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Acknowledgements:

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Basics</td>
<td>1</td>
</tr>
<tr>
<td>Habit 1</td>
<td>7</td>
</tr>
<tr>
<td>Habit 2</td>
<td>12</td>
</tr>
<tr>
<td>Habit 3</td>
<td>18</td>
</tr>
<tr>
<td>Habit 4</td>
<td>25</td>
</tr>
<tr>
<td>Habit 5</td>
<td>32</td>
</tr>
<tr>
<td>Habit 6</td>
<td>39</td>
</tr>
<tr>
<td>Habit 7</td>
<td>44</td>
</tr>
<tr>
<td>How Do I Become a “Trim Tab” for My Family?</td>
<td>50</td>
</tr>
</tbody>
</table>

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WIN THE GAME OF LIFE!

The Basics:
Values, Views, and Habits

What Is This Workshop All About?

<table>
<thead>
<tr>
<th>Losing a Loved One</th>
<th>Having a Baby</th>
<th>Moving</th>
<th>Leaving Friends and Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Family Traditions</td>
<td>Spending One-on-One Time With Others</td>
<td>Maintaining Positive and Frequent Communication</td>
<td>Being a Successful Family</td>
</tr>
<tr>
<td>Changing Jobs</td>
<td>Being Separated From a Loved One</td>
<td>Creating a Family Mission Statement</td>
<td>Living on a Budget</td>
</tr>
</tbody>
</table>

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The Basics: Values, Views, and Habits

WHAT ARE THE BASICS OF THE GAME?

Values: The things that are most important to you.

Views: How you see yourself and your family.

Habits: What you do over and over again.

Identify the Things That Are Most Important to You—Values

The things that are most important to you and your family are called values. Remember, the things you believe in and care most about are your values. What’s most important to you?

Write the five things that are most important to you.

1.

2.

3.

4.

5.

Principles are timeless, universal, natural laws or fundamental truths like kindness, respect, honesty, etc. Values are the worth or priority we place on people, things, ideas, or principles.

—Stephen R. Covey
**HOW DO I VIEW MY FAMILY?**

Read each action below. Circle the “R” if you rarely view yourself or your family this way. Circle the “S” if you sometimes view yourself or your family this way. Circle the “F” if you frequently view yourself or your family this way.

1. Do you see your family as patient?  
   - R  
   - S  
   - F

2. Do you see your family as hard workers?  
   - R  
   - S  
   - F

3. Do you see yourself as a good parent?  
   - R  
   - S  
   - F

4. Do you see your family as healthy?  
   - R  
   - S  
   - F

5. Do you see your family as being good listeners?  
   - R  
   - S  
   - F

6. Do you see your family as being spiritual?  
   - R  
   - S  
   - F

7. Do you see your family as good friends?  
   - R  
   - S  
   - F

8. Do you see your family as being smart with money?  
   - R  
   - S  
   - F

9. Do you see your family enjoying each other’s company?  
   - R  
   - S  
   - F

10. Do you see your family as contributing to the greater good of your community?  
    - R  
    - S  
    - F

11. Do you see your family taking full advantage of all the benefits and services of your community?  
    - R  
    - S  
    - F

12. Do you see your family as hopeful for the future?  
    - R  
    - S  
    - F

The limited view of my family I would like to change is...

<table>
<thead>
<tr>
<th>View</th>
<th>Changed View</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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## GET IN THE HABIT

### What Are the Habits of Successful Families?

Every family has habits. To be a successful family, you need to practice the habits of successful families and teach your family to practice them.

<table>
<thead>
<tr>
<th>Habit</th>
<th>Unsuccessful Families</th>
<th>Successful Families</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You say, “I can’t do it.”</td>
<td>You say, “I can do it.”</td>
</tr>
<tr>
<td>2</td>
<td>You don’t know what’s important in your life.</td>
<td>You identify your values and have a mission statement.</td>
</tr>
<tr>
<td>3</td>
<td>You spend time doing what is not good for you.</td>
<td>You do what’s best for you and your family first.</td>
</tr>
<tr>
<td>4</td>
<td>You think if someone wins, someone always has to lose in relationships.</td>
<td>You think everyone can win in your relationships.</td>
</tr>
<tr>
<td>5</td>
<td>You talk first and listen second.</td>
<td>You listen first and talk second.</td>
</tr>
<tr>
<td>6</td>
<td>You do not work with others.</td>
<td>You celebrate differences and work together as a team.</td>
</tr>
<tr>
<td>7</td>
<td>You don’t take care of yourself or your family.</td>
<td>You make the time to care of yourself and your family.</td>
</tr>
</tbody>
</table>

The habit my family has that I would like to change is...

