

The 7 Habits Worksheet

This worksheet will help you learn how to apply the fourth 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 to discern Win/Win activities during the Weekly Planning of your activities this week. Brainstorm some ideas for taking this interaction to the next level, making it a Win/Win proposition for both parties to the interaction.
2. **Make a Personal Commitment** Commit yourself to making a deposit in the emotional bank account that you have with one of your colleagues or friends this week. Get a friend, partner or co-worker to hold you accountable.
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 IV: Think Win-Win**

Strengths:

Areas for Improvement:

Practical Applications: *Here is a suggested activity for the coming week, in order to activate the Habit in your life.*

Build your Emotional Bank Account: Every time you express your faith in someone else, through trusting them to do their job, or acting on their input, or even just listening when someone needs to talk, you are making a deposit in the emotional bank account that you have with that person. This bank account is a virtual and tenuous thing. It is that person's measure of you as a person, and of your particular relationship. When you act with integrity, keep your commitments, and communicate clearly you become a depositor.

Follow this outline when analyzing the situation:

- Clarify the desired results
- Communicate guidelines and measurements
- Allocate resources
- Define the accountability for each party
- Outline the consequences of failing to live up to the agreement
