

## Habit 1: Be Proactive Worksheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_ dd / mm / yyyy

Proactivity means taking responsibility for your life and choices rather than blaming external circumstances or other people. Circle of concern: Things you worry about but have limited control over Circle of influence: Things you can directly impact through your actions

### REACTIVE VS. PROACTIVE LANGUAGE

Convert these reactive statements into proactive ones. Instead of saying..

There's nothing I can do.

That's just the way I am.

They make me so mad.

I have to do this.

If only my boss was more reasonable.

### IDENTIFY YOUR CIRCLES

List 3-5 items in each circle.

My circle of concern (things I worry about but can't control):

My circle of influence (things I can directly impact):

**PROACTIVE RESPONSE PLANNING**

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Think about a challenging situation you're currently facing:

**The situation:**

**My typical reactive response:**

**A proactive response I could choose instead:**

**What specific actions can I take?**