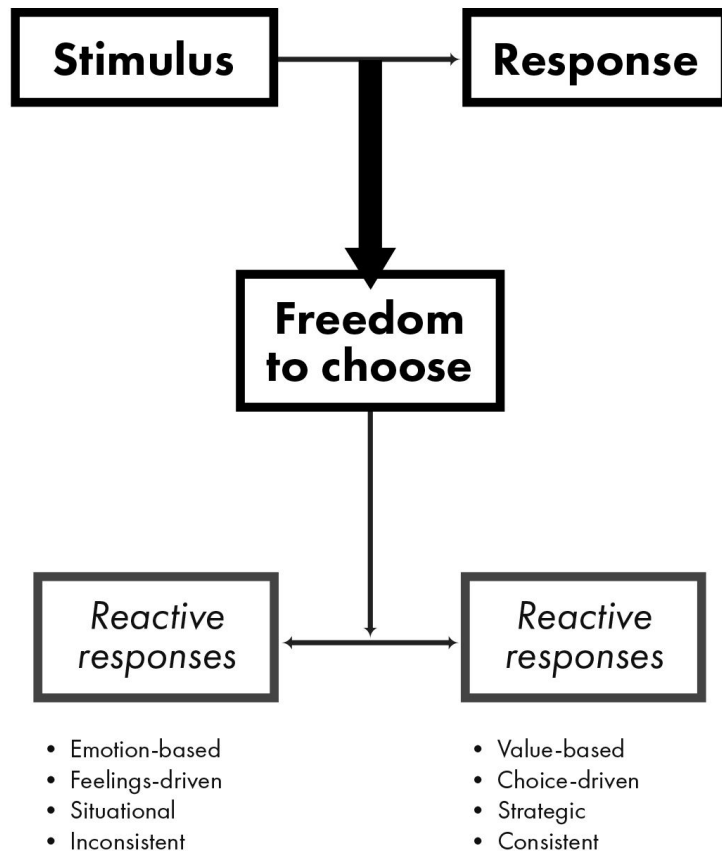


TAKE A DEEP BREATH AND COUNT TO 10 (OR 100)

Checklist

THIS WEEK	M	T	W	T	F	S	S
1. In at least one situation, I paused to allow myself to carefully choose my response.							
2. In the morning, I visualized my day and decided what I could do to be proactive.							
3. I learned to identify my body's anger warning signs, and I thought about what the consequences might be if I lost control of my emotions.							
4. At least once, I used humor—not sarcastic, cutting, or unkind humor—to release tension.							
5. I took responsibility for my actions.							
6. I used "I" statements whenever I felt hurt.							
7. I chose my actions, attitudes, and moods.							



Consider your actions: What impact will they have? Who will be affected? Why could they be affected? How will it impact people/the situation and when?

How to Use This Tracker

The 7 Habits of Highly Effective People has captivated readers for over thirty years. It has transformed the lives of presidents, CEOs, educators, parents, and students. In short, millions of people of all ages and occupations have benefited from its lessons. With this Habit Tracker, the timeless wisdom and power of Stephen R. Covey's 7 Habits can transform you, too—one week at a time, in a stress-free way.

A habit tracker is a simple way to measure whether you adopted (or worked toward adopting) a habit. This one is fifty-two weeks. It includes a series of checklists that can serve as a form of meditation and growth; they each target a specific habit. As time rolls by, these checklists become a record of your habit streak, allowing you to reflect and reset.

You can start this Habit Tracker anytime, but we encourage you to:

- Complete the self-assessment before and after you've completed the fifty-two weeks.
- Follow the order of the checklists, as the 7 Habits are incremental and build upon each other.

Throughout the pages, in addition to checklists, you will find quotes, lessons, and insights—all made available to help you invite change into your personal and professional life.

Nothing in this tracker is random—every checklist has been deliberately chosen to coax you into realizing things about yourself that you never knew or noticed before.

Have fun with the 7 Habits!



