

HABIT 5— SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

“You have TWO EARS and ONE MOUTH ... heiiiiio.”

- **CCSS.ELA-Literacy.RI.11-12.1** Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text, including determining where the text leaves matters uncertain.
- **CCSS.ELA-Literacy.RI.11-12.7** Integrate and evaluate multiple sources of information presented in different media or formats (e.g., visually, quantitatively) as well as in words in order to address a question or solve a problem.
- **CCSS.ELA-Literacy.SL.11-12.1b** Work with peers to promote civil, democratic discussions and decision-making, set clear goals and deadlines, and establish individual roles as needed.



“The deepest need of the human heart is to be **UNDERSTOOD**.”— Steven Covey

What if you went to the doctor and he or she prescribed some medication without diagnosing your illness? Would you be sure that the medication would cure you? Would you trust the doctor and follow his or her orders? Habit 5 explains the importance of diagnosing before prescribing. In communication, this words as you listen first and talk second.

This habit makes communication work, since the deepest need of the human heart is to be understood. Everyone wants to be respected and valued for whom and what he or she is - an individual. Think of the saying, “People don’t care how much you know until they know how much you care.” How do you feel when someone doesn’t take the time to really listen to you? It feels as if they don’t really care.

FIVE POOR LISTENING STYLES

You can’t understand someone who’s talking if you don’t listen carefully. Surprise! Like most of us, you probably don’t know how to listen well. We are too busy preparing a response, judging, or making their words fit our own paradigms. Typically, we use one of these five poor listening styles.

1. Spacing out: Someone is talking to you, but you ignore him or her because your mind is elsewhere.
2. Pretend listening: You’re not paying attention to the person talking, but you pretend you are. When you think the person wants a response, you says, “Uh-huh, cool, yeah, hmmm”
3. Selective listening: You pay attention only to the part of the conversation that interests you or relates to you. You key in on specific words and then go off on your own conversation rather than listening to what the other person is trying to tell you.
4. Word listening: You pay attention to the words, but you miss the point because you’re ignoring the tone, feelings, and body language. When you focus on the words only, you miss the deeper emotions in someone’s heart.
5. Self-centered listening: You apply everything you hear to your own point of view. You say, “Oh, I know just what you mean,” or “I know exactly how you feel” Well, you don’t know exactly how he or she feels, and you haven’t listened long enough to show you even care. This is where some people play the one-upmanship game: “If you think your day was bad, wait until I tell you about mine”

HABIT 5— SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

GENUINE LISTENING :

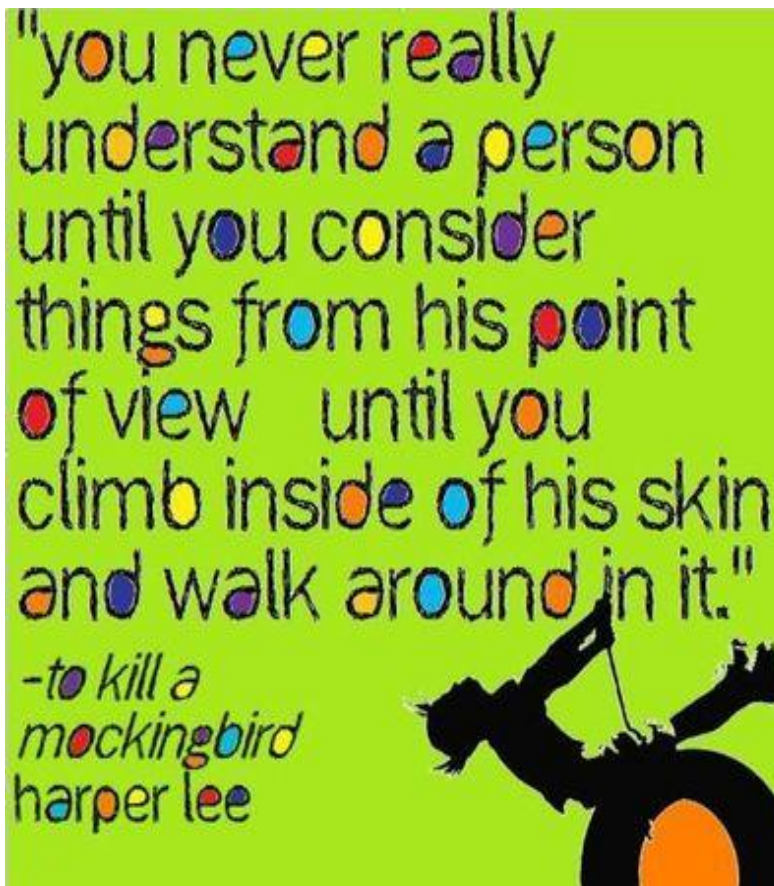
How often do you find yourself using one of the five poor listening styles instead of genuinely listening to another person? Are you even hearing what they are trying to say? Habit 5 explains that genuine listening involves:

