


A companion to the international best-selling book
The 7 Habits of Highly Effective Teens

The **7** HABITS
of Highly Effective
TEENS™
WORKBOOK
SEAN COVEY

A companion to the international best-selling book
The 7 Habits of Highly Effective Teens



The **HABITS**
of Highly Effective
TEENS[™]
WORKBOOK
SEAN COVEY

TEEN WORKBOOK USER LICENSE AGREEMENT

BY USING THE LICENSED MATERIALS, YOU AGREE TO THE TERMS OF THIS USER LICENSE AGREEMENT. You have purchased from Franklin Covey Co. (“Franklin Covey”) a user license for the 7 Habits of Highly Effective Teens workbook (“Licensed Materials”) which is limited by the following terms:

The Licensed Materials are for your personal use only and are not to be used for training purposes, except in a not-for-profit educational setting if each participant receives or purchases from Franklin Covey a separate copy of the Licensed Materials and the other terms of this agreement are followed. You may not: (1) advertise or offer to the public a training session using the Licensed Materials, (2) use the trademark the 7 Habits of Highly Effective Teens or any other Franklin Covey trademark without written permission, (3) loan, rent, lease, sub-license, assign or sell the Licensed Materials, (4) copy, duplicate, make archival copies, modify or create derivative works from the Licensed Materials or (5) conduct any activity not explicitly provided by this License.

Franklin Covey makes no Warranty, representation or promise not expressly set forth in this License. Franklin Covey is not liable for any special, incidental, consequential, indirect or punitive damages, lost profits or revenue because of the use of the Licensed Materials. This agreement constitutes the entire understanding between the parties and may be amended only in writing signed by both parties. This license shall automatically be terminated if you breach this Agreement. Upon termination of this license for any reason, you shall return the Licensed Materials to Franklin Covey without refund. This agreement is governed by the laws of the State of Utah and the United States of America.

The Licensed Materials are protected by U.S. and international copyright and trademark laws. Unauthorized use of the Licensed Materials will constitute breach of the license and copyright and trademark infringement which will result in serious legal action. If you have any questions concerning proper legal use of the Licensed Materials, please contact Franklin Covey Legal Services, at (801) 496-4016.

Hello! And welcome to The 7 Habits of Highly Effective Teens Interactive eWorkbook. This eWorkbook allows you to build on the principles of the 7 Habits through various thought-provoking mental exercises and interactives. Whether you are already familiar with Covey's Habits or are newcomers to his path to teenage success, you can immerse yourself in this eWorkbook at your own pace and benefit from its positive messages and lessons. In this interactive volume, you'll find in-depth tools to improve self-esteem, build friendships, resist peer pressure, achieve goals, get along with parents, and strengthen yourself in many other areas. So let's begin.

How to use this book:

Throughout the eWorkbook you will find a button called: MyNotes. This button is a live text pad that will enable you to keep track of all your thoughts throughout the book while you partake in the exercises. Simply tap on the button and watch as a text pad comes up. Once the text pad pops up, you can begin the exercises.

Each text pad comes with 3 different actions you can perform:

- Highlight
- Delete
- Write

These actions will allow you to interact with the eWorkbook as you progress through the 7 Habits. Additionally, some exercises will ask you to mark off if you have completed an assignment. To do this, use the + and - icons within the notes feature.

Part I: The Setup

TAKE THE PLUNGE

Learn the 7 Habits

- Use the highlight feature to mark parts you want to remember.
- Memorize quotes.
- Study the eWorkbook and think throughout the questions and concepts.
- Make the learning fun.

Live the 7 Habits

- Personalize and apply each habit to your life.
- Challenge yourself to move out of your comfort zone.
- Commit to do the baby steps at the end of each chapter in the book.

Share the 7 Habits

- Discuss with a friend, parent, guardian, or teacher ideas that are important to you.
- Share with someone you feel close to the commitments or ways you want to change.

To get the most from *The 7 Habits of Highly Effective Teens*, you have to make an investment. It will require time and commitment. Take a few minutes and glance through the book and this eWorkbook. Look at the pictures and read the headlines and quotes that interest you. Begin to

understand an idea of what this book is all about and what you might “get” from reading it.

Once you’ve glanced through the pages of the book and eWorkbook, keep track of your personal experiences using the notes feature on your device or a separate sheet of paper.

