

Habit 1: Be Proactive Worksheet

Name: _____ Date: _____



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.

Reactive statement	Proactive alternative
"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

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?