

The 7 Habits Worksheet

This worksheet will help you learn how to apply each of the 7 Habits of Highly Effective People in a meaningful way, to synchronize with your own, personal productivity practice. To get the most out of this study, you should take on three simple activities that will help you administer and adjust to your new habit. These activities are:



1. **Create a Weekly Plan** Take some time at the end of your Weekly Review to plan your activities for the coming week. If you are not familiar with the Weekly Review, visit <http://hdbizblog.com/blog/the-weekly-review> for more information.
2. **Make a Personal Commitment** Commit yourself to adding one simple activity each week to implement and practice the new habit. Most new learning is lost the first week. Guard against this by sharing. If you have trouble keeping appointments with yourself, get a friend, partner or co-worker to hold you accountable. A burden shared is a burden eased.
3. **Teach to Learn** One of the best ways to establish your own understanding of a new topic is to explain it to another person. Pick someone that you can teach the new habit to, it can be your accountability partner or someone else.

The first step is to review your strengths and your areas for improvement, **Habit I: Be Proactive**

Strengths:

Areas for Improvement:

Practical Applications: Here are some suggested activities for the week, in order to activate the Habit in your life.

- Listen for reactive language. For one entire day, take the time to listen carefully to yourself and those around you. How often do you hear expressions such as "I can't", "I don't want to but I have to" or "If only". These are **reactive** expressions that indicate someone is being influenced by their environment. When you hear something like this, use your own response to the statement in a **proactive** way.
- Analyze one of your problems. Write down one thing that is frustrating you at work or in your personal life. Write down whether the impact is Direct, Indirect, or Beyond Your Control. Brainstorm some proactive solutions to your frustration, choose the best one, and do it.

I also recommend adding some proactive activities to your daily routine, such as:

- Wake up one half-hour earlier in order to do one activity that you may have been neglecting.
- At the end of your day, pause to reflect on what you accomplished, and what you plan to do tomorrow.
- Spend one entire day without using the word "no".