



The Leader in Me™

Level 5 Activity Guide



FranklinCovey

EDUCATION SOLUTIONS

Dear Parents and Guardians,

Our class is using this activity guide, *The Leader in Me*, as an introduction to personal leadership. All students have the capacity to lead in their own lives and affect those around them by making positive choices. *The Leader in Me* provides students with activities that will help them learn practical character and life skills that will lead to those positive choices. Written to appeal to their age level, students are presented with fun activities designed to get them thinking.

Your child is about to embark on an exciting journey, and our hope is that you will ask your child how he or she is doing along the way. This activity guide gives you an opportunity to engage, hands-on, in what your child is learning and will lead to many “teachable moments.” Having your child reteach the content to you will give him or her an even deeper understanding and will give both of you an opportunity to learn together!

Additionally...

The “Parent’s Place” is available at www.TheLeaderInMe.org. You will find ideas to use at home involving the family and reinforcing your child’s learning in a fun, interactive way.

Student Edition

Table of Contents

Welcome	iv-x
Using Your Activity Guide	
What Are the 7 Habits?	
The 7 Habits Tree	
Hand Signs for the 7 Habits	
Leadership Tools	
Your Road Map to Leadership	
Foundation	1-3
Habits	
Paradigms	
Principles	
Habit 1	4-9
Habit 2	10-15
Habit 3	16-21
The 7 Habits in Action: Habits 1-3	22-23
Habit 4	24-29
Habit 5	30-35
Habit 6	36-41
The 7 Habits in Action: Habits 4-6	42-43
Habit 7	44-49
The 7 Habits in Action: Habits 1-7	50-51
Road Map to Leadership	52-53
You Are a Leader!	54

Welcome!

This activity guide was made just for you, whoever you are or wherever you live. The activity guide is called *The Leader In Me* because you have the ability to be a leader. This activity guide will give you habits and tools that will help you on your journey to being a leader.

➔ What is a leader?

In the dictionary, to lead means “to direct, to guide by influence.” Leaders get along well with others, are responsible, appreciate people’s differences, and are problem solvers and creative thinkers. Being a leader is finding and using *your own* strengths and helping other people find theirs.

➔ Who can be a leader?

Everyone has the power to be a leader—including *you!* Each person has unique strengths and can make a contribution in and out of school by sharing those strengths. Being a leader is not about being popular or holding a position; it’s about using your strengths and encouraging others to use theirs.

➔ Why learn the 7 Habits?

The 7 Habits are the road map to becoming a leader. The habits are life skills that you can use on the playground, in sports, with friends, at school, and at home. Each of the 7 Habits will help you today, tomorrow, and when you are an adult.

Using Your Activity Guide

The Leader In Me will help you discover how to be the leader of yourself and others. It will help you develop habits that you can use for the rest of your life.

The Leader In Me activity guide will teach you how to:

1. Think about your choices before you make them.
2. Plan ahead.
3. Get along with others.
4. Use your strengths and talents to solve problems.

The Leader In Me activity guide will also introduce you to leadership tools. Examples of the leadership tools in this activity guide are on page ix.

This is your activity guide, so write in it, draw in it, and have fun with it!

What Are the 7 Habits?

Habit 1: Be Proactive®

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin With the End in Mind®

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3: Put First Things First®

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win®

I balance courage for getting what I want with consideration for what others want. When conflicts arise, I look for a win-win solution.

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

I listen to other people's ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident voicing my ideas.

Habit 6: Synergize®

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas because I know that by teaming with others, we can create better solutions than any one of us can alone. I look for Third Alternatives.

Habit 7: Sharpen the Saw®

I take care of my body by eating right, exercising, and getting enough sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of myself.

The 7 Habits® Tree

AND REMEMBER TO
TAKE CARE OF YOURSELF

Habit 7

SHARPEN THE SAW®
Balance Feels Best

THEN PLAY WELL
WITH OTHERS

Habit 6

SYNERGIZE®
Together Is Better

Habit 5

SEEK FIRST TO UNDERSTAND,
THEN TO BE UNDERSTOOD®
Listen Before You Talk

Habit 4

THINK WIN-WIN®
Everyone Can Win

START WITH YOU

Habit 3

PUT FIRST THINGS FIRST®
Work First, Then Play

Habit 2

BEGIN WITH
THE END IN MIND®
Have a Plan

Habit 1

BE PROACTIVE®
You're in Charge

Hand Signs for the 7 Habits

Each habit has its own hand sign to help you remember it.

Habit 1: Be Proactive

Place your thumb to your chest.

Habit 2: Begin With the End in Mind

Begin (point to your feet) With the End (both hands point to the sky) in Mind (point to your head).

Habit 3: Put First Things First

Hold up your index finger each time you say the word “first.”

Habit 4: Think Win-Win

Think (point to your head) Win (one hand out, palm open)
Win (the other hand out, palm open).

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

Place your hand over your brow like you're looking over the horizon, then cup both hands behind your ears.

Habit 6: Synergize

Put your hand out toward the opposite forearm and grab your forearm. Then shake your arms up and down like a “mixer.”

Habit 7: Sharpen the Saw

Pretend you are sawing a tree.

Leadership Tools

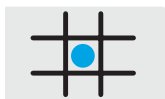
Leadership Tools are a way to organize your thoughts; they give you a different way to look at a task or solve a problem. Plus, they're fun to use!



