

PART 2
**The Private
Victory**

THE PERSONAL BANK ACCOUNT

**“IF YOU HAVEN’T
FORGIVEN YOURSELF SOMETHING,
HOW CAN YOU
FORGIVE OTHERS?”**

– DOLORES HUERTA

A Private Victory is self-mastery: winning the battles within yourself.

The first three habits deal with the Private Victory. Can you name them? It's okay if you need to flip back. No one's grading your recall. Okay, did you find them? Did you review them? What do you think? How do the first three habits help you win battles within yourself?

It's about self-discipline, right?

LET'S PLAY A GAME

What have you done lately to exercise self-discipline? Maybe you decided to exercise more? Eat better? Wake up the first time your alarm clock goes off? Complete homework on time? Or maybe you've decided to control your temper?

Whatever you've done lately, keep doing it. Repetition can be a great friend as you develop better habits. So, here's the game: for the next three weeks (21 days), pick something you've already started or want to start and keep doing it.

If you miss a day, don't worry! Don't give up! Restart the 21 day clock and keep going. You're going to accomplish something amazing within yourself.

Habit: Being proactive

Start date: Feb 10

The personal bank account



Do you have a personal bank account? Or even a favorite spot under your mattress? Somewhere you put money, let it accumulate, and only withdraw when you need something?

How you feel about yourself is like a bank account. Just like a checking or savings account, you can make deposits or even withdrawals by the things you think, say, and do. When I stick to a commitment I've made to myself, it's a deposit. If I break a promise to myself, I feel disappointed and it's a withdrawal.

Consider the model below. What does your personal bank account look like? How can you make even more deposits? Can you use this form to track your personal bank account for a week?

Can I suggest some personal bank deposits? Do a small act of kindness. Be gentle with yourself. Be honest. Renew yourself. Tap into your talents. Refer to p. 35.

DESCRIPTION OF DEPOSIT /WITHDRAWAL	●	+	BALANCE
Stood up for something I believe		\$75	\$75
Read a book just for fun		\$25	\$100
Accepted myself as I am		\$100	\$200
Gossiped about a friend	\$75		
Week total:	\$75	\$200	\$125

WEEK: 1

DESCRIPTION OF DEPOSIT /WITHDRAWAL	•	+	BALANCE
went skiing with exchange student		100	100
complimented Nate on mask		50	150
complimented Quinn on hoodie		50	200
Play basketball with new student		100	300
Read a book		25	325
wasn't mindful	50		275

What will your total be?

Refer to pp. 34-35.

Habit 1: Be Proactive

I AM THE FORCE

“OUR ONLY FREEDOM IS THE
FREEDOM
TO DISCIPLINE OURSELVES.”

— BERNARD BARUCH

Being proactive is the opposite of being reactive. It means to take responsibility for your actions. It means you refuse to be acted upon and controlled by events and emotions.

THINGS TO THINK ABOUT:

What is an example of a proactive choice you have made?

Write Your Response Here.

Applied for a job
at mt seymour
as a busser.

Refer to p. 51.

The language game

Below are various examples of reactive and proactive terms. Use the highlight function or a highlighter to mark the proactive phrases.

"It's not my fault."

"I didn't see it that way, thanks for letting me know."

"I just can't decide."

"I will do that right now!"

"I'm sorry, I didn't mean that."

"Leave me alone you jerk, it's none of your business."

"That's unfair!"

"Who does he think he is anyway?"

"If only..."

"Can we talk about this first?"

Refer to p. 51.

Think about your own language. Is it proactive or reactive? Each day, you and I have about 100 chances to choose whether to be proactive or reactive. What will you choose today?



LET'S TAKE THE PLUNGE!

You can Be Proactive! Here are a few ways to start **Habit 1** today!

- ⦿ Baby Steps: Follow the Baby Steps at the end of each chapter of the book, starting with p. 28.
- ⦿ Update this workbook and capture your feelings, thoughts, and ideas as you read through **The 7 Habits of Highly Effective Teens**.
- ⦿ Over the next week, keep track of your language, actions, and choices. Write down both the good and poor choices and actions you make on a day-to-day basis.

The DO YOU quiz



1
Do you believe you can make great things happen?

 YES NO

2
Do you think about positive solutions and options when faced with a choice?

 YES NO

3
Do you typically act instead of waiting to be acted upon?

 YES NO

Evaluate yourself!

