



# THE 7 HABITS of Highly Effective Families®



## PURPOSE AND STRATEGY









# Purpose and Origins

Thank you for your interest in *The 7 Habits of Highly Effective Families*. Everyone has the potential to make a significant impact with their own family, but also with other families. We offer participants a chance to look inside. To learn principles of human effectiveness that can lift and change people, and ultimately strengthen their own family.

*The 7 Habits of Highly Effective Families* sessions are designed to enable families to:

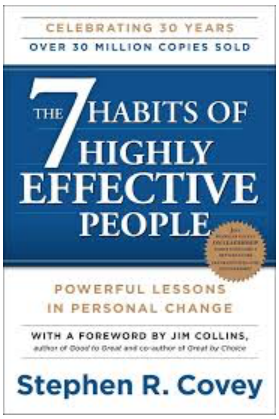
1. *Clarify* their family's purposes and priorities.
2. *Create* a practical plan for achieving their family's desired outcomes.
3. *Discover* timeless principles and habits of effectiveness that will guide their daily efforts.

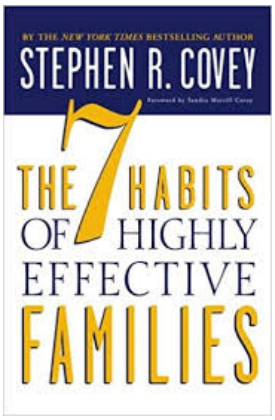
## The 7 Habits of Highly Effective Families Origins

In 1989, Dr. Stephen R. Covey released his classic book, *The 7 Habits of Highly Effective People*. It has since sold over 40 million copies and is still being taught in organizations of all types and all across the globe.

With time it became clear that some of the most natural and life-changing applications for the 7 Habits are found in the family. In fact, wherever Dr. Covey went, he was asked questions such as, "How do I apply the 7 Habits with my teenager?" or "How can I use the habits to improve my marriage?" In response, Dr. Covey authored *The 7 Habits of Highly Effective Families*, with the input of his equally inspiring wife, Sandra.

**These sessions are fortunate to draw wisdom from these two bestselling offerings:**




***Family is the most important organization in the world. –Dr. Stephen R. Covey***

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# Preparing to Participate

## Change from the Inside-Out

Many people try to create change by changing other people. In contrast, these sessions encourage an inside-out approach, which means to start with self before trying to influence others.

How the inside-out approach applies to a participant is found in the words: Learn it. Live it. Give it. First you *learn* about *The 7 Habits of Highly Effective Families*. Then you *live* the *7 Habits*. And, finally, you *give* the *7 Habits* to others. The more you learn and live the habits personally, the greater their influence will be when it comes time to Give it.

1. **Learn It: Study the resources.** Become familiar with all resources, commit to attending all sessions and participating will help us all learn from your experiences.

2. **Live It: Model the habits.** As you *live* and model the 7 Habits personally and with your family, success stories will emerge that you can share throughout the sessions.

3. **Give It: Teach-to-learn with your family and friends.** One of the best ways to *learn* the 7 Habits is to *give*--or teach--them to members of your family, or a friend. Where better to get started than in your family? Who can you teach? When, where, and how will you do it?

# During the Workshop

## Foster Hope and Celebrate Strengths

We are sensitive and positive. Some participants arrive with tender feelings. It is common, for example, for participants to arrive feeling that they are “failing”. We try to turn that around and do our best to capture and celebrate what is going well.

Similarly, some participants may arrive feeling they are doing great with their families, and then hear all the workshop suggestions we provide or learn what other participants are doing in their families, and leave feeling overwhelmed. Again, we do all we can to ensure participants leave the sessions feeling stronger and more confident than before they arrived—full of hope.



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# UPs Six Best Practices for Working with Families

Working with families is a unique opportunity because families themselves are unique. People often *behave* very differently in a family setting than they do at the "office" or any other public setting. They also *feel* or *say* things in their family that are different from anything they feel or say anywhere else.

Due to the importance participants place on their families and the sensitive nature of their challenges, extra respect for participants and the highest professional facilitation standards are followed, WE:

1. **Allow participants to define their family.** Families come in all shapes and sizes. UP does not define a family, a marriage, or a parent. We encourage participants to define their own families and respect their views.