Personal Expectations:

From reading The 7 Habits of Highly Effective Teens, I hope to be able to:

Achieve Greatness	MyNotes
Improve Myself	MyNotes
Face Issues I’ve Struggles With	MyNotes
All of the Above	MyNotes



Something to think about:

Did you check All of the Above? If you did, great job! That is the sort of positive thinking that leads to success. However, if you were hesitant, it is okay. But now think of what caused your hesitation.

GET IN THE HABIT

THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

DEPENDENCE

- PUBLIC VICTORY**
- HABIT 1** Be Proactive
 - HABIT 2** Begin with the End in Mind
 - HABIT 3** Put First Things First

INDEPENDENCE

- PRIVATE VICTORY**
- HABIT 4** Think Win-Win
 - HABIT 5** Seek First to Understand, Then to be Understood
 - HABIT 6** Synergize

INTERDEPENDENCE

- HABIT 7** Sharpen the Saw

Now think the opposite way:

What is the opposite of responsibility? Without responsibility is it possible to define your goal in life? Do you think it is beneficial to do the most important things first? Or is it a waste of time? How would life be if you lived it with an everyone-should-lose attitude? Rather than listening to people and their views, you simply ignore them. Instead of working together, you hinder yourself by limiting your success. Does any of this make sense? After living a day with this mentality would you want to renew yourself?

The opposite way of thinking is always worth considering, but at the end of the day, living with an opposite mindset of the 7 Habits does not make you, it breaks you.

PARADIGMS AND PRINCIPLES

What You See is What You Get

Paradigm (n): The way you think about and see things.

With this definition in mind, let's play a game.

Close your eyes and think of your favorite genre of music.

Try to listen to it in your head.



Using the notes feature on your device or your scratch paper, mark down what is it about this type of music that speaks to you?

Once you've come to terms with why you are drawn to this sound, put this book down and go speak with your parents, siblings and friends.

Find out their opinions on music.

Did your paradigm change after listening to the paradigms of others?

“Paradigms are like glasses. When you have incomplete paradigms about yourself or life in general, it’s like wearing glasses with the wrong prescription.”

- Sean Covey



Take a hard look at this picture.

What do you see? And more importantly, what helped you reach this conclusion?

Now look at this more complete version of the image from the previous page:



Is the picture what you thought it was? If not, you just experienced a paradigm shift - the way you saw something, your point of view, changed.

Some of our paradigms are about life in general. You can usually tell what your paradigms are by asking yourself “What is my life centered on?”

Before we move on, use this circle:



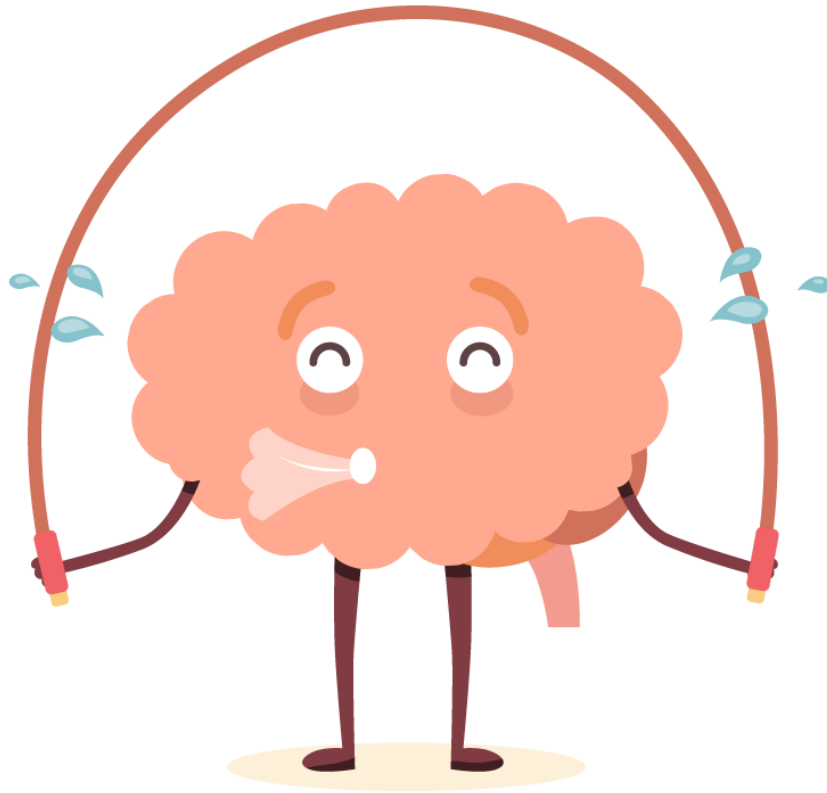
Look at the border. This border will serve as a divider. Outside of the circle place all the things you spend your time on: friends, school, music, movies, sports...