Take time each day to ask:

- ⦿ Am I being proactive or reactive?
- ⦿ Did I make good choices today?
- ⦿ Did I blame someone else?
- ⦿ What language did I use?

Give an example of a great choice you made this week. What did you learn from it?

Write Response Here.

Became friends with the new exchange student.
Learned that most people are friendly.

Habit 2: Begin with the End in Mind

Begin with the End in Mind allows you to live your life with hope and purpose.

“THINK ABOUT YOUR OWN LIFE.
DO YOU HAVE AN END IN MIND?
DO YOU HAVE A CLEAR PICTURE OF
WHAT YOU **WANT** TO BE
ONE YEAR FROM NOW?
FIVE YEARS FROM NOW?
OR ARE YOU **CLUELESS?**”

– SEAN COVEY

.....

Choices are awesome! Are you trying to make choices in your own life? What crossroads are you at in your life?

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Following are some common questions teens ask themselves:

- ⦿ Will I continue seeing only one person or do I want to start dating others?
- ⦿ Should I get a new job or stay where I am currently employed?
- ⦿ Do I want to go to college or get into a vocational training program?

Think of some crossroads you expect to encounter in the next few months.

List Them Here.

Should I stay employed
at my current job or
find a new one?

Should I stay employed
during the summer or
be free?

MIRROR BREAK

Let's reach that future! To determine where you're headed, ask yourself the following questions:

What qualities do I want to develop in my life? Give an example.

What contributions do I want to make to others and my community? Give an example.

What things will I need to have for the kind of future I want? Give an example.

To begin with the end in mind, you must know where you want to go, who you want to be, and what you want to achieve in life. So why not put it in writing?

PERSONAL MISSION STATEMENT

A personal credo or motto that states what your life is about.

The Great Discovery™ is a fun activity designed to help you get in touch with your deeper self as you prepare to write a mission statement. Walk through it and answer the questions honestly in the space provided.

Step 1 – THINK

Think of a person who made a positive difference in your life. What qualities does that person have that you would like to develop?

Step 2 – IMAGINE

Imagine yourself in 20 years. You are surrounded by the most important people in your life. Who are they and what are you doing?

Step 3 – RISK

If a steel beam (six inches wide) were placed across two skyscrapers, for what would you be willing to cross? A thousand dollars? A million? Your pet? Your brother? Fame? Think carefully.

Step 4 – TIME

If you could spend one day in a great library studying anything you wanted, what would you study?

Step 5 – HAPPINESS

List ten things you love to do. It could be singing, dancing, looking at magazines, drawing, reading, daydreaming – anything you absolutely love to do.

Listening
to music

1

mountain
biking

2

skiing

3

Playing
basketball

4

Climbing

5

watching
movies

6

Playing
video games

7

hanging out
with my
friends

8

learning

9

reading

10

Step 6 – INSPIRATION

Describe a time when you were deeply inspired.

Step 7 – 1 PERSON

If you could spend an hour with any person who ever lived, who would it be? Why that person? What would you ask?

Step 8 – THE FUTURE

Five years from now, your local paper does a story about you and they want to interview three people – a parent, a brother or sister, and a friend. What would you want them to say about you?

Step 9 – SYMBOLISM

Think of something that represents you – a rose, a song, an animal. Why does it represent you?

Step 10 – TALENTS

Everyone has one or more talents. What are your talents? Highlight your list of talents. Choose from our list or add your own using the Notes feature or this workbook.