---

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HOW CAN I HAVE MORE CONTROL IN MY LIFE?

When you are proactive, you take control of you and make choices based on your values. When you are reactive, you give away your control and make choices based on mood, circumstances, and experiences.

Take Control of You!
**Habit 1: Be Proactive®**

**HOW CAN I TAKE CONTROL OF ME?**

<table>
<thead>
<tr>
<th>Reactive</th>
<th>Proactive</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stimulus</strong></td>
<td><strong>Stimulus</strong></td>
</tr>
<tr>
<td><strong>Response</strong></td>
<td><strong>Freedom to Choose</strong></td>
</tr>
<tr>
<td><strong>Be Reactive</strong></td>
<td><strong>Be Proactive</strong></td>
</tr>
<tr>
<td>I am controlled by conditions and feelings.</td>
<td>I am responsible for my choices and actions.</td>
</tr>
<tr>
<td>It’s not my fault. I am a victim.</td>
<td>I can choose my response based on my values.</td>
</tr>
</tbody>
</table>

Between stimulus and response, there is a space. It is possible for us as individuals to develop this capacity to pause and give wiser responses.

—Stephen R. Covey

**Steps to taking control of you.**

1. **Pause:** Stop what you are doing and pause.
2. **Think:** Think about what you should or shouldn’t do.
3. **Choose:** Choose the best thing to do.

**Write one thing about yourself over which you would like to have more control.**

**PAUSE:** Write one thing you can do to pause and take control of you.

**THINK:** Write one thing you should or shouldn’t do to take control of you.

**CHOOSE:** Write what you will choose to do to take control of you.

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HOW CAN I BUILD MORE PROACTIVE POWER IN MY LIFE?

Living in the outer Circle of No Control puts you in a reactive mode. You are responding to stimuli that are outside of your control. People who are reactive typically create low-trust relationships. Living in the inner Circle of Control is proactive. You focus on things you can influence. People who are proactive typically build high-trust relationships.

YOUR FOUR UNIQUE HUMAN GIFTS

- **Stimulus**
- **Freedom to Choose**
- **Response**

- SELF-AWARENESS
- CONSCIENCE
- IMAGINATION
- INDEPENDENT WILL

Identify one reactive behavior you want to stop doing.

Identify one proactive behavior you want to start or continue doing.

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Habit 2: Begin With the End in Mind®

WHO AM I? (A PERSONAL DISCOVERY)

1. Think of a person you admire. What qualities does that person possess that you would like to develop?

Imagine it’s 20 years from now—you are surrounded by the most important people in your life. Who are they and what are you doing?

2. If a steel beam (6 inches wide) were placed across two skyscrapers, what would you be willing to cross it for?

Start here!
If you could spend a special day, where would it be, what would you be doing, and would you be with anyone?

List three words that describe you.

It’s your 75th birthday party and everyone is standing up to say something about the kind of person you’ve been. What will they say?

Describe a time when you were deeply inspired.

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

What are five things you love to do?
MAKE A FAMILY MISSION STATEMENT
What do I want my family to stand for?

One of the most powerful things you can pass on to your children is the sense of building a life based on a mission.

—Stephen R. Covey
WHAT DOES IT MEAN TO PUT FIRST THINGS FIRST?

If you don’t put the big rocks (your family’s priorities) in your schedule first, they hardly ever get in. When you put those big family rocks in first, you begin to feel this deep sense of inner peace. You’re not constantly feeling torn between family and work.

—Stephen R. Covey

Your BIG ROCKS are the most important things for you to do next week, such as:

• Planning family meals.
• Spending time with your family.
• Getting an education or a skill.
• Eating dinner together.