Use the notes feature or your pad to write these things down. We'll come back to them shortly.

[MyNotes](#)

Principle (n): A natural law or basic truth (i.e., honesty, service, love).

Mental Quiz



Let's play a game. This quiz will not only help you with understanding principles, but it will also exercise your mind.

Can you think of other important principles? Think of them and carry them in your mind. Consider what makes them important to you.

Now that you have this list and you've examined it, how do you learn from it? The first place is to understand that principles are difficult to abide by. Which one is the most difficult for you?

Is your mind feeling stronger as it tries to juggle all these different variables? Good!

Now, remember the circle from earlier? The one with the divider. What was it separating? Inside the center of the circle, let's insert the word

“principle.” Now going back to the notes feature or your notepad, write down a few principles that you find most difficult to live.

Once you’ve written them down, look at them. Stop and take the time to really understand these principles. Decide what you will do this week to practice living in harmony with your most difficult principle.

PART II: The Private Victory

The Personal Bank Account

“If you haven’t forgiven yourself something, how can you forgive others?”

– Dolores Huerta

A private victory is Self-Mastery.

It is when you WIN the battles within yourself.

The first 3 Habits in *The 7 Habits of Highly Effective Teens* all deal with Private Victories.

Do you recall which ones they are? This is crucial, as knowing the habits by heart will help in the road to achieving greatness. If you don’t recall them, there is no need to worry. Simply go back to your book and review them briefly, we won’t go anywhere.

Now that you have reviewed these 3 Habits, let’s move on.

Let’s play a game. What have you done lately to exercise self-discipline? Maybe you’ve started exercising, waking up earlier, studying on the weekends or controlling your temper.

Whatever it is that you have been doing to develop your self-discipline, the key is repetition. So here’s the game: For the next 3 weeks (21 days), pick one of your self-discipline exercises. It could be anything from not wasting any food to always making your bed in the morning. Whatever it is that you pick, make sure you do it every day for the next 21 days. After repeating the exercise for 3 weeks, it will start to become second

nature to you. It is at this point that you have achieved self-discipline.

If you fail one day or two, there is no need to worry as long as you are aware of the hiccup and you correct it immediately. However, if you fail continuously, then you have two options. The first, you lose the game of self-discipline, or the second, you restart the level and begin the 21 day challenge, again.

The Personal Bank Account -



While we are on the topic of games, let's try a different one.

To get a clear picture of your Personal Bank Account, review the deposits and withdrawals you make during a week. Suppose each deposit you make is worth \$1 to \$100; however, withdrawals costs from \$50 to \$200. You determine how much you should deposit or deduct. Keep track of your total, using the form below and see how much you can deposit in a week (make as few withdrawals as possible).

--	--	--	--

Description of Deposit/Withdrawal	●	+	Balance
Stood up for something I believe	MyNotes	\$75	\$75
Read a book just for fun	MyNotes	\$25	\$100
Accepted myself, as I am	MyNotes	\$100	\$200
Gossiped about a friend	\$75		\$125
	Week Total: \$75	\$200	\$125

Description of Deposit/Withdrawal	●	+	Balance
MyNotes	MyNotes	MyNotes	MyNotes
MyNotes	MyNotes	MyNotes	MyNotes
MyNotes	MyNotes	MyNotes	MyNotes
MyNotes	MyNotes	MyNotes	MyNotes
MyNotes	MyNotes	MyNotes	MyNotes
MyNotes	MyNotes	MyNotes	MyNotes
MyNotes	MyNotes	MyNotes	MyNotes
What will your total be?	Week Total l: \$	\$	\$

I AM THE FORCE

“Our only freedom is the freedom to discipline ourselves.”

– Bernard Baruch

What does proactive mean?

Being proactive is the opposite of being reactive. It means to take responsibility for your actions.

So what does reactive mean?

Reactive means to be acted upon and controlled by events and emotions.

Things to THINK about:

When and where do you tend to be the most reactive?

- [MyNotes](#)
- [MyNotes](#)
- [MyNotes](#)
- [MyNotes](#)

How different are these locations from places where you act more proactively?