Numbers

Words

Creative Thinking

Athletics

Making Things Happen

Sensing Needs

Mechanical

Artistic

Speaking

Writing

Dancing

Listening

Singing

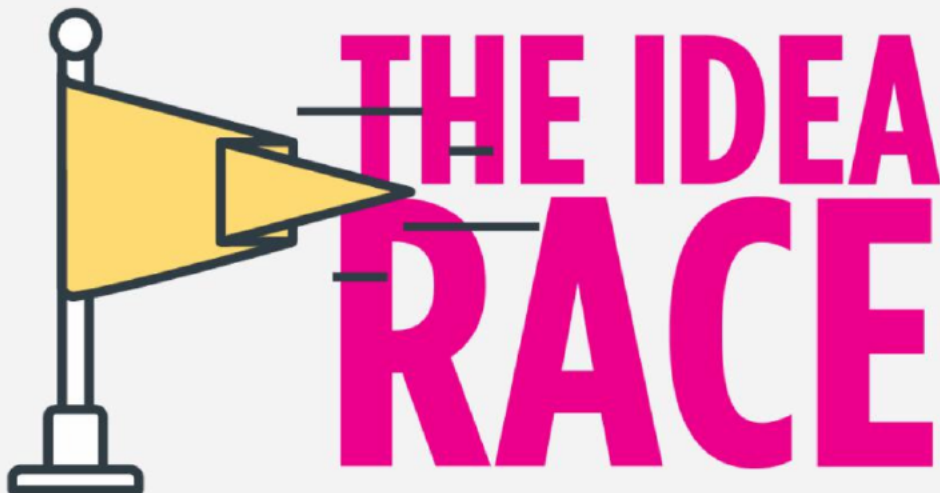
Music

Trivia

Write Your Talents Here.

diablo
unicycle

You've just taken steps on The Great Discovery! You've thought about who you are. You've listed what you value most. The steps on this path have helped spark ideas about your personal mission statement.



Now let's start to write one. What do you want your personal mission statement to include? Review your path and answers on The Great Discovery. Set five minutes on the clock and write all of the ideas that come to your mind during those five minutes. Go! Write fast!

ON YOUR MARK. GET SET. GO!

Write Your Response Here.

Motivation Reading
Exercise School
work
fun
Sports
activity

Don't worry if your mission statement is not perfect at first. Work on it over the next few weeks – add more ideas if you want. Develop your mission statement until it is something you are proud of. Once you've got it, put it where you can read it often. Need help? Refer to pp. 81-82 and 91.

Habit 3:
Put First Things First

**THE POWER OF
WILL and WON'T**

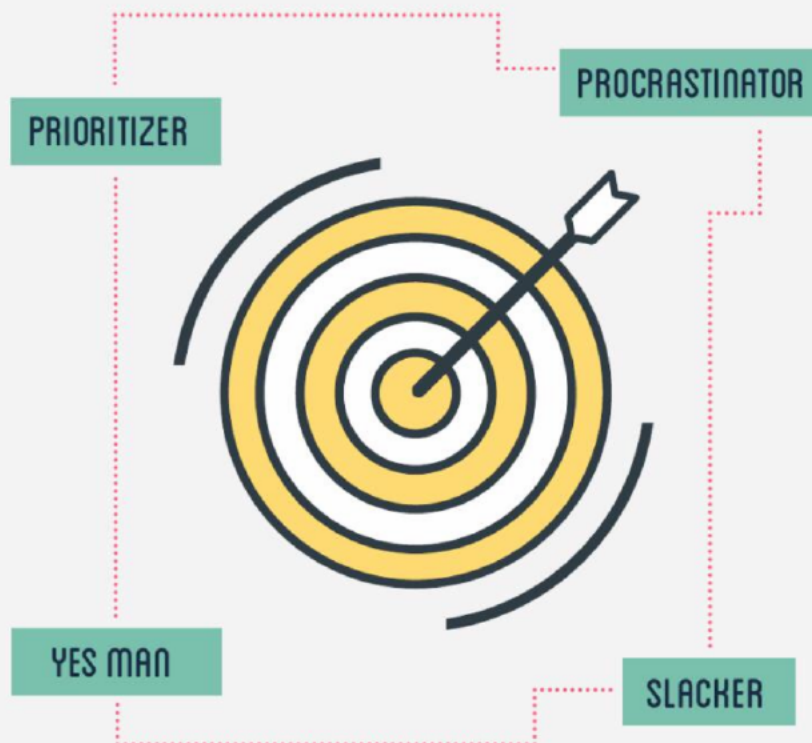
**“THINGS WHICH MATTER
MOST MUST NEVER BE
AT THE MERCY OF THINGS
WHICH MATTER
LEAST.”**

– JOHANN WOLFGANG VON GOETHE

Give examples of the activities of each type of time manager.

THE EXAMPLE GAME

What are traits of a:



Refer to p. 107.

TIME GAME



Where do you spend your time? In the box below, detail how you spent your time yesterday. What took up most of your time? School? Work? Homework? Texting? Reading? Sports? Gaming? Hanging out?