Your LITTLE ROCKS are the less important things for you to do next week, such as:

• Watching TV for long periods of time.
• Chatting with friends on the phone.
• Playing video games.
• Always searching the Internet.

My BIG ROCKS for next week are:

My LITTLE ROCKS for next week are:
HOW DO I PUT FAMILY TIME FIRST?

Schedule ONE-ON-ONE BONDING TIME—
A Really Big Rock

One-on-ones are where most of the real work of the family is done. This is where there is the deepest nurturing of heart and soul.

—Stephen R. Covey

The time I spent with ________________ was special because:


In the column on the left, write the name of a family member with whom you wish to spend one-on-one time. Then write your ideas for memorable one-on-one activities.

<table>
<thead>
<tr>
<th>Family Member</th>
<th>One-on-One Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Maria: Daughter)</td>
<td>(Play catch after school.)</td>
</tr>
</tbody>
</table>
HAVING REGULAR FAMILY MEALS

Remembering family mealtimes...

How can I improve our mealtimes?

PLAN WEEKLY FAMILY TIMES

How can we keep the family close with so many distractions? The answer: Designate a specific time during the week for family time. Find one night a week to be together and share each other’s company.

Set regular family times—at least once a week—to talk, learn, and play together.

- Read a book together.
- Learn a new skill.
- Play a board game.
- Make a meal together.
- Take an excursion to a local attraction.
- Discuss family matters (school, activities, etc.).
- Plan an important upcoming family tradition.
- Plan your week.

If you don’t have the time for one night or at least one hour together as a family, then the family is not the priority.

—Oprah Winfrey

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MAKE MEMORIES—
FAMILY RITUALS AND TRADITIONS

Family traditions help you understand that you are part of a family that’s a strong unit, that you love one another, that you respect and honor one another, that you celebrate one another’s birthdays and special events, and make positive memories for everybody.

—Stephen R. Covey

Three family traditions of my childhood family were:

1.

2.

3.

One tradition I will start with my family is:

I chose this tradition because:
FOUR ACTION TIPS

The promise: If you do these things, I can guarantee that the quality of your life will improve dramatically.

—Stephen R. Covey

1. Develop a Family Mission Statement (pages 73–109 from The 7 Habits of Highly Effective Families)
   - A family mission statement is a combined, unified expression from all family members of what your family is all about and the principles you choose to govern your family life.
   - Strive to connect your family activities, one-one-one bonding times, and family traditions with your family mission statement.

2. Plan Regular Family Times (pages 136–151 from The 7 Habits of Highly Effective Families)
   - Hold a weekly family time (one to three hours just for the family).
   - Plan upcoming events and vacations.
   - Teach and share important concepts about life.
   - Allow time to listen to family members and solve problems together.
   - Eat together, read together, play together, pray together, and work together.
   - Attend musical, sporting, and cultural events together.
   - Explore something new and interesting.
   - Tour your local community.
   - Develop self-reliance skills.
   - Share talents of family members.
   - Develop a family newsletter or a family video.
   - Contact your community center and ask for a list of local events, family activities, and outings that are available in your area.

3. Schedule Regular One-on-One Bonding Times With Each Family Member (pages 151–160 from The 7 Habits of Highly Effective Families)
   - Go on weekly dates with your partner.
   - Schedule “dates” with each of your children, where they decide the activity.
   - Make a special phone call regularly to children away from home.
   - Have meaningful bedtime rituals (talking, sharing, reading, singing, praying).
   - Make surprise visits to your child’s school during his/her lunch break, bringing fast food to enjoy together.
   - Volunteer in your child’s or grandchild’s classroom.
   - Explore educational opportunities with your older children—be a mentor.
   - Take your child with you on a business trip, if it is appropriate and safe.

4. Build Family Traditions (pages 280–310 from The 7 Habits of Highly Effective Families)
   - Hold regular family meals and special meals.
   - Celebrate birthdays and holidays.
   - Go on family vacations.
   - Observe religious dates.
   - Create family histories, family yearbooks, family newsletters, etc.
Habit 4: Think Win-Win®

HOW DO RELATIONSHIPS WORK?

Emotional Bank Account®

The Emotional Bank Account represents the quality of the relationship you have with others. It’s like a financial bank account in that you can make “deposits” by proactively doing things that build trust in the relationship, or you can make “withdrawals” by reactively doing things that decrease the level of trust.