SELF-ASSESSMENT

Seven Habits® Profile Self-Scoring Seven Habits Profile

INSTRUCTIONS:

Read each statement and, using your best judgment, circle the number that indicates how well you perform in the following categories.

CATEGORY 1		Very Poor	Poor	Fair	Good	Very Good	Out-standing
1.	I show kindness and consideration towards others.	1	2	3	4	5	6
2.	I keep promises and honor commitments.	1	2	3	4	5	6
3.	I do not speak negatively of others when they are not present.	1	2	3	4	5	6
							Category Total: <input type="text"/>

CATEGORY 2		Very Poor	Poor	Fair	Good	Very Good	Out-standing
4.	I am able to maintain an appropriate balance among the various aspects of my life- work, family, friends, and so forth.	1	2	3	4	5	6
5.	When working on task, I also keep in mind the concerns and needs of those I am working for.	1	2	3	4	5	6
6.	I work hard at the things I do, but not in a manner that causes burnout.	1	2	3	4	5	6
							Category Total: <input type="text"/>

CATEGORY 3

- 7. I am in control of my life. 1 2 3 4 5 6
- 8. I focus my efforts on things I can do something about rather than on things beyond my control. 1 2 3 4 5 6
- 9. I take responsibility for my moods and actions rather than blame others and circumstances. 1 2 3 4 5 6

Category Total:

CATEGORY 4

- 10. I know what I want to accomplish in life. 1 2 3 4 5 6
- 11. I organize and prepare in a way that reduces having to work in a crisis mode. 1 2 3 4 5 6
- 12. I begin each week with a clear plan of what I desire to accomplish. 1 2 3 4 5 6

Category Total:

CATEGORY 5

- 13. I am disciplined in carrying out plans (avoiding procrastination, time wasters, and so forth). 1 2 3 4 5 6
- 14. I do not allow the truly important activities of my life to get lost in the busy activities of my days. 1 2 3 4 5 6
- 15. The things I do everyday are meaningful and contribute to my overall goals in life. 1 2 3 4 5 6

Category Total:

CATEGORY 6

- 16. I care about the success of others as well as my own. 1 2 3 4 5 6
- 17. I cooperate with others. 1 2 3 4 5 6
- 18. When solving conflicts, I strive to find solutions that benefit all. 1 2 3 4 5 6

Category Total:

CATEGORY 7

Very Poor Poor Fair Good Very Good Outstanding

- 19. I am sensitive to the feelings of others. 1 2 3 4 5 6
- 20. I seek to understand the viewpoints of others. 1 2 3 4 5 6
- 21. When listening, I try to see things from the other person's point of view, not just my own. 1 2 3 4 5 6

Category Total:

CATEGORY 8

- 22. I value, and seek out, the insights of others. 1 2 3 4 5 6
- 23. I am creative in searching for new and better ideas and solutions. 1 2 3 4 5 6
- 24. I encourage others to express their opinions. 1 2 3 4 5 6

Category Total:

CATEGORY 9

- 25. I care for my physical health and well being. 1 2 3 4 5 6
- 26. I strive to build and improve relationships with others. 1 2 3 4 5 6
- 27. I take time to find meaning and enjoyment in life. 1 2 3 4 5 6

Category Total:

CHARTING YOUR SEVEN HABITS EFFECTIVENESS

Total your points for each category in the Category Totals column. There are nine categories; the first two are the foundational habits of the Seven Habits, and the last seven are the Seven Habits.

After you have computed your category totals, mark each score in the grid below and graph your totals.

The higher your score, the more closely you are aligned with the Seven Habits principles. Where your score is lower than you would like, refer to the corresponding chapters (or modules) in *The Seven Habits of Highly Effective People* book (or video program) to better understand how to increase your effectiveness in those habits.

