

## 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

**BE PROACTIVE**

BEGIN WITH **THE END** IN MIND

PUT **FIRST** THINGS **FIRST**

**THINK WIN-WIN**

SEEK **FIRST** **to** UNDERSTAND **THEN** **be** TO UNDERSTOOD

**[SYNERGIZE]**  
COMBINE THE STRENGTHS OF YOUR TEAM

*sharpen the saw*

(continue your education)

As part of our commitment to continual improvement, we have recently revised our vision statement for the community of the Grovehurst Federation to 'eyes opened, minds unlocked'.

In order to achieve this vision we are working to build 3 core pillars; academic achievement, a values culture and leadership capacity. We are already working hard to continually develop academic achievement and progress and our school values are embedded through all aspects of Federation work. However, we know that we need to begin to look at developing leadership capacity.

By leadership we mean the capability for all members of our community to lead themselves through their lives. To be able to truly lead yourself we believe that you need to be able to be dependent, independent and interdependent and know when to take on these different roles.

In order to build these skills, we will work within the framework of the 7 habits of effective people (by Stephen Covey). Each half term will see a focus on a new habit. We will send home detailed information about the habit, why it is useful and how we can all build the habit.

This is a community initiative; children and staff across both schools are working on building these habits together.

A summary of the habits is on the reverse of this leaflet. Detailed information on each of the habits will be on further leaflets.

Eyes opened, minds unlocked

### Habit 1: Be proactive

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

"You're in Charge"



### Habit 2: Begin with the end in mind

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.

"Have a plan"

### Habit 3: Put first things first

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.

"Work first, then play"

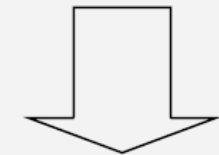


Habits 1-3 build

# Independence



# Habits



Habits 4-6 build

# Interdependence



### Habit 4: Think win-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

"Everyone can win"

### Habit 5: Seek first to understand, then to be understood

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.

"Listen before you talk"



### Habit 6: Synergize

I value other people's strengths and learn from them. I get along well with others, even people who are different to 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 any one of us can alone. I am humble.

"Together is better"

# Become a leader of yourself and others



### Habit 7: Sharpen the Saw

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.

"Balance feels best"