—Stephen R. Covey

Making Withdrawals

6:55 a.m. Get up, Lazy, or you’ll be late again!
7:14 a.m. Okay, don’t eat breakfast! But don’t cry to your teacher when you are hungry before lunch.
7:16 a.m. You look like something on MTV. Put on something decent for school!
7:25 a.m. I expect you to come straight home from school. No more hanging around with your worthless friends.
5:42 p.m. You forgot to take out the garbage! Thanks to you, we’ll have trash up to our ears for a week.
5:59 p.m. How many times do I have to tell you dinner is ready!
6:12 p.m. Please wipe your face, you’re eating like a pig.
6:16 p.m. Things are going to have to shape up around here. Your room is a disaster, and you’re going to have to start carrying your load too. I’m getting very tired of doing everything. I am not your servant!
7:32 p.m. I told you to turn off the TV until your homework is finished. And why are those shoes and candy wrappers in the middle of the floor? I’ve told you a million times, it’s easier to put things away now rather than later. Do you like to hear me yell?

What is a withdrawal or a “take” for you?

Relationship Deposits | Relationship Withdrawals
---|---
Do I keep promises? | Do I break promises?
Do I do small acts of kindness? | Do I put people down?
Am I loyal? | Do I gossip and break confidences?
Do I listen? | Do I not listen?
Do I say I’m sorry? | Am I arrogant and stubborn?
Do I set clear expectations? | Do I set false expectations?

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EMOTIONAL BANK ACCOUNT®

The more constant the relationship, the more need for constant deposits.
—Stephen R. Covey

Making Deposits

7:14 a.m. Since you don’t have time for breakfast, here’s some fruit to nibble on your way to school.

7:16 a.m. I’ve washed your favorite shirt. It’s on your bed. You always look great in it.

7:25 a.m. Remember to come straight home from school today. It’s family night and we’re having your favorite dinner!

5:42 p.m. Thanks for taking out the garbage. You’re such a help!

5:59 p.m. It’s so great to have our entire family at the dinner table. I’m excited to hear about your day.

6:02 p.m. Let’s be considerate and listen to each other. Everyone in this family matters and so do your feelings.

8:35 p.m. Good job getting your homework done. It feels good to get it out of the way, huh! Please remember to put your laundry in the hamper and pick up your room before bed.

9:45 p.m. Thanks for remembering to put your laundry in the hamper. Sleep well, we love you!

What is a deposit or a “give” to you?

What are deposits and withdrawals to your family members?

<table>
<thead>
<tr>
<th>Family Member</th>
<th>Deposit</th>
<th>Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## EMOTIONAL BANK ACCOUNT® STATEMENT

<table>
<thead>
<tr>
<th>A Day in the Life of a Teenager Somewhere...</th>
<th>Deposit (+1)</th>
<th>Withdrawal (−2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:14 a.m. Good morning, sweetheart!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:16 a.m. I’ve washed your favorite shirt. It’s on your bed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:25 a.m. Don’t you have the sense to know it’s cold outside? Here’s your coat!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:55 a.m. Love you, have a great day at school.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:01 a.m. Come straight home. No hanging around with your worthless friends.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:42 p.m. Thanks for taking out the garbage. I appreciate your help!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:59 p.m. I’m making your favorite tonight—lasagna!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:02 p.m. Congratulations on winning the science fair! We are all proud of you.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:35 p.m. Look at this disgusting room! You live like a pig! Clean it up now!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:45 p.m. You call this clean? You are so stupid! Why can’t you be more like your sister?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Totals** |              |                 |

## EMOTIONAL BANK ACCOUNT BALANCE

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Habit 4: Think Win-Win®

UNDERSTAND THE EMOTIONAL BANK ACCOUNT AND SERVICE

What does service mean?

Service...

is the dividing line which separates two groups of the world—those who lift and those who lean, those who contribute and those who only consume....

To give encouragement, to impart sympathy, to show interest, to banish fear, to build self-confidence and awaken hope in the hearts of others—in short, to love them and to show it—is to render the most precious service.

