep inside you, don't do it. Instead, express them in a responsible, honest way.
- 8 Think of a situation where your constructive feedback would really help another person. Share it with them when the time is right.

Person who could benefit from my feedback:....



Synergize

The "High" Way



When you're around someone with a disability or impairment, don't feel sorry for them or avoid them because you don't know what to say. Instead, get acquainted—it'll make everyone more comfortable.



- The next time you are having a disagreement with a parent, try out the Getting to Synergy Action Plan. 1. Define the problem. 2. Listen to them. 3. Share your views. 4. Brainstorm. 5. Find the best solution.
- Use your influence to create synergy in your school this week by using your social media presence to bring people together.
- This week, look around and notice how much synergy is going on all around you—on a team, in nature, between friends, in the business world. What kind of creative problem solving do they use?
- 5 Think about someone who irritates you. What is different about them?
 - Now, what are their positive attributes and what can you learn from them?.....
- 6 Brainstorm with your friends and come up with something fun, new, and different to do this weekend, instead of doing the same old thing again and again.
- 7 Rate your openness to diversity in each of the following categories. Are you a shunner, tolerator, or celebrator?

	SHUNNER	TOLERATOR	CELEBRATOR
Race			
Gender			
Religion			
Age			
Dress			

What can you do to become a celebrator in each category?



Sharpen the Saw





Body

1 Eat breakfast.



- 2 Start a work-out program and do it faithfully for 30 days. Walk, dance, swim, bike, skateboard, lift weights, etc. Choose something you really enjoy.
- Give up a bad habit for a week. Go without alcohol, soda pop, fried foods, chocolate, or whatever else may be hurting your body. A week later, see how you feel.

Mind

- 4 Read blogs that have educational value.
- 5 Checkout online newspapers. Pay special attention to the headline stories and the opinions page.
- 6 Take your next date to a museum or to an ethnic restaurant you've never been to before. Expand your horizons.



Heart

- Go on a one-on-one outing with a family member like your mom or your brother. Catch a ball game, go shopping, or catch a movie for old times' sake.
- Begin today to build your humor collection. Bookmark the funniest memes or videos you know, or start your own collection of great jokes. In no time, you'll have something to go to when you're feeling stressed.

Soul

9 Watch the sunset tonight or get up early to watch the sunrise.



- 10 If you haven't already done it, start keeping a journal today.
- 11 Take time each day to meditate, reflect upon your life, or pray. Do what works for you.

BOOK STUDY GUIDE

I hope you've enjoyed reading *The 7 Habits of Highly Effective Teens*. If you're ready to do some deeper thinking about the topics we covered, here are some questions you can ponder on your own or in a group setting. If you are leading a book study discussion, you might find the Facilitator Guide at www.theleaderinmeonline.org to be a helpful resource.

Part I: The Setup

Get in the Habit

- 1. How do your habits either make you or break you?
- 2. Why is it important to master the Private Victory before mastering the Public Victory?

Paradigms and Principles

- 1. What is a Paradigm Shift?
- 2. What makes friends an unstable center?
- 3. Why does not centering your life on a boyfriend or girlfriend strengthen the relationship?
- 4. What makes a principle-centered life stable?

Part II: The Private Victory

The Personal Bank Account

- 1. What does it mean to change from the inside out?
- 2. What would be an example of a deposit into your Personal Bank Account?
- 3. Why does focusing outward rather than inward help a person feel more positive?

Habit 1: Be Proactive

- 1. How can the language you choose affect your actions and moods?
- 2. How does "victimitis" hold a person back?
- 3. If you were to be a change agent in your family, what would start doing? Stop doing?
- 4. Which of the four human endowments (self-awareness, conscience, imagination, willpower) is your strongest area? Your weakest area?

Habit 2: Begin with the End in Mind

- 1. What similarities are there between a Personal Mission Statement and the roots of a tree?
- 2. What are the first three words that come to mind when you think about your Personal Mission Statement?
- 3. Why is a written goal more powerful?

Habit 3: Put First Things First

- 1. If you spent more time in Quadrant 2, what more would you be able to accomplish?
- 2. How can planning provide freedom?
- 3. What does "It's not the mountain we conquer, but ourselves" mean?
- 4. Why is belonging so important?

• PART III: THE PUBLIC VICTORY

The Relationship Bank Account

- 1. Why is interdependence a more mature level than independence?
- 2. Why is success with self so important to succeed with others?
- 3. Why are little things considered to be big things in relationships?
- 4. Consider three of your closest relationships. How well do you listen in each?

Habit 4: Think Win-Win

- 1. How would you describe Habit 4—Think Win-Win—in your own words?
- 2. Why is the Private Victory a prerequisite to thinking Win-Win?
- 3. How can competitions and comparisons affect the ability to Think Win-Win? When is "no deal" sometimes the best solution?

Habit 5: Seek First to Understand, Then to Be Understood

- 1. Why do you think the deepest need of the human heart is to be understood?
- 2. Which of the poor listening skills do you have the most difficulty with and what can you do to improve it?
- 3. What do you think would be a deposit in a Relationship Bank Account you have with a parent or guardian?
- 4. Why are "I" messages received more positively than "you" messages?

