The Basics

To meet the needs of your family and to have a successful family, you also need some basics.

1. Values—the things that are most important to you.
2. Views—how you see yourself and your family.
3. Habits—what you do over and over again.

The Basics: Values

The things that are most important to you and your family are called values.

The Basics: Views

How you see yourself and your family is your point of view.

Limited Views

Seeing only what is wrong about you or your family is called a limited view.

What Do You Really See?
The 7 Habits of Successful Families

Habit 1: You're Proactive—you say, "I can do it."
Habit 2: You Begin With the End in Mind—you identify your values and have a Family Mission Statement.
Habit 3: You Put First Things First—you do what's best for you and your family first.
Habit 4: You Think Win-Win—you think everyone can win in your relationships.
Habit 5: You Seek First to Understand, Then to Be Understood—you listen first and talk second.
Habit 6: You Synergize—you celebrate differences and work together as a team.
Habit 7: You Sharpen the Saw—you make the time to care for yourself and your family.

Habit 1: Be Proactive®

When you are reactive, you give up control.
Your influence shrinks.

Circle of No Control
(concern)

Circle of Control
(impact)

When you are proactive, you are in control.
Your influence grows.

Circle of No Control
(concern)

Circle of Control
(impact)
Reactive

To Be Proactive, you need to create a space between what is happening to you and your response.

Proactive

When you are reactive, there is no space between what is happening to you and how you respond.

Your Four Unique Human Gifts

Steps to Taking Control of You

Pause
Stop what you are doing and pause.

Think
Think about what you should or shouldn't do.

Choose
Choose the best thing to do.

Habit 2: Begin With the End in Mind®

Make a Family Mission Statement

What do I want my family to stand for?

Habit 3: Put First Things First®—Big Rocks vs. Little Rocks

Your BIG ROCKS are the things that are most important 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.
Video: *Big Rocks* (Stephen R. Covey)

Four Steps to Prioritizing Family Time
1. Hold a one- to three-hour regular weekly family time.
2. Have all family members attend and plan together.
3. Plan fun activities, and teach and share your family values.
4. Be positive and make great memories together.

Emotional Bank Account®

<table>
<thead>
<tr>
<th>Deposits</th>
<th>Withdrawals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep promises.</td>
<td>Break promises.</td>
</tr>
<tr>
<td>Do small acts</td>
<td>Put people down.</td>
</tr>
<tr>
<td>Gossip and break</td>
<td></td>
</tr>
<tr>
<td>listen.</td>
<td></td>
</tr>
<tr>
<td>Say you’re sorry.</td>
<td>Be arrogant.</td>
</tr>
<tr>
<td>Don’t listen.</td>
<td></td>
</tr>
<tr>
<td>Set clear</td>
<td></td>
</tr>
<tr>
<td>expectations.</td>
<td>Set false expectations.</td>
</tr>
</tbody>
</table>

Habit 4: Think Win-Win®
In relationships, you should think everyone can win.

Four Ways of Thinking

<table>
<thead>
<tr>
<th>Win-Lose</th>
<th>Lose-Win</th>
</tr>
</thead>
<tbody>
<tr>
<td>I get the remote and you get</td>
<td>You get the remote and I get</td>
</tr>
<tr>
<td>nothing.</td>
<td>nothing.</td>
</tr>
<tr>
<td>We don’t have enough for both</td>
<td>If you win, I am a loser.</td>
</tr>
<tr>
<td>of us.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lose-Lose</th>
<th>Win-Win</th>
</tr>
</thead>
<tbody>
<tr>
<td>We argue and I throw the</td>
<td>You and I decide together</td>
</tr>
<tr>
<td>remote against the wall.</td>
<td>to turn off the TV and</td>
</tr>
<tr>
<td>If I’m going down, you’re</td>
<td>play cards.</td>
</tr>
<tr>
<td>going down with me.</td>
<td>It’s not you or me, it’s</td>
</tr>
<tr>
<td></td>
<td>about both of us.</td>
</tr>
</tbody>
</table>
A Frame of Mind

Think Win-Win is a frame of mind and heart that seeks mutual benefit and mutual respect. It's not thinking selfishly (win-lose) or like a victim (lose-win). It's thinking in terms of "we, not me."

—Stephen R. Covey

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

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

What Does It Take to Be a Good Listener?

1. Skill
2. Attitude
   - "You matter to me.
   - "You are important to me.
   - "You are a person of worth.
   - "You are not to be compared to anyone else.

The Open-Door Policy—Listen for Understanding

1. Take time.
2. Avoid "door slammers."
3. Listen first, talk second.

Door Slammers

1. Criticizing
2. Talking about yourself
3. Giving advice

The Open-Door Policy

1. Listen with your eyes, heart, and ears.
   - Place yourself in the other person's shoes—listen for his or her point of view rather than interpreting from yours.
2. Reflect what the other person is feeling and saying in your own words.
   - Use the word "you," and avoid "I" or "me" references.
Phrases to Open the Door and Keep It Open

To Open the Door:
"Tell me about it."

To Keep the Door Open:
"You're saying..."
"As you see it..."
"So you feel ______ about ______?"

Three Steps of Talking

Control body language.
Use appropriate words.
Speak in a soft voice.

What Is Synergy?

Synergy is:
- Celebrating differences.
- Teamwork.
- Being open-minded.
- Finding new and better ways.

Synergy is not:
- Tolerating differences.
- Working independently.
- Thinking you are always right.
- Compromising.

Habit 6: Synergize®

You and I can work together.

When you and your family creatively work together, that is synergy.

The Two Rules of Synergy

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

Getting to Synergy® Family Action Plan

Define
(Clarify the problem or issue.)

Their Way
(Seek first to understand the other person's needs.)

My Way
(Seek to be understood; share your needs and ideas.)

Brainstorm
(Create new options and ideas together.)

Synergize
(Find the best solution—the Third Alternative)
Habit 7: Sharpen the Saw

Sharpen the Saw means to take care of you and your family.

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
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Stephen Covey describes the goal of 7 Habits:

RELEASE HUMAN POTENTIAL!

Communicate worth and potential so clearly that people see it in themselves.

These habits may be COMMON SENSE, but they are NOT COMMON PRACTICE!