- Listening with your eyes, heart, and ears.
- Standing in the other person's shoes.
- Mirroring (using your own words to reflect the other person's feelings).

Make sure you use these techniques only when you're talking about important or sensitive issues. If you use these techniques during casual conversation or everyday small talk, people might think you are weird or insincere.

FIRST, LISTEN WITH YOUR EYES, HEART, AND EARS

Habit 5 teaches that if you want to understand what other people are really saying, you need to listen to what they don't say. How can you hear something that isn't said? Try listening with your eyes, heart and ears. Don't just pay attention to the words people say; watch their body language, hear their tone, and sense how they are feeling. HEAR MORE THAN WORDS: What can you infer from people's body language?



SECOND, STAND IN THEIR SHOES

If you want to understand someone else, try looking at things from his or her perspective. Be willing to stand in someone else's shoes to see things from a different point of view.

THIRD, PRACTICE MIRRORING

Have you ever talked to someone who responded by who you knew wasn't really listening to you? Genuine listening involves responding in a way that helps the speaker feel understood. This type of response is called mirroring. Mirroring means to repeat back in your own words what the other person is saying.

If you use mirroring but don't really want to understand others, they will see through you and feel manipulated. Mirroring is a skill — the tip of the iceberg. Your attitude or desire to really understand another is the lurking mass of ice underneath the surface.

HABIT 5— SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

COMMUNICATING WITH PARENTS

I bet you've said to your parents, "You don't understand me!" Have you ever stopped to consider that perhaps you don't understand them? Your parents have pressures and worries just like you do. They have days when they get offended, when they cry, and when people laugh at them. They wonder if they fit in and if they will achieve their goals — just like you do. If you take the time to understand and listen to your parents, you will gain more respect for them, and they will be more likely to trust and listen to you.

COMMUNICATING WITH PARENTS

The first half of Habit 5 requires a lot of work; so many people forget the second half, "Then to Be Understood." Seeking first to understand someone else requires that you show consideration. Seeking then to be understood requires courage. Practicing just the first half of this habit it Lose-Win, and Lose-Win is not healthy.

Unexpressed feelings never die — they are buried alive and just come forth later in uglier ways. That sounds really scary doesn't it? So what other things are you afraid of? If you asked a hundred people what their greatest fears were, speaking in public would be number one, and death would be number two. Can you believe that? People would rather die than speak in public! Are you one of them?

GIVING FEEDBACK

Giving feedback to someone who is talking to you is an important part of seeking to be understood. If it's done right it can help you and other people. Do you have a situation in your life right now where you need to give feedback but are afraid to? What is the situation and who is it with?

Baby Steps CHOOSE ONE OR TWO BABY STEPS YOU CAN DO TO SEEK FIRST TO UNDERSTANDING, THEN TO BE UNDERSTOOD

1. See how long you can keep eye contact with someone while they are talking to you.
2. Go to the mall, find a seat, and watch people communicate with each other. Observe what their body language is saying.
3. In your interactions today, try mirroring one person and mimicking another. Just for fun. Compare results.
4. Ask yourself, "Which of the five poor listening styles do I have the biggest problem with? Now, try to go one day without doing it."
5. Sometime this week, ask your mom or dad, "How's it going?" Open up your heart and practice genuine listening. You'll be surprised by what you learn.
6. If you're a talker, take a break and spend your day listening. Only talk when you have to.
7. The next time you find yourself wanting to bury your feeling deep inside you, don't do it. Instead, express them in a responsible way.
8. Think of a situation where your constructive feedback would really help another person. Share it with them when the time is right.