Can you think of the last proactive choice you made?

The LANGUAGE Game

Below there are various examples of reactive and proactive terms. Using the highlight feature, determine which phrases are which by highlighting the proactive language in one color and the reactive language in another.

“It’s not my fault.”

“I will do that right now!”

“I just can’t decide.”

“That’s unfair!”

“I didn’t see it that way, thanks for letting me know.”

“If only...”

“Who does he think he is anyway?”

“Can we talk about this first?”

“I’m sorry, I didn’t mean that.”

“Leave me alone you jerk, it’s none of your business.”

Think of your own daily language, is it more proactive or reactive - be honest with yourself as it is the only way to grow.

Let’s take the plunge!



Here are a few simple ways to apply Habit 1 in your life.

- Baby Steps - follow each of the simple instructions at the end of each chapter in the book.
- Update this interactive eWorkbook or your personal notebook as often as possible.
- At the end of every section there is an interactive quiz that you can use to check off your feelings, thoughts and ideas as you read through The 7 Habits of Highly Effective Teens book. After each quiz, we've included small note boxes that allow you to jot down insights that come to you as you complete this eWorkbook.

The DO YOU Quiz

Do You Believe that What You See Is What You Get?	Yes / No
---	-------------

Do You Think It Make Sense To Start With The Person In The Mirror?	Yes / No
Do You See Yourself As The Force?	Yes / No

Over the next week keep track of your language, actions, and choices in this eBook or personal journal. Write down both the good and the poor choices and actions you make on a day-to-day basis.

Evaluate yourself each day by asking:

- Am I being proactive or reactive?
- Did I make good choices today?
- Did I blame someone else?
- What language did I use?

THE CHOICES BUTTON: (highlight and type examples of your choices throughout the week. What did you learn?).

HABIT 2: Begin with the End in Mind

Beginning with the End in Mind allows you to live your life with hope and purpose.

“Think about your own life. Do you have an end in mind? Do you have a clear picture of what you want to be one year from today? Five years from today? Or are you clueless?” - Sean Covey

Taking control of your destiny can seem like an impossible task with all the factors that play into life.

Let's break them down together so that this impossible task can become a bit more possible.

BRAIN GAME -

What crossroads are you at in your life?

Below are some of the more common questions teens ask themselves:

- Will I continue seeing only one person or do I want to start dating others?
- Should I get a new job or stay where I am currently employed?
- Do I want to go to college or get into a vocational training program?

These crossroads are enough to drive anyone up a wall. They each come with their own set of unique results, so how do answer them? With an

interactive discussion.

For this section you will need a friend, teacher, parent or guardian.

Read the following questions to yourself and try to answer them. The ones that you are unable to answer, simply highlight using the interactive colors and then ask for help. Seek guidance from your family and peers as their life experience is beyond valuable.

1. What crossroads do you see yourself facing tomorrow?
2. What crossroads do you see yourself facing next month?
3. What crossroads do you see yourself facing one year from today?
4. What crossroads do you see yourself facing 5 years from now?
5. What crossroads do you see yourself facing when you turn 21?

MIRROR BREAK -

To help you out with these questions, apply some of what we learned from Habit 1. In particular, with what you see in the mirror. Ask your reflection what qualities it wants to develop in life? What contributions do you want to make to others and your community? What things will you need to have in order to achieve the future you want?

To begin with the end in mind, you must know where you want to go, who you want to be, and what you want to achieve in life. So why not write it down?

PERSONAL MISSION STATEMENT - a personal credo or motto that states what your life is about.

The great discovery below will help guide you as you search for your mission:

This mind game will take you on a journey that will provide you with the tools needed to control your own destiny.

Rule 1 - THINK

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

Rule 2 - IMAGINE

20 years from today, you are surrounded by the most important people in your life. Who are they and what are you all doing?

Rule 3 - RISK?

A steel beam, six inches wide, is placed across two skyscrapers. What lies on the other sides that you would be willing to bet your life for it? A thousand dollars, a million, your pet, your brother, fame?

Rule 4 - TIME

If money was no option, if there was nothing holding you back, what would you master? What field would you study?

Rule 5 - HAPPINESS

The 10 things that you love to do more than anything in life are what?

