Sean Covey describes seven habits of highly effective teens in this self-help book. It is the sequel to Stephen Covey’s book, *The Seven Habits of Highly Effective People*.

**Habit 1: Be Proactive**
Take responsibility for your life.
Being proactive really means two things. First, you take responsibility for your life. Second, you have a “can-do” attitude. “Can-do” is very different from “no-can-do.”

**Habit 2: Begin with the End in Mind**
Define your mission and goals in life.
According to Covey this is something that we do everyday in many areas of life, such as cooking, or writing a paper. By using this thought process in other aspects of our lives it can help us “take charge” of our life.

**Habit 3: Put First Things First**
Prioritize, and do the most important things first.
According to Covey, this habit allows us to look at our list of goals and provides a process to prioritize them. He divides this process into quadrants using “Urgent” and “Important”.

**Habit 4: Think Win-Win**
Have an everyone-can-win attitude.
Covey describes an attitude that everyone can be a winner. Too often we are placed in situations where someone must lose for you to win. If we believe in “Win-Win”, it can be the foundation for getting along with others.

**Habit 5: Seek First to Understand, Then to Be Understood**
Listen to people sincerely.
This habit described by Covey helps us to think about listening before talking. Often we want to offer our opinion and advice when others need us to listen. If we practice this habit we will have a better understanding of the people in our lives.

**Habit 6: Synergize**
Work together to achieve more.
Covey begins this chapter with an interesting description about power of working together. He continues to describe synergy as a process and one key is to celebrate differences.

**Habit 7: Sharpen the Saw**
Renew yourself regularly.
In this chapter Covey describes the need to find balance in our lives. He describes four areas that we need to pay attention to (mind, body, heart and soul).