HABIT 6—SYNERGIZE

“THE ‘HIGH’ WAY.”

synergist, *n.* 2. One who or that which cooperates with another in the production of a certain effect. *Buck, Med. Handbook, I. 597.*
synergize (*sin'ér-jíz*), *v. i.*; pret. and pp. *synergized*, ppr. *synergizing*. [Gr. *συνεργός*, working together, + *-ize*.] To act as a synergist. See ***synergist**, 2. *Buck, Med. Handbook, II. 15.*

“ALONE we can do so little; TOGETHER we can do so much”—Helen Keller

Synergy happens when two or more people work together to create a better solution than one of those people could come up with alone. It's not your way or my way, but a better way, a higher way. Synergy isn't anything new; it's everywhere.

Synergy is. . .	Synergy is not. . .
Keeping promises	Breaking promises
Being happy that we're different	Just tolerating difference
Working in teams	Working alone
Being open-minded	Thinking you're always right
Thinking outside the box	Always coloring within the lines
Coming up with third alternatives	Compromising
Brainstorming	Insisting on only one right answer.

CELEBRATING DIFFERENCES

Diversity is a tough topic among teens. During my teenage years I was trying to blend in, not be different. But without diversity, life would be extremely boring. If everyone thought like you, looked like you, and acted like you, you could get a little sick of yourself. When you hear the word diversity, you typically think of racial and gender differences. But it also means differences in physical features, dress, language, wealth, family, religious beliefs, lifestyle, education, interests, skills, age, style and on and on. Since diversity is inevitable, you can take three possible approaches: Shun diversity, tolerate diversity, or celebrate diversity. When you celebrate diversity, you want to cooperate with others to achieve your goal.

RESPECT DIFFERING VIEWPOINTS

It's much easier to work with others when you appreciate their differences. Once you understand that everyone views the world differently and that everyone can be right, you have more respect for differing viewpoints.

HABIT 6—SYNERGIZE

"I once complained to my father that I didn't seem to be able to do things the same way other people did. Dad's advice? 'MARGO, don't be a sheep. PEOPLE hate sheep. They eat sheep.'" — Margo Kaufman

Legend

- 4—Best describes you (you are exactly like this).
- 3—Mostly describes you (you are kind of like this).
- 2—Hardly describes you (you're not really like this).
- 1—Least describes you (you are nothing like this).

Example

Imaginative	2	Investigative	4	Realistic	1	Analytical	3
COLUMN 1		COLUMN 2		COLUMN 3		COLUMN 4	
Imaginative		Investigative		Realistic		Analytical	
Adaptable		Inquisitive		Organized		Critical	
Relating		Creating		Getting to point		Debating	
Personal		Adventurous		Practical		Academic	
Flexible		Inventive		Precise		Systematic	
Sharing		Independent		Orderly		Sensible	
Cooperative		Competitive		Perfectionistic		Logical	
Sensitive		Risk-taking		Hard-working		Intellectual	
People-person		Problem solver		Planner		Reader	
Associate		Originate		Memorize		Think through	
Spontaneous		Changer		Wants direction		Judger	
Communicating		Discovering		Cautious		Reasoning	
Caring		Challenging		Practicing		Examining	
Feeling		Experimenting		Doing		Thinking	
COLUMN 1 TOTAL		COLUMN 2 TOTAL		COLUMN 3 TOTAL		COLUMN 4 TOTAL	

RANK YOUR CHARACTER TRAITS

Assess your styles, traits, and characteristics by completing the table on the next page. Look at the four terms in each row and rank them from 1 to 4, with 4 next to the word that best describes you.

WE ARE ALL A MINORITY OF ONE

Because each person is unique, you are truly a minority of one. No one person looks, talks, or even things the same as you do. Habit 6 reminds you that diversity isn't just an external think. It is also internal. You learn differently; you see differently; and you have different styles, traits, and characteristics. Your brain doesn't work the same as your sister's or your friend's.

"GREETINGS. I AM PLEASED TO SEE THAT WE ARE DIFFERENT. MAY WE TOGETHER BECOME GREATER THAN THE SUM OF US BOTH." — Mr. Spock

HABIT 6—SYNERGIZE NOTICE THE DIFFERENCES

Do you know what it means to be a minority of one? No one else is in the minority with you, not even if they look similar to you or have the same background as you. Even if you had an identical twin, you would still be a minority of one. Once you look beyond the surface, you will find amazing differences that make everyone unique.