—Bryant S. Hinckley

In the space provided, complete the following activities:

Think of a time when someone lifted your spirits. Write or draw what he or she did and how you felt at the time.

Think of a time when you lifted someone. Write or draw what you did and how you felt at the time.
HOW CAN I WIN WITH MY FAMILY?

Discover How to Win

In the boxes below, write your name and the name of someone in your family with whom you sometimes compete.

You: ____________________________ Person with whom you compete: ____________________________

Now think about sharing a remote control with this person.

**Win-Lose**
- I get the remote and you get nothing.
- We don’t have enough for both of us.

**Lose-Win**
- You get the remote and I get nothing.
- If you win, I am a loser.

**Lose-Lose**
- We argue and I throw the remote against the wall.
- If I’m going down, you’re going down with me.

**Win-Win**
- You and I decide together to turn off the TV and play cards.
- It’s not about you or me; it’s about both of us.

What would be a win for your family?

<table>
<thead>
<tr>
<th>Family Member</th>
<th>What would be a “win” in their life now?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
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<td></td>
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</tbody>
</table>

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Habit 5: Seek First to Understand, Then to Be Understood®

WHY IS LISTENING ESSENTIAL TO A FAMILY?

Experience Different Views

I think the deepest hunger of the human soul is to be recognized, valued, appreciated, and understood. When you acknowledge others and adapt yourself in an effort to reach them, in effect you say to them, “You matter. You are a person of worth.”

—Stephen R. Covey

Write as many words as you can related to the word “family”:

Write as many words as you can related to the word “love”:

Who made me feel valued?

Three things that person did to make me feel valued:

1. 
2. 
3.
HOW CAN I LISTEN FOR UNDERSTANDING?

Please...Let Me Understand You.

I don’t care how much you know until I know how much you care.
—Anonymous

Take Time to Listen

Avoid Door Slammers

- Don’t criticize.
- Don’t talk about yourself.
- Don’t give advice.

Open-Door Policy

- Take time.
- Avoid door slammers.
- Listen first, talk second.

What closes the door to listening for understanding?
Habit 5: Seek First to Understand, Then to Be Understood®

HOW CAN I REFLECT UNDERSTANDING?

Listen First, Talk Second

“I love you.”

You seem to feel __________________________ (feeling)
about __________________________. (subject)

“I don’t want to talk about it. It seems like the only thing we do around here is argue.”

You seem to feel __________________________ about __________________________.
(feeling) (subject)

A seven-year-old says to his mother, “I hate my teacher!”

You seem to feel __________________________ (feeling)
about __________________________. (subject)

If you only remember one thing, it’s this:
When you are trying to listen to understand, put a zipper on your mouth...an industrial-size zipper!
—Jane Covey
USE THE TALKING STICK FOR GREATER UNDERSTANDING AND RESPECT

Rules:

1. Pair up with your partner.

2. Each of you take a moment and choose a topic you personally feel strongly about. For example, each person could choose a personal, marriage, or family issue (like finances, in-laws, discipline of children, planning together, etc.).

3. Once each of you has a topic in mind, write that current challenge or opportunity in the first box below.

4. Together, decide which of you will be the speaker and which will be the listener to begin. The speaker will hold the Talking Stick.

5. The speaker explains the issue to the listener.

6. The listener should practice reflective listening—avoiding door slammers—and rephrase the speaker’s thoughts and feelings to his or her satisfaction.

7. Once the speaker feels understood, the speaker hands the Talking Stick to the listener and the process starts all over again.

<table>
<thead>
<tr>
<th>Your current challenge or opportunity:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Did you feel understood and respected?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Your partner’s current challenge or opportunity:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Did your partner feel understood and respected?</th>
</tr>
</thead>
</table>
HOW CAN I TALK SO THAT I WILL BE UNDERSTOOD?

Please...understand me!

(the second half of the habit: “Then to Be Understood”)

The Three Steps of Talking

1. Control body language.
2. Use appropriate words.

What do I need to work on?