IDENTIFY YOUR HABITS

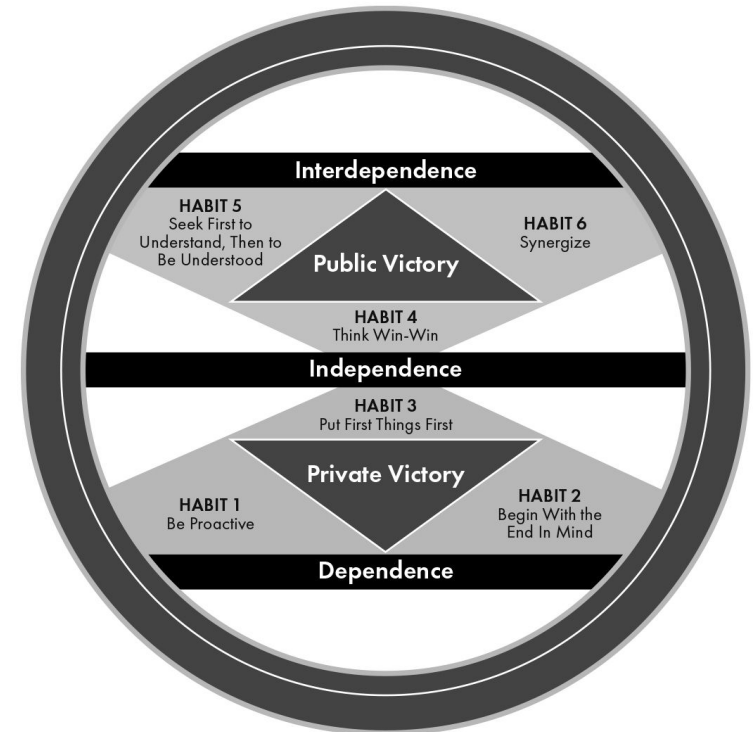
Write three of your effective habits and three of your ineffective habits. Then write the results you get when you practice those habits.

Effective Habits	Results
1.	
2.	
3.	
Ineffective Habits	Results
1.	
2.	
3.	

Would you like to change any of the habits you listed? If so, which ones, and why?

Would you like to refine any of your Effective Habits? If so, which ones, and why?

The Maturity Continuum



The 7 Habits create the Maturity Continuum, which is divided into three sequential states of development: dependence, independence, and interdependence.

Within the Maturity Continuum, **dependence** is the paradigm for *you*: You take care of me. You are responsible for my success; it's your fault.

Editors' Note

The editors of this book belong to different generations and different cultures. We grew up pledging allegiance to different countries, speaking different languages, and practicing different faiths and customs. While Annie enjoys the change of seasons and natural wonders that living near the Wasatch Mountains provides to someone who calls Salt Lake City her home, M.J. has grown accustomed to the noises of Florida, its mosquito bites and sweltering humidity, its crowded sidewalks and highways.

One thing we both have in common, though: we live very busy lives.

As the vice president of Books and Audio at FranklinCovey, Annie Oswald oversees the strategy and execution of book development. She's an expert at anything—and everything—related to international rights sales, licensing, and rights management, product and business development, partnership/relationship building, and IP marketing. When your role involves creating and managing the corporate strategy around thought leadership development and book development at the world's most trusted leadership company, your days in Salt Lake City start at dawn and can be long. And yet Annie has found a healthy, joyful work-life balance that drives productivity both in the office and at home. She frequently travels around the world with her husband and never misses out on quality time with her four daughters and grandchildren. Annie's traveling feet hit the gym or the walk every morning.

On the East Coast., M.J. Fievre also wakes up before five o'clock. As the director of global editions and juvenile publishing at Mango, one of the nation's fastest-growing publishers, she has a tight schedule. Dividing her time between South and Central Florida, she manages the FranklinCovey imprint for Mango, commissions

new books, runs both the children's division and the translation department, and serves as an in-house writer for the successful young adult brand, Badass Black Girl. Outside of Mango, she serves as a program coordinator for the Miami Book Fair and, because of her deep knowledge of several languages, as an expert witness for the criminal justice system. When she's not at work, M.J. is a caregiver for her mother and a Pilates enthusiast. She's active at her church and spends many evenings at Disney World and Universal Studios.

Because we're able to balance so many different facets of our lives, having attained this equilibrium where we equally prioritize the demands of our careers and those of our personal lives, we often get asked, "How do you do it?"

