

Name _____
Project: Success! Period _____
Date: _____

Habit 3 Worksheet

Instructions: Read Habit 3 of The 7 Habits of Highly Effective Teens and answer the following questions.

1. What is Habit 3?

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Read page 106.

2. Define:

a. Will-power

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b. Won't-power

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3. According to page 107, define:

Important

--

Urgent

--

Read page 107.

4. List the four types of people shown in the Time Quadrant:

a.
b.
c.
d.

Read page 108.

5. What does it mean to be a Procrastinator?

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6. According to page 108, we can cause things that are *important* to become things that are *urgent* because of procrastination (you didn't write a paper when you should have, and it's due today). List two personal examples of how you usually procrastinate:

a.
b.

Read page 109.

7. List three results of being a Procrastinator (quadrant 1):

a.
b.
c.

8. Quadrant 3 lists the activities of the "Yes-man" as things that are *urgent*, but that are not *important*. What does being a "Yes-man" mean?

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9. Are urgent things always important things?

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10. Why doesn't the "yes-man" say "no" to activities that are not important to him?

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Read page 110.

11. Complete this quote by Bill Cosby: "I don't know the key to success, but the key to failure is to try to..."

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12. List the results of being a "yes-man" (quadrant 3):

a.
b.
c.

13. A Slacker is defined as a professional _____.

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14. A Slacker as defined by the text is someone who likes to do things to excess – too much of one activity. Name two things that are **not** important that take up too much of your time:

a.
b.

Read page 111.

15. List the three results of being a Slacker (quadrant 4):

a.
b.
c.

16. What is the main thing a Prioritizer does to keep *important* activities from becoming *urgent* activities?

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Read page 112.

17. List the three results of being a Prioritizer (quadrant 2):

a.
b.
c.

18. List the ways the text explains how to move out of Quadrants 1, 3, and 4 and into Quadrant 2 (Prioritizer):

a. Out of Quadrant 1:

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b. Out of Quadrant 3:

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c. Out of Quadrant 4:

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19. Look at the diagram on page 107. Label each square of the Time Quadrant with the name of the time manager. For each square, list four personal examples of your activities that describe how you fit the description of the time manager.

	URGENT	NOT URGENT
I M P O R T A N T	1. Procrastinator <hr/> 1. 2. 3. 4.	2. Prioritizer <hr/> 1. 2. 3. 4.
N O T I M P O R T A N T	3. Yes-man <hr/> 1. 2. 3. 4.	4. Slacker <hr/> 1. 2. 3. 4.

Read page 113.

20. Why should you use a planner or calendar to list your appointments, assignments, to-do lists and goals?

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Read pages 113 to 115.

21. List the three steps of the weekly planning process:

a.
b.
c.

22. List activities or assignments coming up for you that are “big rocks” (important things). Use the grid below to help you list the items according to your role. See page 114 for an example.

Your role

Big Rocks

Student

a.

b.

Friend

a.

b.

Family

a.

b.

Me (yourself)

a.

b.

Read page 116.

23. Complete this sentence: One of the few things that can't be recycled is

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Read page 117.

24. What are two things listed on page 117 that keeps kids from putting first things first:

a.
b.

Read pages 118-119.

25. Fear can keep you from accomplishing goals. List what the following people accomplished because they did not let fear stop them:

Nelson Mandela

Susan B. Anthony

Winston Churchill

26. Name one fear that is keeping you from accomplishing a goal or an activity that you would like to do:

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Read pages 120-121.

27. Complete this quote by Edmond Hillary: "It's not the mountain we conquer, but _____."

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28. Complete: Winning is nothing more than