“The smallest minority on earth is the **INDIVIDUAL**.” —Ayn Rand

CELEBRATE YOUR OWN DIVERSITY

Comparing yourself to others is easy. After all, you see other people more than you see yourself. However, when you compare yourself to another person, you neglect to recognize the beauty of your uniqueness. Instead of trying to blend in and be like everyone else, you should be proud of and celebrate your unique differences and qualities. A fruit salad is delicious precisely because each fruit maintains its own flavor.

Avoid Roadblocks to Celebrating Diversity

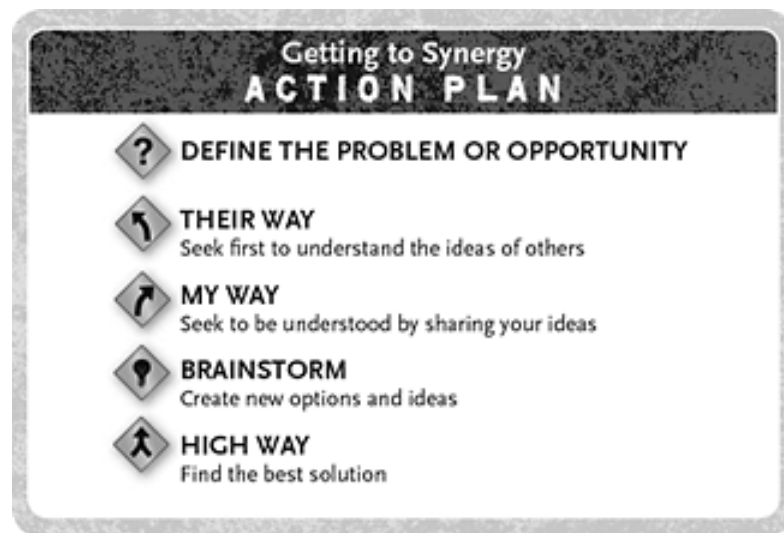
Although celebrating differences has many roadblocks, three of the largest are:

- Ignorance: Not knowing how other people think, what they believe, or how they feel
- Cliques: Wanting to be with those you're comfortable with, which isn't wrong, but it becomes a problem when that group becomes exclusive and rejects others
- Prejudice: Not treating people fairly, which includes stereotyping, labeling, or prejudging others because they differ from your own circumstances

FINDING THE 'HIGH' WAY

Once you've bought into the idea that differences are a strength and not a weakness, and you've committed to celebrate differences, you're ready to find the High Way — synergy. It's not your way or my way, but a better way — a higher way. Our Founding Fathers found the High Way as they formed the structure of the U.S. government. William Paterson proposed the New Jersey Plan that favored the smaller states. James Madison offered the Virginia Plan that favored the larger states.

The result? The Connecticut Compromise, often called the Great Compromise, formed two chambers of Congress — the House and Senate — and satisfied the desires of both the smaller and larger states. However, it should be called the Great Synergy, since it proved to be better than either of the original proposals.



HABIT 6—SYNERGIZE

Baby Steps Choose one or two baby steps you can do to synergize

1. When you meet a classmate or neighbor with a disability or impairment, don't feel sorry for them or avoid them because you don't know what to say. Instead, go out of your way to get acquainted.
2. The next time you are having a disagreement with a parent, try getting out the Getting to Synergy Action Plan.
3. Share a personal problem with an adult you trust. See if the exchanging of viewpoints leads to new insights and ideas about your problem.
4. This week, look around and notice how much synergy is going on all around you, such as two hands working together, teamwork, symbiotic relationships in nature, and creative problem solving.
5. Think about someone who irritates you. What is different about them? What can you learn from them?
6. Brainstorm with your friends and come up with something fun, new, and different to do this weekend, instead of doing the same old thing again and again.

- = × ÷ + - = × ÷ + - = × ÷ + - = × ÷

**WE ARE SO MUCH MORE THAN
THE SUM OF OUR PARTS. WE ARE
ADDED, SUBTRACTED
MULTIPLIED, DIVIDED,
IN INFINITE VARIATIONS.
WE ARE CREATED AGAIN WITH EVERY
THOUGHT, EXPERIENCE,
MEMORY AND EMOTION.**

That equation takes more than a mind to understand, it takes heart and soul.