We are both quick to answer: "We practice the 7 Habits."

Dr. Stephen R. Covey's *The 7 Habits of Highly Effective People* was life-changing for us. Annie discovered this book when it was first published in 1989, and it helped her create the map she needed to reach success in all aspects of her personal and professional life. For M.J., *The 7 Habits* became a tool for her emotional survival in the late '90s. Growing up in an unstable and often violent environment in Port-au-Prince, Haiti, many times she almost surrendered to despair. Dr. Covey's teachings kept her grounded.

We welcomed the opportunity to edit this Habit Tracker together, not only because this tracker is inspired by a book that holds a deep meaning in both our lives, but also because our collaboration is the confirmation that the 7 Habits work—no matter who you are, where you come from, and what you've been through.

M.J. Fievre & Annie Oswald

TAKE THE INITIATIVE

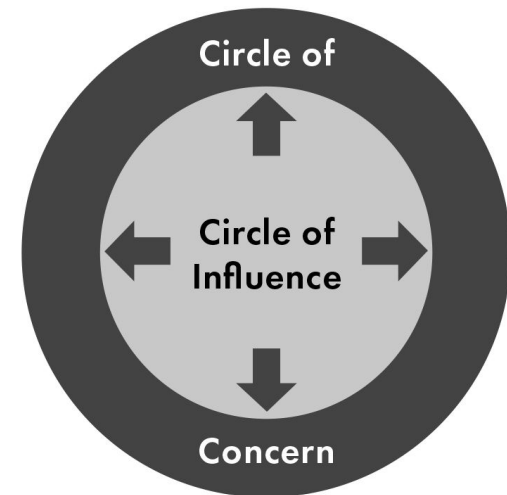
Checklist

THIS WEEK	M	T	W	T	F	S	S
1. I took the initiative and solved a problem instead of panicking. I found out the problem, created a plan, and acted.							
2. I made good, responsible choices without being asked, even when no one was looking.							
3. I reached out to a colleague a few days before a deadline to check in on their progress and offer support.							
4. I provided timely updates to my boss, team, clients, or whoever it may concern.							
5. I was active in meetings; I gave suggestions, participated in brainstorming sessions, shared my opinions, and helped other team members.							
6. I did something kind for someone else (a neighbor, friend, or family member).							

7. I turned to trustworthy people and asked them to help me differentiate between venting, "dumping" (complaining excessively), and problem-solving.																			
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Circle of Influence, Circle of Concern

Some things you can control (e.g., words, actions, and behaviors) and some other things are out of your control (e.g., past mistakes, family, coworkers, etc.).



Proactive Focus

Positive energy enlarges Circle of Influence

You're in Charge

Proactive people are the “creative force of their own lives”—they choose their way and take responsibility for the results. Reactive people see themselves as victims.

Language is a real indicator of the degree to which you are proactive. Using proactive language helps you feel more capable and empowers you to act. A proactive person uses proactive language (e.g., I can, I will, I prefer, etc.).

Using **reactive language** is a sure sign that you see yourself as a victim of circumstances instead of as a proactive, self-reliant person. A reactive person uses reactive language (e.g., I can't, I have to, If only, etc.). Reactive people believe they are not responsible for what they say and do; they feel they have no choice.

For the next two weeks, whenever you feel yourself becoming reactive, summon one of the four endowments—self-awareness, conscience, independent will, and imagination—and try to use each of the four endowments for the day.