1. [MyNotes](#)
2. [MyNotes](#)
3. [MyNotes](#)

4. [MyNotes](#)
5. [MyNotes](#)
6. [MyNotes](#)
7. [MyNotes](#)
8. [MyNotes](#)
9. [MyNotes](#)
10. [MyNotes](#)

Rule 6 - INSPIRATION

When was the last time something incredible spoke to you? Something so powerful it made you want to get up and be fearless?

Rule 7 - 1 PERSON

Pick one person to spend an hour with. Who is it, why is it that person and what would you ask them?

Rule 8 - THE FUTURE

5 years from today, you will be featured in the news. Your parents, siblings and friends will be interviewed about you. What do you want them to say about you?

Rule 9 - SYMBOLISM

Think of something that represents you - a song, a book, a rose, an animal. Why does this represent you?

Rule 10 - TALENTS

Highlight your list of talents. If we did not include something you are

good of and proud of, add it using the notes feature.

- Numbers
- Words
- Creativity
- Athletics
- Sensing Need
- Compassionate
- Decisive
- Writing
- Dancing
- Listening
- Singing
- Comedy
- Music
- Trivia

When you think, imagine, consider and risk you begin to see who you are and who you want to be.

Now that who you are and who you want to be is starting to make sense, let's get to that mission statement.

The IDEA Race

Set five minutes on a clock and write all of the ideas that come to your

mind. Anything and everything that you feel should be in your mission statement. Feel free to get sloppy and creative. This can be a single sentence, a perfectly crafted paragraph or a list. The idea is to let your mind run free.

On your mark.

Get set.

GO!

Habit 3: Put First Things First

The Power or WILL and WON'T

“Things which matter most must never be at the mercy of things which matter least.” - Johann Wolfgang von Goethe

Habit 3 Put First Things First: The strength to say yes to your most important things and no less important things.

The EXAMPLE Game

What are traits of a Procrastinator?

What are traits of a Prioritizer?

What are traits of a Yes Man?

What are traits of a Slacker?



TIME Game

Where do you spend your time? In the box below, detail how you spent your time yesterday. Write down anything that you remember, the highs and the lows. What took up most of your time? School? Work? Homework? Watching TV? Reading? Computer games? Hanging out?

Appointment Schedule -

Yesterday:

[MyNotes](#)

With some order now, let's examine your NOTES -

What was the first thing you did?

Who was the first person you spoke to?

What was the first thing you did that made you think critically?

What was the nicest thing you did?

What was the most selfish thing you did?

What made you the happiest?

What made you the saddest?

What was the hardest thing you did?

What do you regret doing?

What was the last thing you did?

Where were you the most productive?

THE TIME QUADRANTS

Label each square of the time quadrants with the name of the time manager (procrastinator, prioritizer, yes man, slacker).

	URGENT	NOT URGENT
IMPORTANT	1 MyNotes	2 MyNotes
NOT IMPORTANT	3 MyNotes	4 MyNotes

Review the previous section to see how you spent your time yesterday. Transfer over the tasks into the quadrant above.

How many activities were focused on Quadrant 2? Write down other Quadrant 2 activities that would have helped you put first things first.

COMFORT ZONE Discussion

Have you ever acted in the face of fear?

If so, what did you learn? If you haven't, why not?

Under what circumstances do you need to step out of your comfort zone and exercise more courage?

What holds you back from moving into your courage zone?

How can you act more courageously?

MyNotes

Review

Before we dive any further, let's do some review work.

If reading this eBook on a smart device, open up the planner or scheduling application. If your device does not include this feature, simply use a pen and paper that details dates. The planner will help you keep First Things First.

Keep the mission statement in mind. It is a working progress, but in order to finalize it, you must keep it in mind.

The big picture is crucial to being an effective teen. Always keep that goal in mind.

Delete the time-wasters. Every day try your best to eliminate those aspects of your life that simply waste time.

Practice your daily skills and talents to continuously improve.

This week in your planner or using the NOTES feature in the eBook

keep track of all the times you have done something that was important to you, although you didn't really want to do.

Part III: The Public Victory

The Relationship Bank Account -



“Keep in mind that the true measure of an individual is how he treats a person who can do him absolutely no good.” - Ann Landers

How would you define a Public Victory?

Public Victory: Success with other people; your ability to get along with others.

Find a Friend - for this activity, you'll need locate a friend, parent or guardian. Start the conversation by asking them what they think a Public Victory is. Once you have a better understanding of their views, speak to them about the Relationship Bank Account.