Giving Feedback

Ask yourself the following questions before giving your feedback to others:

1. Is this feedback helpful, or does it just fulfill my own need to set this person straight?
2. Did I seek to understand first?
3. Can I separate the person from his or her behavior, or am I judging and labeling?
4. Could my feedback be linked to a sensitive blind spot that may threaten him or her?
5. Can I be gentle in sharing this feedback?
6. Am I using “I” language to share my perceptions and concerns and not “you” language ("I feel left out," versus “You are leaving me out of things").
Habit 6: Synergize®

WHAT IS SYNERGY?

Synergy is:

- Celebrating differences.
- Teaming.
- Being open-minded
- Finding new and better ways.

Synergy is not:

- Tolerating differences.
- Working independently.
- Thinking you are always right.
- Compromising.

How Do You Create Synergy in Your Family?

Understand the Two Rules of Synergy

Synergy—creative family teamwork—occurs when you follow two simple rules.

- Rule 1: Value one another.
- Rule 2: Recognize strengths.

Value One Another

In the spaces below, pick any family member (spouse, child, brother, sister, parent) and finish the following sentences:

1. What I admire most about you is...
2. One of my favorite memories is...
3. I'm glad you are ____________________________________________ and I'm not.
4. One of the funniest things you have ever done is...
5. One of my proudest memories of you is...
6. I like it when you...
7. One thing I can do in our family to help it grow is...

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### HOW TO RECOGNIZE STRENGTHS

**Identify and Celebrate My Family Members’ Strengths**

One family identified their family strengths and attributes like this:

<table>
<thead>
<tr>
<th>Mom</th>
<th>Dad</th>
<th>Spencer</th>
<th>Lori</th>
<th>Grandma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good thinker</td>
<td>Creative and fun</td>
<td>Imaginative</td>
<td>Creative</td>
<td>Adventurous</td>
</tr>
<tr>
<td>Problem solver</td>
<td>Planner</td>
<td>Logical</td>
<td>Sensible</td>
<td>Sensitive</td>
</tr>
<tr>
<td>Loves crafts</td>
<td>Plays games</td>
<td>Caring</td>
<td>Good organizer</td>
<td>Was a nurse</td>
</tr>
<tr>
<td>Can sew</td>
<td>Loves to read to us</td>
<td>Loves sports</td>
<td>Good with kids</td>
<td>Has a green thumb</td>
</tr>
</tbody>
</table>

In the space below, write two or three strengths for three family members, starting with yourself.

<table>
<thead>
<tr>
<th>Family Member</th>
<th>Strengths</th>
</tr>
</thead>
<tbody>
<tr>
<td>You</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HOW CAN MY FAMILY CREATE SYNERGY?

Follow the Plan

When two or more of your family members have a conflict or want to brainstorm a project, you can use this plan to come to a creative solution you all feel good about. Start with step 1. Identify or define the problem or issue at hand. Then follow the steps to create synergy in your family.

Getting to Synergy®

FAMILY ACTION PLAN

1. Define (Clarify the problem or issue.)
2. Their way (Seek first to understand the other person’s needs.)
3. My way (Seek to be understood; share your needs and ideas.)
4. Brainstorm (Create new options and ideas together.)
5. Synergize (Find the best solution—the Third Alternative.)

Commit to Synergy—Working Together as a Family

Pick a date this month to Synergize as a family. Write “Synergy Meeting” on your calendar. Make sure all family members put it on their calendars as well. Ask your family to think about a certain issue and bring their ideas to the family meeting. At the meeting, creatively work together by using the steps of the Getting to Synergy Family Action Plan.

Synergy is when two or more family members cooperate together and create better results than they could get working alone.

—Stephen R. Covey
WHAT DOES IT MEAN TO SHARPEN THE SAW?

Neglect your body and it will deteriorate. Neglect your car and it will deteriorate. Watch TV every available hour and your mind will deteriorate. Neglect your family and it will deteriorate. Anything that is not consciously attended to and renewed will break down, become disordered, and deteriorate.

—Stephen R. Covey

Build Traditions Together—
Value the Four Basic Needs of Individuals and Families

Renewing our family in each of these four needs is where we find family bonding, identity, fulfillment, and happiness.