Prioritizer



Flowchart



Lotus Diagram



Circle of Control Diagram



Goal Planner



Venn Diagram



Gantt Chart



Brainstormer



Stop and Think Chart



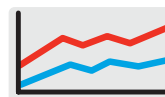
Fishbone Diagram



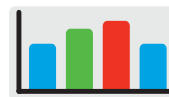
Plus/Delta Chart



Synergizer



Line Chart



Bar Chart

Your Road Map to Leadership

When you take a journey, you use a road map to plan where you are going and how you are going to get there. The road map helps by preparing you for what's ahead. When you are prepared, you are able to make better choices.

If you designed your own road map to becoming a leader, what would it look like?

- Would it be straight or curved?
- Would you walk or drive a vehicle? What would the vehicle look like?
- Would it take you through the country or through the city?

Take a few minutes to let your mind wander, then turn to the back of the activity guide and draw your road map.

Throughout this activity guide, each time you learn one of the 7 Habits, you'll go to your "Road Map to Leadership." On your road map will be a place you can list things you learned about each habit that will be helpful to you on your journey. When you are finished, you will have a personal road map to becoming a leader.

This is the beginning of your journey...enjoy the ride!

Now, let's get started... Ready, Set, **Go!**

**"We first make our habits,
then our habits make us."**

-English Poet

HABIT

1

Be Proactive

ACTIVITY

1

Have you ever felt like other people are always telling you what to do—that you don't have many choices in your life? Well, here's some exciting news!

Every day you have lots of choices, beginning with your attitude in the morning, whether or not you eat breakfast, how you treat the people around you, and what activities you participate in. All of these choices form who you are. You are the leader of you.

What is a choice you have made?

Example: I was nice to someone when he needed a friend.

What happened because of your choice?

Example: I got to know him better and we're still friends.

If you could make a different choice now, would you?

I used to be indecisive, now I'm not sure!

"I was born in Paris."
 "Which part?"
 "All of me."

Habit 1: Be Proactive

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

You have many choices in a day, many of which you have complete control over. These are within your Circle of Control. But some things are within your Circle of No Control because you can't change them. The weather is an example of something within your Circle of No Control. You may not like it but, you can't change it.

The more time you spend in your Circle of Control, the happier you'll be because you'll feel more in control of your own life.

Write the numbers of things you have control over in the Circle of Control (the inner circle).
 Write the numbers of things you have no control over in the Circle of No Control (the outer circle).

Circle of Control Diagram



1. A parent having a bad day

2. Other people's attitudes

3. Your attitude

4. Past mistakes

5. Your grades

6. Where you were born

7. Who your friends are

8. Professional-sports scores



Be Proactive ACTIVITY

3

Readers' Theatre

Cast: Narrator, Jane Addams, Friend, Woman in Neighborhood

Setting: 1885–1932

Narrator: *The Industrial Revolution changed everything. Products that had been made in homes were now made by machines—faster and for less money. People had to move to cities to work in the factories. The cities quickly became crowded and dirty, and children were being left alone while their parents worked.*

Jane Addams: I want to lead a change. Would you help me fix up a large house in Chicago, Illinois? I just bought it and I want to use it to care for children while their parents work.

Friend: I will help you, Jane. I know that once you make your mind up, there is no stopping you!

Narrator: *Hull House was finally finished and opened in 1889.*

Jane: Why isn't anyone coming to Hull House? I will stay within my Circle of Control and go out into the neighborhoods to talk to people.

Woman in Neighborhood: I'm not sure what to think of Hull House. I am nervous about someone wanting to help us and asking for nothing in return.

Jane: I simply want to help. The mission of Hull House is:

“To feed the hungry and tend the sick, to give pleasure to the young and comfort to the aged, and to provide human warmth and kindness to all people.” I want to provide a place for young children to stay while their parents work, hold classes for the older children, and start clubs for young working men and women.

Woman in Neighborhood: Now that I understand, I will come to Hull House and I will tell my neighbors to trust you.

Narrator: *Jane Addams gained the trust of the community and became a leader of change. In 1931, Jane Addams was awarded the Nobel Peace Prize for leading Hull House, as well as other accomplishments.*



What is everyone in the world doing at the same time?

(Answer: Growing older!)

A **Lotus Diagram** helps organize information. The center box is the main idea. The other boxes are used to support the main idea.

Use the **Lotus Diagram** to show how Jane Addams was proactive by helping the people in the neighborhood.

Lotus Diagram



Example:
Jane Addams
wanted to
care for
children.

Jane Addams
was proactive
and helped the
neighborhood.



*We are all neighbors.
The world is our community.*

ACTIVITY

4

This is a Stop and Think Chart. It helps you to stop and think before you make choices.

Fill in the Stop and Think Chart with proactive answers.

Stop and Think Chart



Example:

What if... you had a group project, but no one was doing anything?



I would... break it down into pieces and ask each person which part they wanted to do.

What if... people were making fun of someone?



I would...

What if... you said something that hurt someone's feelings?



I would...

What if... you spent all of your money and now really wanted to buy something?



I would...

Son: "Dad, will you do my math for me tonight?"
Dad: "No son, it wouldn't be right."
Son: "Well, you could try."

ACTIVITY

5

Suppose that time leaped forward 10 years.
Where would you like to be? What would you be doing?



The Circle of Control is the inner circle. What are some things within your Circle of Control, right now, that would help you reach your goal?

Circle of Control Diagram



Teach to Learn

Turn to a neighbor and take turns explaining what Habit 1 means to you. Turn to your “Road Map to Leadership” and write ideas about Habit 1 that you can use.

SAMPLE

The
Leader in Me™
great happens here

7 5 8 3 1

The Leader in Me
Level 5 Activity Guide



9 781933 1976952

Made in U.S.A.
© 2008 FranklinCovey