

Activities, Curriculum, Meetings - How To Fit It All In!

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Personal
Effectiveness...
If you fail to plan
you plan to fail.

THE 7 HABITS

The 7 habits of highly effective teens are the 7 characteristics that happy and successful teens the world over have in common. Here's a list of the habits and quick explanations.

HABIT 1 BE PROACTIVE
Take responsibility for your life.

HABIT 2 BEGIN WITH THE END IN MIND
Define your mission and goals in life.

HABIT 3 PUT FIRST THINGS FIRST
Prioritize, and do the most important things first.

HABIT 4 THINK WIN-WIN
Have an everyone-can-win attitude.

HABIT 5 SEEK FIRST TO UNDERSTAND,
THEN TO BE UNDERSTOOD
Listen to people sincerely.

HABIT 6 SYNERGIZE
Work together to achieve more.

HABIT 7 SHARPEN THE SAW
Renew yourself regularly.

7

Let's Chat!

With someone around you, make a list of things you typically do in your ASB/Activities class/program in a given week.

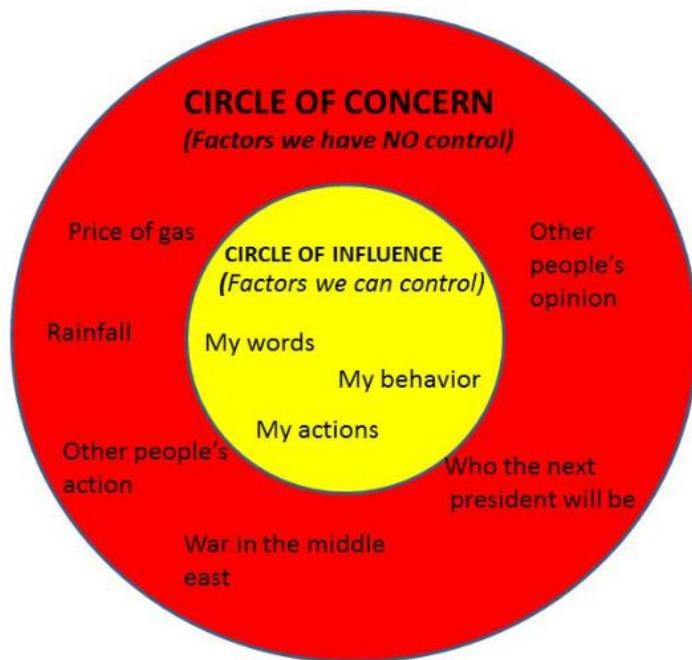
Watch!

Whirlwind Video

Habit 1: Be Proactive

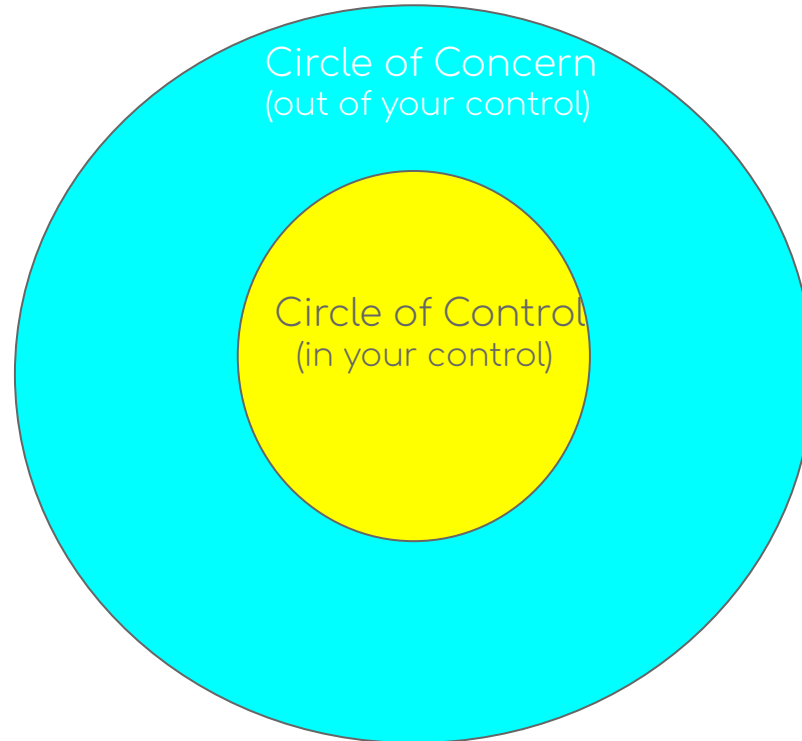
Circle of influence

<https://theleaderinmeonline.org/en/community/binder-pages.html?binderid=221855> (stop at 3:36 min.)