2. **Speak to a variety of family types.** When sharing or describing family situations, we use examples that represent a variety of family types. We also use a variety of inclusive words such as partner, spouse, co-parent, guardian, relative, caregiver, or friend, so that a broader definition of family takes shape.

3. **Avoid sensitive viewpoints and topics.** We do not share personal beliefs, political views, or controversial family topics. If asked about such topics, we say something such as: "UP does not promote personal, political, or religious views." Similarly, if a participant tries to press views onto other participants, we find a respectful way to return the discussion to the sessions content and agenda.

4. **Resist playing the role of family counselor.** This workshop explores "basic" family situations. If a participant tries to solve more complex or emotional challenges, we recommend that the participant visit with a professional of his or her choice. We do not try to solve their challenges.

5. **Emphasize principles over practices.** Principles of human effectiveness are timeless and universal. They apply to families across the globe. In contrast, practices, or the "how-to" steps, will differ from family to family and culture to culture. We focus on teaching principles and empower participants to choose how they will put the principles into practice in their family.

6. **Respect the worth and needs of children.** We affirm the worth of all family members, especially children. As we ask questions and lead discussions, we do not belittle the worth of children or their basic needs. Saying things (even in a joking way) like, "Teenagers are a nightmare," perpetuates negative attitudes, whereas, "I love helping teens see their worth and potential" generates positive thoughts.

**In summary, UP facilitates in a respectful manner, where participants engage more, feel more valued, and are more likely to apply the principles in their families.**

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# UPs Facilitation Approaches

## We Adhere to Professional Instructional Approaches:

1. **Facilitate, don't lecture.** In years past, the world of teaching was dominated by lecture methods. Modern methods have shifted to more interactive, experiential, or facilitative approaches —we are a "guide on the side."
2. **Stay on level with participants.** Our role is to create a comfortable, equitable, and inspirational experience. This happens as we:
   - Affirm participants and their comments.
   - Use language like "We" instead of "I" or "Let's" rather than "I want you to."
   - Are a part of the journey. We let participants know we are learning from them and from each other.
3. **Get people moving and mixing.** Adult participants are not accustomed to sitting and listening all day. We get them up, moving, and mixing with each other. We avoid the trap of doing the same groups or pairs.
4. **Ask questions rather than give answers.** We allow participants to discover their own answers and make their own connections. When someone asks a question, we ask, "Does anyone have thoughts on that?" or "Who would like to build upon what [name] said?" We expand upon or clarify only as needed.
5. **Offer teach-to-learn opportunities.** When participants know they will be given the chance to teach or re-teach portions of the content, they work harder to understand the content, recall it more accurately, and are more likely to apply it.
6. **Do not compromise safety or ethical standards.**
   - Respect all people and cultures.
   - UP does not discriminate toward individuals for any purpose, and expects all certified facilitators to model that same respect.
7. **Learn from each other.** Laugh, learn, apologize (if needed), and move on without pointing out any weaknesses or minor flaws. We are all human, refer to #2.

## Build Rapport and Understanding

Preparing prior to the sessions allows us to welcome participants as they arrive. Learn their names and something about them. The sooner they feel comfortable and respected, the sooner they engage in the content.

We never give participants the impression that their families need "fixing" or that we are the expert who can "fix" them. Even great families are off course at times, and that's okay, we all struggle – yes, including us. The important thing is that we all keep trying and progressing.



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# Sessions Learning and Implementation Cycle

*The 7 Habits of Highly Effective Families* contain a total of 48 hours of content

**Family Basics**

- Highly Effective Families
- Habits of Effectiveness
- How to Change a Habit
- Principle-Centered Living

**Habit 1: Be Proactive®**

- Pause, Think, and Choose
- Focus on the Circle of Influence

**Habit 2: Begin With the End in Mind®**

- Plan with Purpose
- Live by a Family Mission Statement

**Habit 3: Put First Things First®**

- Focus on What Matters Most

**Habit 4: Think Win-Win®**

- Build the Emotional Bank Account
- Consider Other People's Wins…and Your Own

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

- Listen with Empathy
- Respectfully Seek to be Understood

**Habit 6: Synergize®**

- Celebrate the Differences
- Seek the 3rd Alternative

**Habit 7: Sharpen the Saw®**

- Win the Daily Private Victory
- Balance Life as a Family

**Putting the Habits to Work**

- Three Approaches to Applying the 7 Habits

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**A sample outline for the sessions might flow something like the following:**