<table>
<thead>
<tr>
<th>Physical—Body</th>
<th>Mental—Mind</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To Live</strong></td>
<td><strong>To Learn</strong></td>
</tr>
<tr>
<td>• Exercise together.</td>
<td>• Learn new things together.</td>
</tr>
<tr>
<td>• Do physical activities together.</td>
<td>• Share and discuss ideas.</td>
</tr>
<tr>
<td>• Reclarify expectations and goals around financial and physical assets.</td>
<td>• Develop talents.</td>
</tr>
<tr>
<td>• Do family work together.</td>
<td>• Write.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emotional—Heart</th>
<th>Spiritual—Spirit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To Love</strong></td>
<td><strong>To Leave a Legacy</strong></td>
</tr>
<tr>
<td>• Love and affirm one another.</td>
<td>• Renew commitments.</td>
</tr>
<tr>
<td>• Laugh at “inside jokes” and relax together.</td>
<td>• Clarify directions and goals.</td>
</tr>
<tr>
<td>• Build relationships of trust and unconditional love.</td>
<td>• Pray and worship together.</td>
</tr>
<tr>
<td></td>
<td>• Read inspirational or sacred literature together.</td>
</tr>
</tbody>
</table>
HOW WELL DO I SHARPEN THE SAW?

Define the Four Areas of Care

Each of you is a whole person. You each have a body, a heart, a mind, and a spirit. If you are not “sharpening the saw” in any one of these four areas, you are neglecting the needs of the whole person.
Habit 7: Sharpen the Saw®

COMMIT TO SHARPENING THE SAW

Body
What is one thing you SHOULD do for your body that you are not doing? Listen to your conscience. Now write or draw the first thing that comes to mind.

Heart
What is one thing you SHOULD do for your heart that you are not doing? Listen to your conscience. Now write or draw the first thing that comes to mind.

Mind
What is one thing you SHOULD do for your mind that you are not doing? Listen to your conscience. Now write or draw the first thing that comes to mind.

Spirit
What is one thing you SHOULD do for your spirit that you are not doing? Listen to your conscience. Now write or draw the first thing that comes to mind.
COMMIT TO SHARPENING THE SAW

Body
What is one thing you should STOP doing to your body? Listen to your conscience. Now write or draw the first thing that comes to mind.

Heart
What is one thing you should STOP doing to your heart? Listen to your conscience. Now write or draw the first thing that comes to mind.

Mind
What is one thing you should STOP doing to your mind? Listen to your conscience. Now write or draw the first thing that comes to mind.

Spirit
What is one thing you should STOP doing to your spirit? Listen to your conscience. Now write or draw the first thing that comes to mind.
IS MY FAMILY SHARPENING THE SAW?

Think about your family’s habits as you complete this questionnaire. Read each action below. Circle the “R” if you rarely do it. Circle the “S” if you sometimes do it. Circle the “F” if you frequently do it.

PHYSICAL—Body
1. We eat food that’s good for us. R  S  F
2. We stay away from junk food. R  S  F
3. We get enough sleep. R  S  F
4. We exercise regularly. R  S  F

MENTAL—Mind
1. We read good books, magazines, or the newspaper, or we listen to the news on a regular basis. R  S  F
2. We play or listen to good music. R  S  F
3. We write or draw. R  S  F
4. We watch good movies that help us feel good and watch educational TV programs. R  S  F

EMOTIONAL—Heart
1. We laugh out loud together at least once a day. R  S  F
2. We use our talents and skills. R  S  F
3. We make new friends in our neighborhood or at work. R  S  F
4. We tell people what they mean to us. R  S  F
5. We often write or call the people we love. R  S  F

SPIRITUAL—Spirit
1. We pray or meditate regularly. R  S  F
2. We keep diaries or journals. R  S  F
3. We read poetry, scriptures, sacred works, or inspiring books together. R  S  F

What happens if my family doesn’t Sharpen the Saw in all four areas?
HOW DO I BECOME A “TRIM TAB” FOR MY FAMILY?

We challenge you to be a “Trim Tab,” by applying the 7 Habits in your family.

—Stephen R. and John Covey
FLIGHT PLAN FOR A SUCCESSFUL FAMILY

Habit 7: Sharpen the Saw
Habit 6: Synergize
Habit 5: Listen First, Talk Second
Habit 4: Think Win-Win
Habit 3: Put First Things First
Habit 2: Begin With the End in Mind
Habit 1: Be Proactive