

7 Habits of Highly Effective Teens: Life Readiness

Lesson # Key Message

- 2 Effective leaders do things in a way that yield lasting positive results.
- 3 The 7 Habits of Highly Effective People
The sequence of the 7 Habits helps people mature from being dependent to independent, then to being
- 4 interdependent.
- 6 Effective leaders live by timeless, universal principles that are constant amidst change (all 7 Habits)
- 8 Proactive people "choose their weather".
- 9 Proactive people speak the language of "I Can". Reactive people talk about how helpless they are.
There are many things you have power to influence. There are also things over which you have no
- 10 control.
Habit 2: Begin With the End in Mind helps you identify the life you want to live, then set goals to make
- 12 that a reality.
- 14 A Personal Mission Statement is like a "compass" for your life.
- 15 Mission statements, long - and short-term goals give life a sense of purpose and direction.
- 16 "Begin With the End in Mind" applies to almost everything you do in life.
- 17 Habit 3: Put First Things First is about spending time on what is most important.
- 18 Highly effective people focus their time and energy in Quadrants 1 and 2.
- 20 Courage Zone vs. Comfort Zone. Making the correct decision in a "moment of choice" takes courage.
- 21 Effective vs. Efficient
- 22 Habit 4: Think Win-Win helps shift from the Private Victory to the Public Victory.
- 24 An Emotional Bank is based on trust instead of money.
- 25 A person's words and actions reveal when he or she is thinking win-win.

- 26 Competition can build character and increase skills for all competitors.
- 27 Highly effective people take the time to understand a problem before offering a solution.
- 31 "I" messages convey feelings without attacking the person you're talking to.
- 33 Habit 6: Synergize optimizes and celebrates differences.
- 34 Complementary teams need effective communication to achieve synergy.
- 35 There are five essential steps that lead to a 3rd alternative.
- 36 Good leaders work to remove barriers that restrain synergy.
- 38 Exercise, sleep, nutrition, and hygiene all work to renew the body.
- 39 Relationships help keep you happy and progressing.
- 40 Our minds, like our muscles, need continuous work to stay fit.

Find Your Voice: Career Readiness

Lesson # Key Message

- 5 You may possess hidden talents
- 6 Passions are things that energize, excite, motivate, or inspire you.
- 7 There are four essential human needs: to live, to learn, to love, to leave a legacy
Your conscience - the inner sense of what is right and what is wrong - will help you set priorities
- 8 and make choices.
- 9 Your "Voice" can be found at the intersection of talents, passions, conscience, and needs.
- 10 Developing high trust and high character is key to establish trust with yourself and with others.
- 11 Knowing how to greet others is an important life and career skill.
- 12 Three levels of conversation starters: small talk, character/competence/experiences, and voice.
- 13 Body language often communicates more information and feel than does spoken words.
- 14 Self-confidence is rooted in thinking and speaking positively about yourself.
- 15 An "attitude of gratitude" impacts your physical and emotional self and your relationships.
- 16 When people are frustrated, disappointed or sad, it's good to know how to express compassion.
- 17 Strategies and/or habits to help manage nervousness.
- 18 Managing anger: no matter the situation, you're always free to choose how you react.
- 20 Conflict resolution works to find a peaceful and beneficial solution to a disagreement.
- 21 The ability to take responsibility for one's mistakes is a powerful life and career skill.
When texting, many cues - such as voice tone, body language, and physical context - may be
- 22 absent. What could go wrong in the absence of these cues?
- 23 Proper phone etiquette matters.
- 24 The "dos" and "don'ts" of email etiquette.

25 Your physical appearance sends a message to others about your character and your credibility.

31 A strong work ethic helps you succeed in school, in work, and in life.

32 To be a good presenter, you must connect with the message and with the audience.

33 Employers want to hire people with strong customer service skills.

35 Marketing is the way companies promote, price, and deliver products or services.

36 Believing in what you're selling is part of selling.

Understanding how to attract media attention and respond to media questions are important skills
38 for sharing your voice.

39 If a person wants to sustain his voice over time, they must find ways to stay up-to-date.

41 Networking is about building relationships with people you trust and who trust you.

42 Long-term success requires being able to progress at a balanced pace and not "burn out".

43 It's important to celebrate milestones and your success.

Take Charge: College Readiness

Lesson # Key Message

- 1 Advancing your education is a new and exciting adventure.
- 3 Three keys to succeeding in college are: a compelling why, solid academic skills, and effective life skills.
- 6 Setting and achieving goals is pivotal to success in college and in life.
- 9 Schedule the Big Rocks
- 10 Technology often distracts us from doing the most important tasks.
- 16 Your safety is your responsibility
 - Making new friends can build your support network, introduce you to new opportunities, and help you enjoy your time at school.
- 18
 - Five behaviors of high trust relationships are: Talk Straight, Create Transparency, Confront Reality, Clarify Expectations, and Extend Trust.
- 19
 - Being an active citizen includes taking action to support your community.
 - In order for your brain to be engaged in learning, you can't just passively sit back and expect to learn; you need to: show up, focus on understanding, connect to prior learning, ask questions, set purposes for listening.
- 26
 - It's human nature to forget much of what we learn but having a study schedule will help you internalize information.
- 27 information.
- 28 How to write a stellar paper.
- 29 Navigating textbooks is a lot like using a map.
- 30 College is full of new vocabulary.
- 32 Scholarships, grants, and loans.

Inspire Others: Leadership Readiness

Key Message

Trust taxes and Trust Dividends

Talk Straight

Demonstrate Respect

Create Transparency

Right Wrongs

Show Loyalty

Deliver Results

Confront Reality

Get Better

Clarify Expectations

Practice Accountability

Keep Commitments

Listen First

Extend Trust