Let's Do This!

Circle of influence in student activities



Habit 1: Be Proactive

Be a Trimtab!

<https://theleaderinmeonline.org/en/community/binder-pages.html?binderid=221855>

Small changes can have a big impact.

You are the creative force in life. *Your contribution can make a difference.* You can become a trim tab by focusing on what you can do even if it's outside your job description by making small adjustments.

Habit 2: Begin With The End In Mind

Have a goal.

<https://theleaderinmeonline.org/content/tlim/en/Videos.html?videoid=295685>

Without a clear vision or blueprint, it's easy to get caught up in the busy-ness in life.

Begin each year, month, week and day with a clear vision of where you want to end up.

Let's Do This!

What are your goals for your Student Activities Program or leadership class?

Let's Do This!

What steps need to be taken to achieve those goals?

Make them a priority and schedule them!

Let's Do This!

Calendarization

1. Get a long piece of butcher paper
2. Set your paper up like [this](#)
3. Get a stack of sticky notes
4. List each event on a different sticky
5. Put them on the paper in the timeline it occurs
6. Look at your year to ensure it is evenly balanced and represents all of your priorities
7. Things that you are doing that are not in your priority areas have to be removed or altered to align with your priorities--makes for a great discussion!

Sept. Oct. Nov. Dec. Jan. Feb. March April May June

Priority 1

SCHOOL YEAR

Priority 2

Priority 3

Habit 3: Put First Things First
Calendarization

Habit 3: Put First Things First

Know your Big Rocks

<https://theleaderinmeonline.org/content/tlim/en/Videos.html?playerid=1885156945001&videoid=5550930078001&objectid=1244>

Putting First Things First means to decide what is most important and to take care of that first.

Learning to think of which things are the most important and taking care of them first allows us to be less stressed.

Habit 3: Put First Things First

Let's do this!

<https://theleaderinmeonline.org/content/tlim/en/Videos.html?playerid=1885156945001&videoid=1548982975001&objectid=56>

Start at 4:27 End 2:04

Plan your week:

1. Review the important roles you play.
2. Choose the “big rocks” — your top priorities in each role.
3. Schedule the week.

Habit 3: Put First Things First

Let's do this!

<https://theleaderinmeonline.org/content/tlim/en/Videos.html?playerid=1885156945001&videoid=1548982975001&objectid=56>

Start at 4:27 End 2:04

Plan your student activities program/class:

1. Review the priorities, must do's, may do's, etc..
2. Choose the “big rocks” — your top priorities.
3. Schedule them in.

Habit 3: Put First Things First

BONUS: Event Planning

1. Get a long piece of butcher paper
2. Set your paper up like [this](#)
3. Get a stack of sticky notes
4. List each task that needs to be done on a different sticky
5. Put them on the paper in order of when it needs to be completed
6. Meet with your committee, assign tasks to each member
7. Start with all the sticky notes in the Do column, move them down as you begin working on and completing each task

8 wk. before 7 wk. before 6 wk. before 5 wk. before 4 wk. before 3 wk. before 2 wk. before 1 wk. before

Do

EVENT NAME

Doing

Done

Habit 3: Put First Things First
BONUS: Event Planning Example

Habit 7: Sharpen the Saw

Take care of yourself.

Sharpening the Saw is about having balance in all areas of your life.

“Repair the roof while the sun is shining.”

Habit 7: Sharpen the Saw

Take care of yourself.

- Eat nutritious meals, not all junk
- Exercise
- Get enough sleep
- Take time to relax
- Read books or blogs for pleasure
- Play or listen to music that makes you feel good
- Pray, meditate or practice mindfulness
- Write or draw
- Go to cultural events, plays, or watch uplifting movies
- Learn a new skill and develop your talents
- Laugh out loud
- Do nice things for other people
- Develop new relationships
- Keep a blog, journal, twitter to express yourself
- Read poetry or inspiring literature
- Enjoy nature by going on walks or taking time to enjoy a sunset

Habit 7: Sharpen the Saw

Let's do this!

Choose 3 things from the previous list and commit to doing them this week.