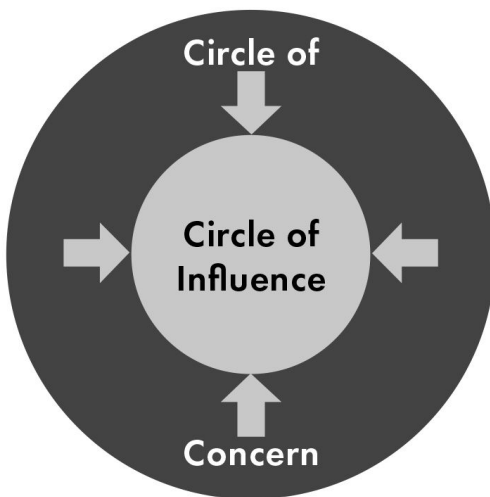
HAVE A PROACTIVE DAY

Checklist

THIS WEEK	M	T	W	T	F	S	S
1. I made a list of everything that's going on in my life today that may affect my proactivity.							
2. I paid close attention to the language I used in my responses.							
3. I kept track of how often I hear reactive versus proactive language and the people using them.							
4. I stopped and thought before acting. I asked myself, "What's the right thing to do?"							
5. I was responsible for myself. Others did not "make" me feel a certain way—I chose to feel that way.							
6. If I caught myself being reactive, I tried the proactive approach instead.							
7. I used proactive language such as "I can," "I will," and "I prefer."							

SHRINK YOUR CIRCLE OF CONCERN

Checklist



Reactive Focus

Negative energy reduces Circle of Influence

Your **Circle of Concern** includes things you worry about but can't control. If you focus on it, you have less time and energy to spend on the things you *can* influence.

Your **Circle of Influence** includes those things you *can* affect directly. When you focus on it, you expand your knowledge and experience. As a result, your circle of influence grows.

Shrink your Circle of Concern. Expand your Circle of Influence.

THIS WEEK	M	T	W	T	F	S	S
1. I created a list of things I can control and other things out of my control.							
2. Instead of fixating on what I can't control (e.g., "If I didn't live in this city"), I acknowledged my feelings and identified my fears. I then made a list of what I can control and concentrated on my influence.							
3. I reminded myself that life is uncertain—nothing is permanent, including setbacks.							
4. I wrote healthy affirmations and posted them where I could see them often.							
5. I changed my perspective and worked toward personal growth.							

EXPAND YOUR CIRCLE OF INFLUENCE

Checklist

<p>6. I thought of a problem or opportunity I'm currently facing. I listed everything within my circle of concern and then let it go—burned it, shredded it, flushed it down the toilet.</p>							
<p>7. I considered "what could go wrong?" so that I could either accept the negatives (if they are beyond my control) or overcome them (if I can proactively make the negative a neutral or a positive)</p>							

THIS WEEK	M	T	W	T	F	S	S
<p>1. I made a list of everything I can control.</p>							
<p>2. Looking at my circle of influence, I determined an action I can take on each day this week to increase my influence.</p>							
<p>3. I fixed something that was broken or improved a relationship.</p>							
<p>4. I took action to improve my physical health and worked on a long-term plan.</p>							
<p>5. I didn't dwell on the mistakes from the last week but instead learned from them.</p>							

BREAK THE CYCLE

Checklist

6. I gathered all the required information before starting something new because I understand that the more I know, the more prepared I will be to make decisions I am confident about. Calling the shots can't happen if I don't know what I am doing.							
7. I kept in mind that not all people thrive in all settings. I reflected on the possibility of changing my setting to ensure that I am successful.							

Become a Transition Person

A **transition person** breaks unhealthy, abusive, or ineffective behaviors. They model positive behaviors and habits that strengthen and build up others.

This week, you'll focus on becoming a transition person by breaking some of the negative patterns that may have been passed on to you through your upbringing (abuse, addictions, bad habits, negative attitude, etc.). You'll reflect on how those patterns affect you and imagine what will happen if you no longer do these behaviors.

THIS WEEK	M	T	W	T	F	S	S
1. I made a list of unhealthy behaviors I'd like to break, and I identified my triggers for these behaviors.							
2. I listed good reasons for breaking this negative pattern.							
3. I made a list of things I can do every day to break a negative pattern, including replacing the habit with a different one.							
4. I found an accountability partner.							
5. I made a list of things I can ask other people to do to help me change a negative pattern.							
6. I didn't wait for feedback—I actively sought it, showing a desire to learn and improve.							
7. I came up with a plan in case I revert to old habits.							

