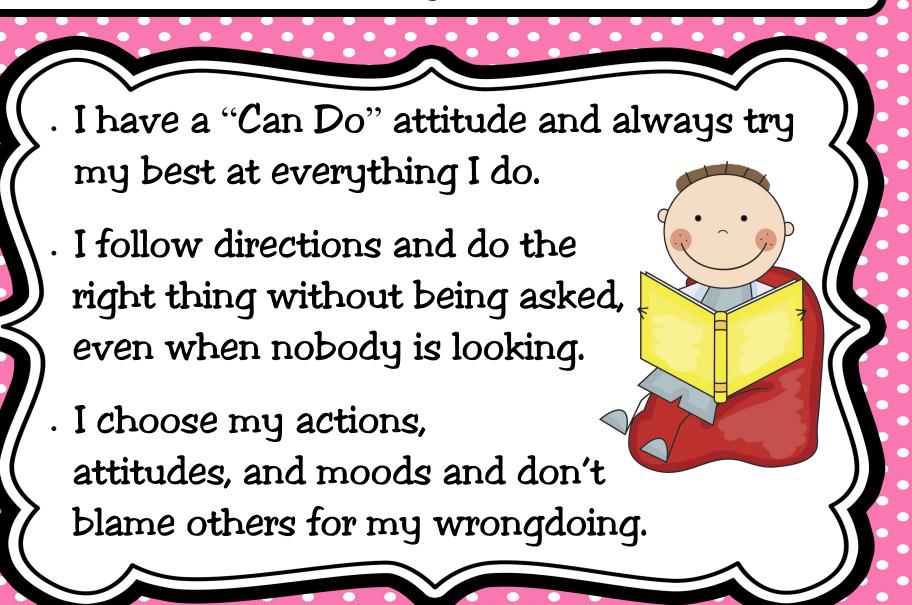
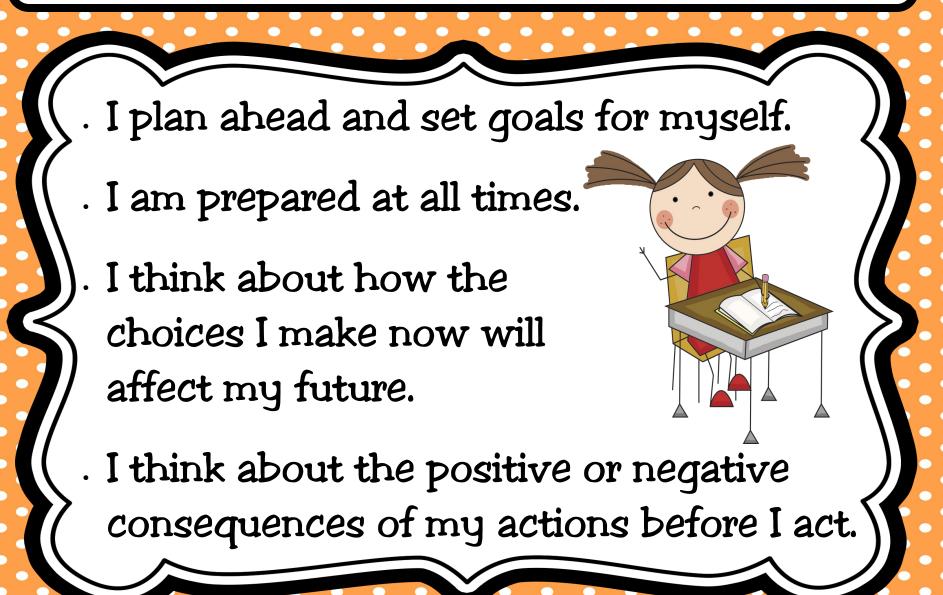


Habit 1 – Be Proactive

You're in charge of yourself.



Habit 2 – Begin with the End in Mind Have a plan.



Habit 3 - Put First Things First

Work first, THEN play.

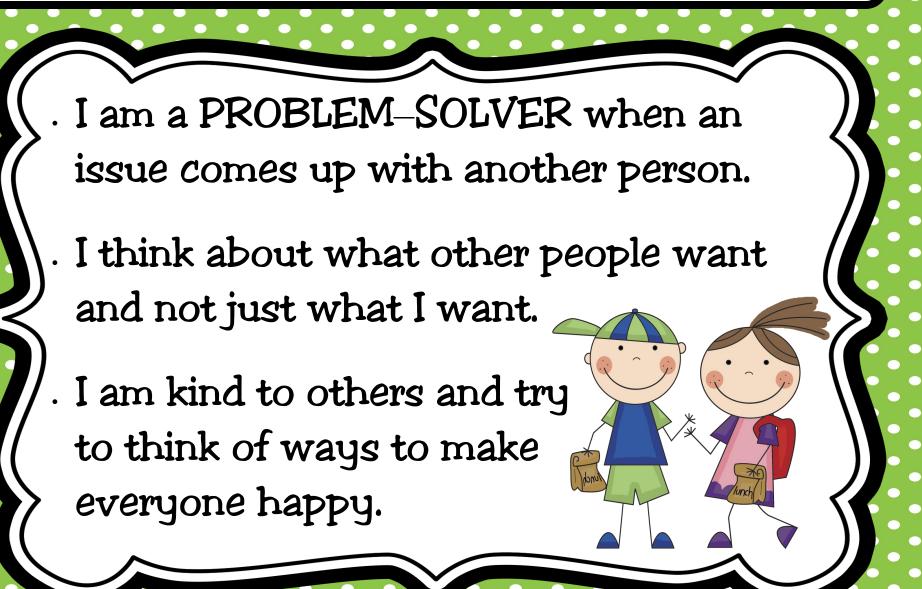
. I do the things that I HAVE to do before I get to do the things that I WANT to do.

I stay focused on what I'm doing and try to minimize distractions if I get off task.

. I spend my time on the things that are the most important.

Habit 4 - Think Win-Win

Everyone can win.

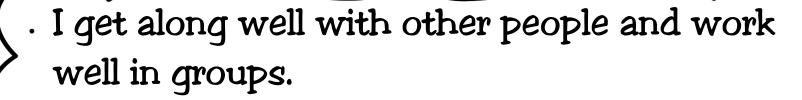




- . I listen to others without interrupting.
- . I raise my hand when I want to speak and wait patiently to be called on.
- . I don't blurt out.
- . I try to understand other people's views and feelings, even if they are different from my own.

Habit 6 - Synergize

Together is better.



. I value the strengths of others and allow myself to learn from them.

I know that by working together as a team we can get more done and come up with better solutions than we could alone.

Habit 7 - Sharpen the Saw Balance is best.