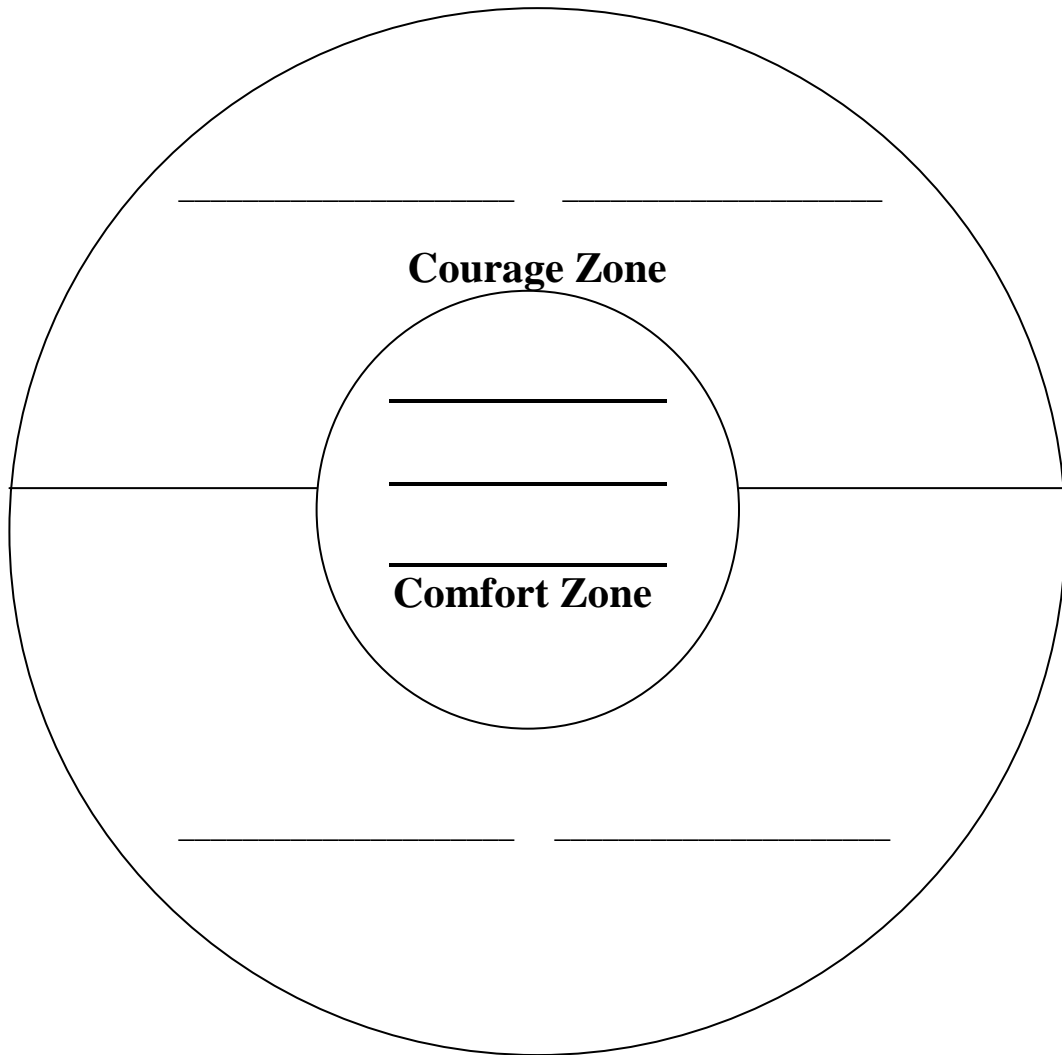
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29. Page 117 discusses the Comfort Zone and the Courage Zone.

The Comfort Zone includes activities that you feel safe and secure doing, and things you are familiar with.

The Courage Zone includes activities that you are uncomfortable with, such as new activities that include risks and challenges.

In the diagram below, list 3 activities that are in your comfort zone, and 6 activities that you would like to try that are in the courage zone.



Read page 121.

30. Failure can be a learning experience. List one failure of the following people:

Babe Ruth

Albert Einstein

Michael Jordan

Read page 122.

31. Define “hard moments.”

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32. List one **small hard moment** that can occur daily, according to page 122.

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33. List three **large hard moments** according to page 122:

a.
b.
c.

34. Complete: Don’t sacrifice your future happiness for one night of _____, a weekend of _____ or a thrilling moment of _____.

35. According to page 123, some of the hardest moments come when facing _____.

36. Read the example on page 123 about the girl who would not skip school with her friends. What did she gain by standing up for herself?

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37. What may be the only way to resist peer pressure when it is too strong?

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Read page 124.

38. According to the text, the key to overcoming peer pressure is to care more about what?

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39. Why is peer pressure so hard to resist?

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40. What is an example of positive peer pressure?

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41. Name the people who influence you in a positive way the most.

a.
b.
c.
d.

Read page 125.

42. What two things are listed to help you stand up to negative peer pressure?

a.
b.

43. Complete: Putting first things first takes _____.

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44. According to page 126, what are successful people willing to do?

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45. According to the text, which of the 7 Habits is the hardest one to do?

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