Yesterday:

Write Your Response Here.

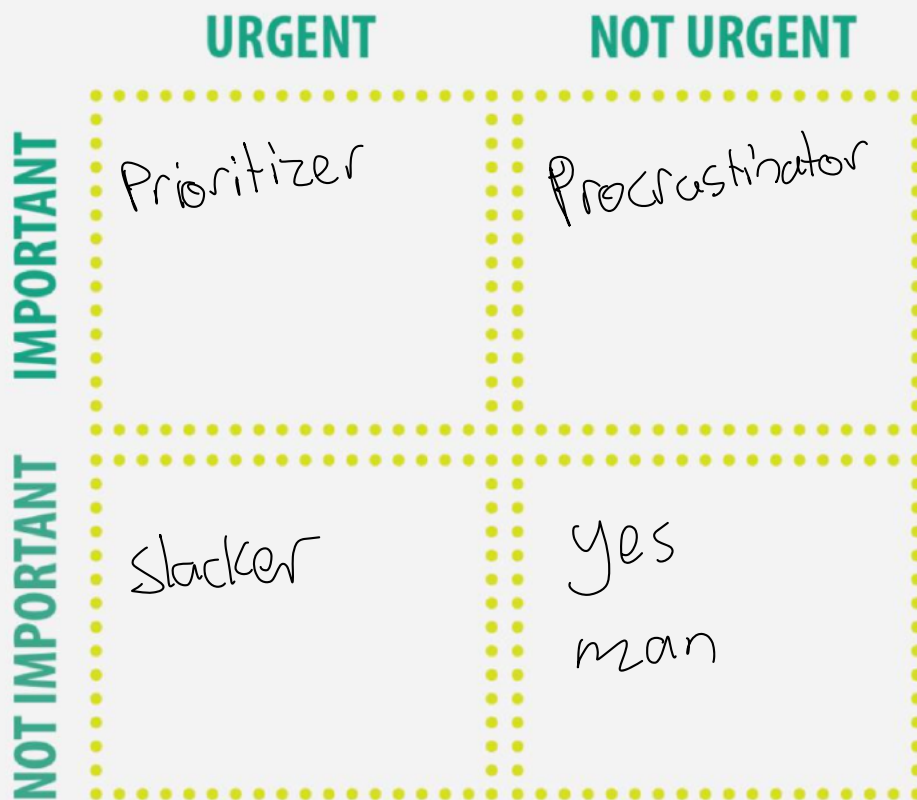
School - 6 hours
ballercesto - 2 hours
Workout - 1 hour
homework - 1 hour
eating - 1 hour

Let's examine the notes on the previous page

-
- ⦿ Did the things that filled up your day matter most to you?
 - ⦿ Where did you waste time?
 - ⦿ Where were you the most productive?
-

THE TIME QUADRANTS

Label each square of the time quadrants with the name of the time manager (Procrastinator, Prioritizer, Yes Man, Slacker).



Review the previous page to see how you spent your time yesterday. Transfer over the tasks into the quadrant above.

How many activities were focused on Quadrant 2? Write down other Quadrant 2 activities that would have helped you put first things first.

Refer to p. 112.

Courage Zone Discussion

Think of a time when you acted in the face of fear and took a risk to move outside of your comfort zone. What did you learn?

Under what circumstances do you need to step outside of your comfort zone and exercise more courage?

What holds you back from moving into your courage zone?

How can you act more courageously?

Dive Into Habit 3!

Using the Notes feature or this workbook...

Review your mission statement. Think about what it means to you today. If you are not done with it, write the next draft.

Make a weekly plan. Remember to look at the big picture. Ask yourself if all of your big rocks are in place.

Plan daily. With a weekly plan in place, you can focus on your daily priorities, tasks, and appointments.

Make a list. Examine your biggest time wasters and commit to focusing your time on more important things.

Practice. Take time to work on a skill, talent or habit you want to improve. Perhaps today it will be to practice being a better listener or to improve an athletic skill.

This week, use the Notes feature or this workbook to keep track of all the times you have done something that was important to you, although you didn't really want to do it at that particular moment.

Review the Baby Steps on p. 128.

Write Your Response Here.

Made friends with
exchange students

Read daily

hang out with friends

Practice basketball

Complete homework

go work and make
money