| TOPIC/HABIT | Sessions |
|---|---|
| Family Basics | 1 & 2 |
| Habit 1: Be Proactive | 3 & 4 |
| Habit 2: Begin with the End in Mind | 5 & 6 |
| Habit 3: Put First Things First | 7 & 8 |
| Habit 4: Think Win-Win | 8 & 9 |
| Habit 5: Seek First to Understand, Then to Be Understood (Can divide into two parts.) | 10 & 11 |
| Habit 6: Synergize | 12 & 13 |
| Habit 7: Sharpen the Saw | 13 & 14 |
| Putting the 7 Habits to Work | 15 & 16 |
| **Total** | 16 Sessions |

**We follow our Coaching – Learning and Implementation Cycle that adapts to the participants understanding and application of the concepts.**

1. Select Accountability Partners.
2. Meet at a consistent, designated time.
3. Follow a consistent, focused agenda.
4. Adjust as necessary.
5. Celebrate milestones.




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# Putting the 7 Habits to Work – *Our End in Mind*

| MODULES | OBJECTIVES |
|---|---|
| **Three Approaches to Applying the 7 Habits:**<br>• Focus on the One Important Thing<br>• Solve a Challenge Using the 7 Habits<br>• Create a Family Flight Plan | Learn three practical ways to apply the 7 Habits to improving their personal and family effectiveness, and choose one to create an action plan. |

## Family Basics

| MODULES | OBJECTIVES |
|---|---|
| **Welcome** | Recognize the importance of families, and learn each other's strengths. |
| **Highly Effective Families** | Identify common purposes and challenges of families, and define what is an "Effective Family." |
| **Habits of Effectiveness** | Overview the 7 Habits, and learn what makes up a "Family Culture." |
| **How to Change a Habit** | Describe how to create change using the See-Do-Get Cycle, and understand the power of paradigms. |
| **Principle-Centered Living** | Learn the central role that principles of effectiveness play in people's lives. |

## Habit 1: Be Proactive

| MODULES | OBJECTIVES |
|---|---|
| **Pause, Think, and Choose** | Define proactivity and reactivity, and introduce the 4 Human Gifts. |
| **Focus on the Circle of Influence** | Identify the inside-out approach to change; change starts within. |

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POTENTIAL

# Habit 2: Begin With the End in Mind

| MODULES | OBJECTIVES |
|---|---|
| **Plan With a Purpose** | Start the process of identifying their personal and family values. |
| **Live By a Family Mission Statement** | Begin a draft of a family mission statement. |

# Habit 3: Put First Things First

| MODULES | OBJECTIVES |
|---|---|
| **Focus on What Matters Most**<br>• One-on-One Time<br>• Regular Family Meals<br>• Weekly Family Time | Learn three systems that will help them keep a focus on their highest family priorities.<br><br>• **One-on-One Ideas**<br>• **Improve Family Meal Time Ideas**<br>• **Family Meal Conversation Starters**<br>• **Family Time Ideas**<br>**Tradition Ideas** |

# Habit 4: Think Win-Win

| MODULES | OBJECTIVES |
|---|---|
| **Build Emotional Banks Accounts** | Learn how to build family relationships by making deposits, not withdrawals. |
| **Consider Other's Wins…and Your Own** | Balance the *courage* to stand up for their own wins with *consideration* for others' wins. |



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

| MODULES | OBJECTIVES |
|---|---|
| **Listen With Empathy** | Develop skills for listening empathically, and understand the importance that intent plays. |
| **Respectfully Seek to Be Understood** | Develop skills for giving constructive feedback and expressing worth and potential to family members. |

## Habit 6: Synergize

| MODULES | OBJECTIVES |
|---|---|
| **Celebrate the Differences** | Learn to minimize weaknesses in family relationships and optimize strengths. |
| **Seek the 3rd Alternative** | Discover that synergy is not doing things “my way” or “your way” but “our way,” or the higher way. |

## Habit 7: Sharpen the Saw

| MODULES | OBJECTIVES |
|---|---|
| **Win the Daily Private Victory** | Identify action steps for them to continuously improve in four areas: physical, mental, social, and spiritual. |
| **Balance Life as a Family** | Identify four ways their families can work together to live balanced lives in four areas: physical, mental, social, and spiritual. |



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