1. How does the Relationship Bank Account work?
2. Why is the Relationship Bank Account important?

Proof of Purchase Game

Craft your own Relationship Bank Account Deposit Slip using materials available to you. Get as creative as you like. However, make sure that your Deposit Slip includes the following:

- Date
- Deposit / Action
- Dollar Amount (\$)

MyNotes	
Date	
MyNotes	MyNotes
Deposit	Signature

Win - Win



The All You Can Eat Buffet

“Me lift thee, and thee lift me, and we’ll both ascend together.” - John Greenleaf Whittier

Thinking Win - Win is the foundation for getting along well with other people.

For this exercise, you’ll need to come up with your own definition of win-win thinking. Consider your own life experiences when defining win-win.

Complete the following sentences using the notes feature or your notepad.

- It is hardest for me to think win - win when:
- It is easiest for me to think win - win when:
- When I practice win - win thinking, I enjoy the following benefits:

Now that you have a better understanding of win - win, let’s look at the other side.

What is win - lose?

Win - Lose: When people only want to win and don’t care if others lose.



Using the notes feature or your notepad, write down an experience where you had a win - lose mentality. How did you feel? Would you do

things differently?

[MyNotes](#)

What is lose - win?

Lose - Win: When people allow others to win even when it means they lose.



Using the notes feature or your notepad, write down an experience where you practiced lose - win or someone acted in a lose - win way toward you. How did you feel?

[MyNotes](#)

What is lose - lose?

Lose - Lose: When people believe that if they go down, then others must go down with them.



Using the notes feature or your notepad, list some examples lose - lose examples from history or current news events.

[MyNotes](#)

The following exercise will help you start living Habit 4.

List a specific situation that you may face in the next seven days that will require win - win thinking - it might be during a music lesson, at home, in a challenging class, or at night with friends. How will you prepare yourself to think win - win?

After the experience happens, come back and read over what you wrote. How did things play out? What did this experience teach you about thinking win - win?

Habit 5 Seek First to Understand, Then to be Understood

“Before I can walk in another’s shoes, I must first remove my own.” -
Unknown

Habit 5: Seek First to Understand, Then to be Understood means listen first, talk second; see things from another’s point of view before sharing your own.

When was the last time you tried walking in someone else’s shoes? What was the experience like - actually trying to consider another person’s point of view or idea before sharing yours?

Using the notes feature or your own pad, describe what happened and what you learned.

Dictionary Game!



Let's define some terms together to see if we can begin to understand first and then be understood.

What does Spacing Out mean to you?

Do you know what a Pretend Listener is?

Have you ever seen or done Selective Listening?

How about Word Listening?

By answering these questions out loud, you begin to understand first. This exercise is a great way to come to terms with self-realization which leads to being a more effective teen. Let's try a few more.

Is Self-Centered Listening and Judging something you do often?

What about Advising?

How do you feel about Probing and how does it compare to Genuine

Listening?



What is mirroring? It is repeating back in your own words what another person is saying and feeling. You don't judge or give advice.

Read the following statement:

"I feel so ugly. Nobody will ever ask me to prom!"

A mirroring response could be:

"It sounds like you are discouraged about not being asked to the prom."

Now try some of your own. Think of mirroring responses for each of the following situations.

1. "No, you are not going out tonight!"

How would you respond using the mirroring technique? Feel free to say it out loud, write it down in your pad, or use the notes feature on this device.

2. "You said I was the only one you wanted to be with, but that's not what I heard!"

Now that you understand, you need to be understood. To be understood requires courage.

When do you have the most difficult time giving feedback to others?
Why?

If you genuinely listen to another person, what happens when you then express your feelings, ideas, suggestions, or opinions?

When was the last time you kept your thoughts and feelings to yourself even though you really wanted to share them? Why didn't you share them? How did you feel about it?

Now that you have analyzed your actions, what can you do to improve your practice of the second half of Habit 5, to be understood?

Habit 6: Synergize

“Differences challenge assumptions.”

– Anne Wilson Schaef

Synergy is when two or more people work together to create a better solution than either could alone.

To build and create synergy you have to look for it. You have to see that each individual is unique and value that uniqueness. Name some synergistic relationships in nature, in your school and in your home. For example the flight formation of geese demonstrates synergistic relationships in nature.

See how many different people you can learn about by completing the Synergy Boxes exercise. Detail six more descriptions in the empty boxes below. Now, go and find people that match the descriptions and write their names in the appropriate box. See how many names you can write in each box during the next two days.