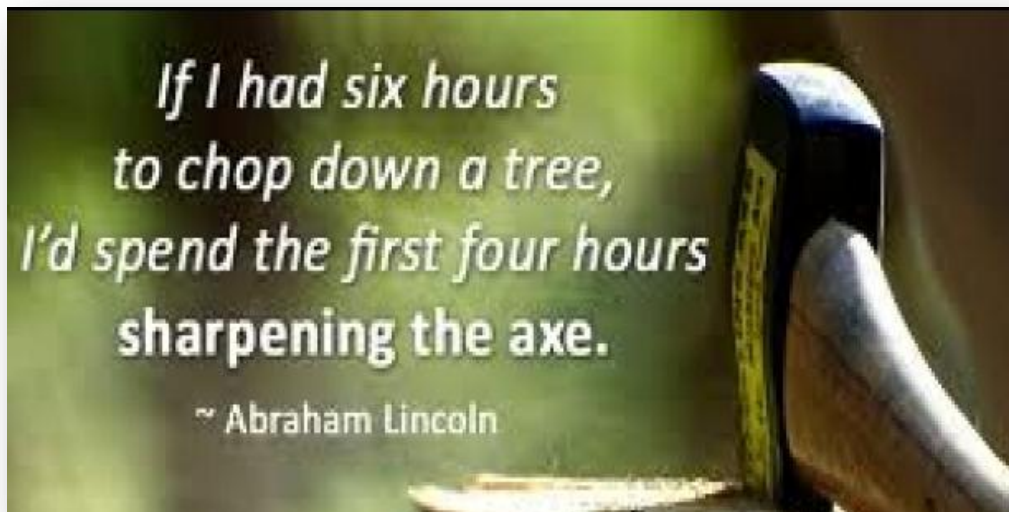
-synergy-

www.donteatthepaste.com

÷ × = - + ÷ × = - + ÷ × = - + ÷ × = -

HABIT 7— SHARPEN THE SAW

“It's me time.”



Habit 7: Sharpen the Saw is about balanced renewal in all four dimensions of human need: physical, mental, social/emotional, and spiritual. As you renew yourself in each of the four areas, you create growth and change in your life. You increase your capacity to produce and handle the challenges around you. When you don't renew yourself, you limit or even reverse your growth and limit or decrease your capacity to produce and your ability to handle challenges.

So you're thinking "I don't have time to Sharpen the Saw." How can sharpening the saw increase capacity? Think about it: It takes thirty minutes to cut a log with a dull saw. It takes five minutes to sharpen a saw and it takes ten minutes to cut the log with a sharp saw. *Ka-Ching!* You just saved yourself fifteen minutes. The same applies to your own tasks.

BALANCE IS BETTER

You need to keep your personal self sharp so you can better deal with life. To perform at your peak, you need to pay attention to all four dimensions. Balancing them is important because what you do in one dimension of life will affect the other three. Think about it. If one of your car's tires is out of balance, all four tires will wear unevenly, not just one. It's hard to be friendly (heart) when you're exhausted (body). It also works the other way. When you're feeling motivated and in tune with yourself (soul), it's easier to focus on your studies (mind) and be more friendly (heart).

TAKE TIME FOR A TIMEOUT

Like a car, you need regular tune-ups and oil changes. You need time to rejuvenate and rest. You need time to relax and unstring your bow. Treat yourself to a little pampering — that is what sharpening the saw is all about.

"Within you is a stillness and a sanctuary to which you can retreat at any time and be yourself." — Hermann Hesse

HABIT 7— SHARPEN THE SAW CARE FOR YOUR BODY

This ever changing body of yours is really quite a marvelous machine. You can handle it with care, or you can abuse it. You can control it, or let it control you. In short, your body is a tool and if you take good care of it, it will serve you well.

Focus on how you feel, not on how you look: In your quest for a better physique, make sure you don't get too obsessed with your appearance. Before you start comparing yourself to the models on the covers of magazines and begin hating everything about your body and looks, remember that thousands of healthy and happy teens don't have high cheekbones or rock-hard abs. In fact, many successful singers, talk show hosts, dancers, athletes, actors, and actresses have all kinds of physical imperfections but are still admired and successful. The important thing is feeling good physically — not so much looking good physically.



