

Foundations: The 7 Habits® Planner

Scope & Sequence

Foundations: The 7 Habits® Planner is based on The 7 Habits® principles outlined in Sean Covey's best-selling book *The 7 Habits of Highly Effective Teens®*. Throughout the planner, students explore The 7 Habits® and learn ways to increase their personal potential through planning.

The Scope & Sequence charts provide an overview of the planner's themes, connections, and learning outcomes to assist you in your planning process.

THEMES EXPLORED IN THE 7 HABITS® GUIDE

| THEME | CHARACTER CONNECTION | LEARNING OUTCOME |
|---|---------------------------------|---|
| The Private Victory® | Integrity | Students will explore The Private Victory® and the concept of Personal Bank Accounts®. They will identify how treating themselves with respect will help them take steps toward forming a strong character. They will also explore how using a planner daily helps to fill their Personal Bank Accounts®. |
| Habit 1: Be Proactive® | Responsibility | Students will build the habit of taking responsibility for their lives by examining the difference between proactive and reactive responses and assessing strategies, such as using a planner each day, to help them stay in control of their lives. |
| Habit 2: Begin with the End in Mind® | Perseverance | Students will begin to develop the habits of making plans for their lives and setting goals. They will consider their Personal Mission Statement®, examine the value of goal setting, and review goal-setting methods, such as using their planner's monthly and weekly goal-setting spaces. |
| Habit 3: Put First Things First® | Respect | Students will explore how prioritizing can help them make a habit of taking care of important responsibilities first. Students will examine personal priorities and will consider how daily planner use can help them Put First Things First®. |
| The Public Victory® | Citizenship Trustworthiness | Students will be introduced to the concept of The Public Victory®. They will explore methods to build strong interpersonal relationships, including how to use their planner to track and follow through on commitments to others. |
| Habit 4: Think Win-Win® | Fairness Kindness and Caring | Students will examine the importance of wanting the best for themselves and others. They will explore ways to Think Win-Win® and to overcome obstacles. They will also consider the win-win nature of using a planner each day. |
| Habit 5: Seek First to Understand, Then to Be Understood® | Empathy Honesty | Students will explore being genuine listeners who use their eyes, ears, and hearts to communicate. They will evaluate positive and negative listening habits and explore ways using a planner can help them hone their listening skills. |
| Habit 6: Synergize® | Cooperation Teamwork | Students will examine the traits of synergy and will consider ways diverse perspectives and skill sets can lead to superior outcomes. Students will also consider how they synergize with their planners. |
| Habit 7: Sharpen the Saw® | Integrity | Students will explore the importance of maintaining a balanced lifestyle, and how to refresh themselves mentally, emotionally, physically, and socially. They will also learn ways their planner can support the habit of renewal. |

THEMES EXPLORED ON MONTHLY PAGES OF FOUNDATIONS: THE 7 HABITS® PLANNER

| MONTH | THEME | THE 7 HABITS® CONNECTION | CHARACTER WORD AND DEFINITION | LEARNING OUTCOME |
|-------|-------------------------------|---|-------------------------------|---|
| AUG. | Developing Habits for Success | The Private Victory® Habit 1: Be Proactive® | Citizenship | Students will examine their role in developing habits that support their success at school, and the impact of taking responsibility for their personal success. |
| SEP. | Getting Organized | Habit 1: Be Proactive® | Respect | Students will explore the importance of being organized, the role organization plays in their ability to control their lives, and their responsibility to get and stay organized. |
| OCT. | Being Prepared | Habit 1: Be Proactive® Habit 2: Begin with the End in Mind® | Responsibility | Students will explore how planning ahead helps their ability to be prepared. They will also explore strategies that enable them to take responsibility for their preparation. |
| NOV. | Being an Active Listener | Habit 5: Seek First to Understand, Then to Be Understood® | Empathy | Students will explore active listening as an effective tool for learning and communication. They'll examine listening with their eyes, ears, and heart to build strong relationships with others. |
| DEC. | Setting Goals | Habit 2: Begin with the End in Mind® | Kindness and Caring | Students will explore ways looking ahead and setting goals can help them outline plans for their lives. |
| JAN. | Prioritizing | Habit 3: Put First Things First® | Teamwork | Students will examine strategies that will help them take care of important responsibilities and personal priorities to meet deadlines/goals. |
| FEB. | Estimating Time | Habit 3: Put First Things First® | Fairness | Students will explore the role estimating time plays in prioritization and scheduling. |
| MAR. | Using Time Wisely | Habit 3: Put First Things First® | Honesty | Students will explore ways planning ahead, prioritizing, and scheduling can help them make maximum use of their time. |
| APR. | Doing Group Projects | The Public Victory® Habit 4: Think Win-Win® Habit 6: Synergize® | Cooperation | Students will examine the role building strong relationships, thinking positively, and working synergistically play in completing collaborative group projects. |
| MAY | Completing Long-Term Projects | Habit 2: Begin with the End in Mind® | Integrity | Students will explore strategies for completing long-term projects, such as breaking projects down into small, manageable steps in order to achieve the desired end result. |
| JUNE | Staying Motivated | Habit 1: Be Proactive® Habit 7: Sharpen the Saw® | Perseverance | Students will explore their responsibility to stay focused on a project until completion, and will examine strategies that will help them renew their motivation. |
| JULY | Learning to Adapt | Habit 3: Put First Things First® Habit 4: Think Win-Win® | Trustworthiness | Students will examine useful strategies, such as examining priorities, thinking positively, and re-evaluating goals, to adapt to change and address challenges. |