THE SYNERGY BOXES

Write Stories, Plays or Poetry		
	Speak More Than One Language	An Excellent Athlete

Cooks Extremely Well		
Plays a Musical Instrument		Enjoys Studying Plants and Animals

Completing the Synergy Boxes exercise shows the importance of diversity and how each person is unique. But what about yourself? How are you different from others?

THINK. DISCUSS. ANSWER.

1. Some people love to be with groups of people. Some people like to spend much of their time alone. How do you prefer to spend your time?

2. Some people are dreamers; they're always thinking of new possibilities, new ways of doing things. Some people are very particular; they like to study the world and know how to do things. Which type of person are you? Why?

3. Some people make decisions based on their feelings and they think others might feel. Other people make decisions based on facts. How do you prefer to make decisions? Why?

4. Some people like their lives planned out and scheduled. Other people like to be surprised or just see what happens. Which way do you prefer? Why?

The HIGH Way

The “high” way is finding a better solution than win-lose, lose-win, or lose-lose and it always produces more.

- For this game you’ll need use the notes feature.
- Keep track of an important issue that you, your community, your school, or your family is facing right now. Maybe it’s violence at school, a dress code, or a community issue, such as changing the curfew for teenagers.

Issue / Problem

- Organize a group of four or more people to discuss the issue you chose. Individually, think of ways to improve or change the problem.
- On the following page, fill in the bubbles with the different solutions each of you come up with.
- Use your imagination as you brainstorm new ideas.
- Together, decide which solution will make the biggest difference. Write your group’s idea in the solution box. Be sure to use the habit of synergy.

The following activity will help you dive into Habit 6. Choose two them to complete.

- Find a safe international forum on the internet and join. This will allow you to get to know people from different cultures and backgrounds.

- Invite someone from a different culture background to lunch ask about his or her country and unique customs.
- Before you turn your next class writing assignment or project, ask friend to review it and make suggestions. Be prepared to make changes based on the new insight you receive.
- Record any of the above experiences using the notes feature or your pad. This will help you keep track of what you learned about synergy.

PART IV: Renewal

“To keep a lamp burning, we have to keep putting oil in it.”

– Mother Teresa

Habit 7: Sharpen the Saw is about renewing yourself and balancing the key areas of your life: physical, mental, social/emotional, and spiritual.

Set a timer or alarm for three minutes. Then, in the boxes below, list all of the things you want to do to sharpen your saw in each of the four categories.

Body (physical)	Heart (relationship)
Soul (spiritual)	Brain (mental)

ME TIME

Here’s a plan to help you sharpen your saw physically. Answer each of the questions listed below, then your plan will be set and waiting for you to take action.

What physical activities do you like to do? Are there any activities you haven’t tried, but would like to? Make a list.

Like to Do	Want to Try
MyNotes	MyNotes
MyNotes	MyNotes

MyNotes	MyNotes
MyNotes	MyNotes
MyNotes	MyNotes

Choose a few items on your list and write them in the spaces under “Activities” on the chart below.

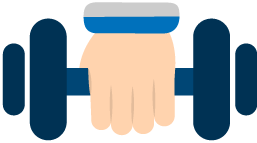
Decide when, where, and how you will do these activities. Also, write how long you’ll spend doing each activity. Don’t forget to involve people who can participate with you or encourage you to sharpen your saw physically.

ACTIVITY	WHEN, WHERE, HOW	LENGTH OF TIME
Running	Monday and Wednesday in the park with Nina	25 minutes
MyNotes	MyNotes	MyNotes
MyNotes	MyNotes	MyNotes
MyNotes	MyNotes	MyNotes
MyNotes	MyNotes	MyNotes

Print a copy of this chart, save it onto your smart phone or craft your own. Just make sure that you keep a copy of it somewhere where you will see it daily.

Sharpening the saw physically is not limited to just physical exercise. Think about the food you eat. Here's a plan to help you sharpen your saw regarding nutrition. Answer each of the following questions, then your plan will be set and waiting for you to take action.

BODY



MIND



HEART



SOUL



KEEPING TRACK -

THE BODY



To keep the saw as sharp as possible, we must first reflect on the past.

What food did you eat last weekend that were not healthy for your

body?

How can you change your eating habits?

Now, create a plan that will help you focus on good nutritional habits.

THE MIND



To care for your brain is to sharpen the saw mentally. Make a list of skills or talents you enjoy or might like to learn.

