Habit 1: Be Proactive Synopsis

Responsibility and Control
- “People are just about as happy as they make up their mind to be.” – Abraham Lincoln
- Every day you and I have a choice – to be happy or to sad
- People don’t make you do things. You are in control.
- Take responsibility for your life.
- We can only control one thing; we can control our reaction to what happens to us. We cannot control all actions but we can control our reactions.
- When you are in control you can turn setbacks into triumphs.
- You can be proactive or reactive.

Proactive
- Proactive means taking responsibility for everything in life.
- Proactive people make choices based upon values.
- Proactive people think about solutions or options.
- Have a “can-do” attitude. Be Proactive
- Proactive people take control of their lives. Proactive people:
  - Are not easily offended
  - Take responsibility for their choices
  - Think before they act
  - Bounce back when something bad happens
  - Always find a way to make it happen
  - Focus on things they can do something about, and don’t worry about things they can’t.

Reactive
- Reactive people make choices based on impulse.
- Reactive means blaming others for your problems – being a victim.
- Don’t be a victim. Stay away from the “Victimitis Virus” – a feeling that you are doomed.
- People inflicted with Victimitis believe that everyone has it in for them and that the world owes them.
- Besides feeling like victims, reactive people:
  - Are easily offended
  - Blame others
  - Get angry and say things they later regret
  - Whine and complain
  - Wait for things to happen to them
  - Change only when they have to

Reactive and Proactive language
- Listen to the language. You can hear the difference between proactive and reactive people.
- Reactive people usually sound negative. Proactive people sound positive.
- Reactive language takes the power away from you.
- Proactive language puts you in control.
- Before you react push the pause button or if you a Bulldog the Paws button.
- Think about how you want to respond.
- Do the most proactive or responsible action.
**Examples of Proactive and Reactive language**

<table>
<thead>
<tr>
<th>Reactive Language</th>
<th>Proactive Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’ll try</td>
<td>I’ll do it</td>
</tr>
<tr>
<td>There’s nothing I can do</td>
<td>Let’s look at our options</td>
</tr>
<tr>
<td>I can’t</td>
<td>There’s got to be a way</td>
</tr>
</tbody>
</table>

**Examples of Proactive and Reactive behaviors**

<table>
<thead>
<tr>
<th>Reactive behavior</th>
<th>Proactive behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complain about situations</td>
<td>If they don’t like something they try to change it</td>
</tr>
<tr>
<td>Easily offended</td>
<td>Not easily offended</td>
</tr>
<tr>
<td>Whine and complain</td>
<td>Bounce back when something bad happens</td>
</tr>
<tr>
<td>Wait for things to happen</td>
<td>Always find ways to make it happen</td>
</tr>
</tbody>
</table>

**Circle of Control**

- We can’t control everything that happens to us.
- There is one thing we can control: how we respond to what happens to us.
- Stop worrying about things we can’t control and start worrying about things we can.
- Imagine two circles. The inner circle is the circle of control. It is the things we have control over (our attitude, ourselves, our choices, our responses).
- The outside circle, the circle of no control, are things we have no control over. It has about a thousand things in it that we can’t do anything about (our race, weather, rude comments, etc.).
- Your Circle of Control is much smaller than the Circle of No Control.
- Don’t spend time and energy trying to change things that you have no control.
- You can only fix the problems you do have control over.
- Proactive people learn to live with things they can’t do anything about.
- Proactive people focus on things they can control. By doing so they are in greater control of their lives and are more at peace.

**** Synopsis – Verbatim or paraphrased from Sean Covey – *7 Habits of Highly Effective Teens.*