Paste Up Great Personalities!

SHARPEN YOUR MIND

Develop brain power through your schooling, extracurricular activities, hobbies, jobs and other mind-enlarging experiences. An educated mind is much more than a diploma on a wall, even though that's an important part of it. An educated mind is like a well-conditioned ballerina. Ready to stretch and bend at her command. Mental stimulation comes from a wide variety of sources — fiction art, educational TV, puzzles, and games can be about stretching yourself mentally as well.

CARE FOR YOUR HEART

Do you ever feel as if you're riding an emotional roller coaster — up one day and down the next? Your heart is temperamental. And it needs constant nourishment and care, just like your body. The best way to nourish your heart is to nourish relationships — both with yourself and with another. If you approach life this way, you'll be amazed at how much happiness you can give others and find for yourself. Meaningful relationships are not like mold accumulating on the cheddar cheese in your fridge. They require conscious effort.

Laugh or you'll cry: After all is said and done, there is one key ingredient to keeping your heart healthy and strong. Just laugh, loud and long and clear (Isn't that what Mary Poppins said?) Did you know that by the time you reach kindergarten, you laugh about three hundred times a day? In contrast, the typical adult laughs a measly seventeen times a day. Where are you? Three hundred times a day or seventeen? Laughter also promotes good health and speedy recoveries, so it's not just good for your heart — it's good for your body! If you're not laughing much now, do

6			1	8	2	3
	2		4		9	
8		3		5	4	
5		4	6	7		9
	3					5
7			8	3	1	2
		1	7		9	6
	8			3		2
3		2	9		4	
				4		5

HABIT 7—SHARPEN THE SAW

something about it. Start a humor collection — collect funny stories, funny movies, and jokes. Remember to never let your laughter become unkind or at the expense of others. Learn to laugh at yourself when strange things happen to you or when you do something kind of stupid.

CARE FOR YOUR MIND

Your soul is your center. In your soul lies your deepest convictions and values. It is the source for purpose, meaning, and inner peace. Sharpening the saw in the spiritual area of life means taking time to renew and awaken that inner self. Your soul is a very private area of your life. You can feed it in many ways. Some ideas include: meditating, listening to inspirational music, serving others, praying, and being in nature.

“BALANCE IS THE KEY TO SUCCESS IN ALL THINGS. DO NOT NEGLECT YOUR MIND, BODY, OR SPIRIT. INVEST TIME AND ENERGY IN ALL OF THEM EQUALLY — IT WILL BE THE BEST INVESTMENT YOU EVER MAKE, NOT JUST FOR YOUR LIFE BUT FOR WHATEVER IS TO FOLLOW.”

— Ayn Rand

Baby Steps Choose one or two baby steps you can do to sharpen the saw.

Body

1. Eat breakfast.
2. Start an exercise program today and do it faithfully for 30 days. Walk, run, swim, bike, rollerblade, lift weights, etc. Choose something you really enjoy.
3. Give up a bad habit for a week. Go without soda, fried foods, donuts, chocolate, or whatever else may be hurting your body. A week later, see how you feel.

Mind

4. Subscribe to a magazine that has some educational value, such as *Popular Mechanics* or *National Geographic*.
5. Read a newspaper every day. Pay special attention to the headline stories and the opinions page.
6. The next time you go on a date, visit a museum or eat at an ethnic restaurant you've never been to before. Expand your horizons.

Heart

7. Go on a one-on-one outing with a family member like your mom or your brother. Catch a ball game, see a movie, go shopping, or get an ice cream.
8. Begin today to build your humor collection. Cut out your favorite cartoons, buy hilarious movies, or start your own collection of great jokes. In no time, you'll have something to go to when you're feeling stressed.

Soul

9. Watch the sunset tonight or get up early to watch the sunrise.
10. If you haven't done it, start keeping a journal today.
11. Take time each day to meditate, reflect upon your life, or pray. Do what works for you.

Sources:

Covey, Sean. *The 7 Habits of Highly Effective Teens*. New York: Fireside, 1998. Print.

Covey, Sean. *The 7 Habits of Highly Effective Teens Personal Workbook*. New York: Simon & Schuster, 2004. Print.