1. [MyNotes](#)

1. [MyNotes](#)

1. [MyNotes](#)

1. [MyNotes](#)

1. [MyNotes](#)

What new skills can you commit to learn in the next month?

Here is another activity to keep your brain sharp:

INTERVIEW someone you admire and would like to know more about. Ask about his or her life, challenges, success, history, and interests. Make

your own list of questions below.

Below is an example to get you going. Use this question, along with any you can come up with that will really allow you to understand the person you admire and what shaped them.

Use the notes feature or your pad to jot down all the questions you deem necessary.

What made you decide to become a...?

[MyNotes](#)

What did you learn from this interview?

[MyNotes](#)

THE HEART



Caring for your heart is how you sharpen the socially and emotionally. Look at it as a Relationship Bank Account. Care for your heart by making deposits. Again, use the notes feature or your pad to jot down all the questions you deem necessary.

Add your own ideas of deposits to the list below. **BE SPECIFIC.**

1. Write a Thank You note to:

MyNotes

Which of your relationships are the most important?

Are you making deposits into these relationships? What are you doing?

How can you improve your most important relationships?

To boost emotional well-being, why not start your own humor corner today? Write your favorite joke below, then share it with someone.

MyNotes

SOUL



Caring for your soul is how you sharpen the saw spiritually. The following activities will help you do this.

- Meditate
- Volunteer
- Music

What other activities do you enjoy that will help awaken your soul?

Of those activities that you enjoy, select one or two and set up a plan to sharpen your saw spiritually. Be sure to think about people that can participate with you or encourage you to sharpen your saw.

ACTIVITY	WHEN, WHERE, HOW	LENGTH OF TIME
Read to a child	Thursday after school, at the hospital	1 hour
MyNotes	MyNotes	MyNotes
MyNotes	MyNotes	MyNotes

RECAP

“If you do not hope, you will not find what is beyond your hopes.” - St. Clement of Alexandria

Here is the last page of this eWorkbook. Now, return to the very beginning and review the personal expectations you wrote down.

Did you meet your expectations? If you feel you didn't, what do you need to do now?

What valuable things did you learn that you didn't expect to learn?

How will you apply the 7 Habits in the next week? Month? Year?

Did you share what you learned? How did it make a difference?

How will you continue to share what you've learned from the 7 Habits?

ABOUT FRANKLIN COVEY

Franklin Covey is an international organization devoted to empowering people to become significantly more effective in their personal, interpersonal, managerial and organizational lives. It is supported by a variety of products and programs. Product and program catalogs can be requested by calling 1-800-654-1776 in the United States, or by contacting your local representative outside the United States.

The 7 Habits of Highly Effective Teens eWorkbook

Sean Covey

978-1-63353-399-8

Franklin Covey Co.

Mango Media Inc.

© 1999 Franklin Covey Co. All rights reserved. Designed in the United States of America.

No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including printing, photocopying, recording, or use of any information storage or retrieval system, for any purpose without the express written permission of Franklin Covey Co.

Registered and/or pending trademarks of Franklin Covey Co. in the United States and foreign countries are used throughout this work. Use of the trademark symbols “®” or “TM” is limited to one or two prominent trademark usages for each mark. Trademarks understood to be owned by others are used in a nontrademark manner for explanatory purposes only, or ownership by others is indicated to the extent known.

Conceived and designed by Annie Oswald, Jeanette Sommers and Mango Media Inc.

Stories are a powerful source of learning and hope. Stories can give you new ideas, suggest choices and options, and are just much more fun to read than somebody telling you what to do! Stories can also illustrate points and principles and habits that have application in all our lives. Perhaps you have a story of using one or more of the 7 Habits and how you applied that to overcoming challenges in your own life, either at school or work or home. Or perhaps you've heard of one. If you would like to share your story and submit it for possible inclusion in a future book or on our website, please send it to:

Franklin Covey Co.

7 Habits for Teens

MS 0213

2200 Parkway Blvd.

Salt Lake City, UT 84119-2331

fax: 801-817-8069

attn.: 7 Habits for Teens

stories@7Habits.com

www.franklincovey.com

www.7habits4teens.com

zlibrary

Your gateway to knowledge and culture. Accessible for everyone.



z-library.se

singlelogin.re

go-to-zlibrary.se

single-login.ru



[Official Telegram channel](#)



[Z-Access](#)



<https://wikipedia.org/wiki/Z-Library>