Habit 6: Synergize

- 1. How is synergy different than compromise or cooperation?
- 2. In what ways does celebrating diversity differ from tolerating diversity?
- 3. Which of the three roadblocks to synergy (ignorance, cliques, or prejudice) do you struggle with the most?
- 4. Are you a plodder, a follower, an innovator, a harmonizer, or a show-off?

Part IV: Renewal

Habit 7: Sharpen the Saw

- 1. In which of the four dimensions do you need to spend more time?
- 2. Why is balance important?
- 3. If you stopped a current addiction, what would you do with the extra money?
- 4. Where do you find inspiration?

Keep Hope Alive!

- 1. Why is hope so critical in moving forward in life?
- 2. What are your unique strengths and talents?
- 3. What will you do to make your life extraordinary?

THANK YOUS

They say that writing a book is like eating an elephant. For some reason the two years I spent writing this book felt more like eating an entire herd of elephants. Luckily, I didn't have to eat them all by myself. There were many others who contributed in many ways to make this book possible. I would like to thank each of them:

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Author, speaker, innovator, and business executive, **SEAN COVEY** works at FranklinCovey, where he oversees their innovations, global operations, and educational initiatives. He is devoted to transforming education around the globe through bringing principle-centered leadership to as many students and educators as possible.

He is a New York Times bestselling author and has written several books, including The 6 Most Important Decisions You'll Ever Make, The 7 Habits of Happy Kids, The 4 Disciplines of Execution, and The 7 Habits of Highly Effective Teens, which has been translated into twenty languages and sold more than five million copies worldwide.

Sean graduated with honors from Brigham Young University with a bachelor's degree in English and later earned his MBA from Harvard Business School. As the starting quarterback for BYU, he led his team to two bowl games and was twice selected as the ESPN Most Valuable Player of the Game.

Born in Belfast, Ireland, Sean's favorite activities include going to the movies, working out, hanging out with his kids, riding his dirt bike, and writing lousy poetry. Sean and his wife, Rebecca, live with their children in the Rocky Mountains.



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Other Books from Franklin Covey Co.

The 7 Habits of Happy Kids

The 4 Disciplines of Execution

The Speed of Trust

The 7 Habits of Highly Effective People

The 6 Most Important Decisions You'll Ever Make: A Guide for Teens

Principle-Centered Leadership

First Things First

The Leader in Me

The 3rd Alternative

The 8th Habit

The Wisdom and Teachings of Stephen R. Covey

Let's Get Real or Let's Not Play

Great Work, Great Career

Smart Trust

The 7 Habits of Highly Effective Families

Life Matters

What Matters Most

The 10 Natural Laws of Successful Time and Life Management

The Power Principle



T^{The}aderinMe™

Does Your School Empower Every Student to Be a Leader?

The Leader in Me is a schoolwide model that equips students with the leadership and life skills necessary to succeed in the twenty-first century. Leader in Me schools seamlessly integrate the 7 Habits and other leadership development into daily curriculum, activities, and culture. Through this approach, students learn to set and achieve meaningful goals, take responsibility for their learning, work well with others, and use their individual talents to better the school community.

"We only get one chance to prepare our students for a future none of us can possibly predict. What are we going to do with that one chance?"

Muriel Summers

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LeaderinMe[™]

Key skills business leaders have identified as vital to the futures of today's students are developed within The Leader in Me process.

- · Leadership
- Accountability
- Adaptability
- · Initiative and Self Direction · Teamwork
- Cross-Cultural Skills
- Responsibility
- Problem Solving
- Creativity

"We're seeing trends in improvements, with attendance at an alltime high and discipline problems at an all-time low. We're becoming a lighthouse to the community, too, reaching out to our neighbors. The Leader in Me isn't a curriculum or program. it's a total shift in school culture, one that teachers and students have fully embraced. These students are our future..."

- Jennie Hoke, Principal, FL

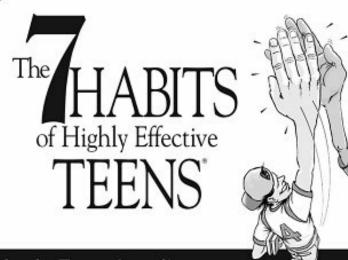


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CRAMS



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If you are interested in implementing a highly effective teens program in your school or youth initiative, contact FranklinCovey Education:

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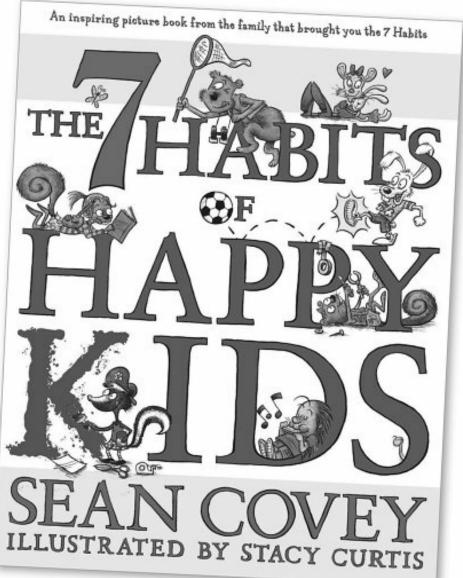
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The 7 Habits of Happy Kids books teach the original 7 Habits in children's language and through wonderfully written and entertaining stories.





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Names of some of the teens portrayed in the anecdotes in the book have been changed. In a few instances, the stories are composites.

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