HABIT 2:

Begin with the End in Mind—the habit of vision

“Habit 2 applies to many different circumstances and levels of life, the most fundamental application is to begin today with the image, picture, or paradigm of the end of your life as your frame of reference or the criterion by which everything else is examined. To begin with the end in mind means to start with a clear understanding of your destination. It means to know where you’re going so that you better understand where you are now and so that the steps you take are always in the right direction.”

—Stephen R. Covey

Habit 2 is the habit of personal vision. If you don’t consciously visualize who you are and what you want in life, then you empower other people and circumstances to shape you and your life by default.

CATEGORY TOTALS

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

Emotional Bank Account Life Balance Be Proactive Begin with the End in Mind Put First Things First Think Win-Win Seek First to Understand Synergize Sharpen the Saw

18 Out-standing									
15 Very Good									
12 Good									
9 Fair									
6 Poor									
3 Very Poor									

Introduction: The 7 Habits

Habits are things we repeatedly do. But most of the time we are hardly aware that we have them. We mostly live life on autopilot. Some habits are effective; some are a bit effective; and some don't matter.

Here are some examples of habits you may have: exercising regularly, blaming others, spending hours scrolling the internet, eating yogurt with a fork, showing respect for others, taking showers at night, and thinking negatively.

Depending on what they are, our habits can make us or break us. We become what we repeatedly do.

We all want to succeed. And one path to success is identifying the habits that can help us on our journey. The 7 Habits of Highly Effective People are:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to Be Understood
6. Synergize

Habits 1, 2, and 3 focus on self-mastery and moving from **dependence** to **independence**. Habits 4, 5, and 6 focus on developing teamwork, collaboration, and communication skills and moving from independence to **interdependence**. Habit 7 is focused on continuous growth and improvement and embodies all the other habits.

Independence is the paradigm for *I*: I am responsible; I can choose.

Interdependence is the paradigm for *we*: We can cooperate; we can do it; we can lift each other.

To gain true maturity, learn to value an **inside-out** approach to effectiveness centered on principles and character. Inside-out means that the change starts within yourself. It means you need to start from the foundation of your character and worldview; only then can you make lasting behavioral changes. Start examining and adjusting your character, motives, and how you see the world.

TRACK YOUR EFFECTIVE HABITS

In Week 2, you wrote three of your effective habits and three of your ineffective habits. You also wrote the results you get when you practice those habits.

This week, let's work on refining your Effective Habits. Can you keep up for an entire week?

HABIT	DAYS								
	<table border="0"> <tr> <td>M</td> <td>F</td> </tr> <tr> <td>T</td> <td>S</td> </tr> <tr> <td>W</td> <td>S</td> </tr> <tr> <td>T</td> <td></td> </tr> </table>	M	F	T	S	W	S	T	
M	F								
T	S								
W	S								
T									
	<table border="0"> <tr> <td>M</td> <td>F</td> </tr> <tr> <td>T</td> <td>S</td> </tr> <tr> <td>W</td> <td>S</td> </tr> <tr> <td>T</td> <td></td> </tr> </table>	M	F	T	S	W	S	T	
M	F								
T	S								
W	S								
T									
	<table border="0"> <tr> <td>M</td> <td>F</td> </tr> <tr> <td>T</td> <td>S</td> </tr> <tr> <td>W</td> <td>S</td> </tr> <tr> <td>T</td> <td></td> </tr> </table>	M	F	T	S	W	S	T	
M	F								
T	S								
W	S								
T									

HABIT 1

Be Proactive—the habit of choice

“Proactivity means that as human beings, we are responsible for our own lives. Our behavior is a function of our decisions not our conditions. We have the responsibility to choose our responses. Proactive people do not blame circumstances, conditions, or conditioning for their behavior.”

—Stephen R. Covey

When people are reactive, they allow outside influences to control their responses.

When people are proactive, they pause to allow themselves to choose their responses based on principles and desired results. They often think about the day ahead and anticipate situations that might push their reactive buttons. This way, they can avoid reactive responses.

Learn to pause between stimulus and response.