

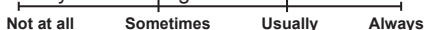
HABITS OF THE MIND

HABITS are things that you do often and easily.

- you learn them through doing them over and over again.
- **HABITS** of the **MIND** involve 16 ways about how you think when you have to solve problems.
- Your ability to bring the best out in your thinking will benefit from developing these habits.

It's time to **think** about your **thinking**!

Rate yourself using



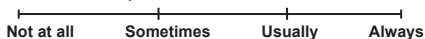
each of them now with ● and set a target to achieve by the end of the year with ○.

* PERSISTING



Sticking to a task until it is completed. If your first approach doesn't work, being able to try other ways to solve the problem.

Being able to see when something doesn't work and why it doesn't work.



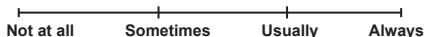
* MANAGING IMPULSIVELY



Thinking before you answer a question with the first thing that comes into your mind.

Considering and understanding ideas before you make a judgement.

Planning ways to solve a problem before you start.



* LISTENING WITH UNDERSTANDING AND EMPATHY



Understanding what another person is meaning through listening to what they are saying and reading what messages

their body language is sending to you.

Being able to say what another person is saying in your own words.

55% of your life is spent listening; often we don't "tune in" to what is really been said. Listen with your ears, eyes and heart.



* THINKING FLEXIBLY



Being able to change your mind when you receive new information.

Sometimes the information may cause you to contradict your opinions and consider other options.

Being able to shift in your thinking from your way when perhaps another way is better.



* THINKING ABOUT THINKING (METACOGNITION)



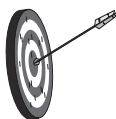
Being able to know what we know and what we don't know.

Being able to plan, reflect on and assess your own thinking skills and strategies.

Taking time to think why you are doing what you are doing.



* STRIVING FOR ACCURACY



Being able to take time to check the accuracy of your work

Taking pride in lifting the quality of your work to the highest level you are capable of.

Not being prepared to settle for second best to get work out of the way.



"When the mind is thinking it is talking to itself." Plato.

HABITS OF THE MIND

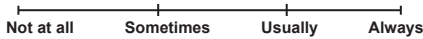
* QUESTIONING AND POSING PROBLEMS



Being able to ask the right questions to fill in the gaps of what you don't know.

Asking questions that begin with "what if," "why do," "How".

Being able to recognise the reasons behind why and how questions are asked.



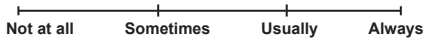
* APPLYING PAST KNOWLEDGE TO NEW SITUATIONS



Being able to use experience and knowledge for new problems.

Being able to adapt what you have learned from a previous experience to a new situation and make connections.

Being willing to apply yourself to use experience in your thinking.



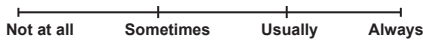
* THINKING OF COMMUNICATING WITH CLARITY AND PRECISION



Being able to communicate your thoughts in accurate and clear language, both written and verbal.

Being able to explain, compare and give evidence using correct names and labels

Avoiding vague and generalising language such as "you know," "it's weird", "everyone says", "stuff like".



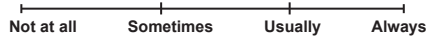
* GATHERING DATA THROUGH ALL SENSES



Being able to gain a feeling for a situation through taking in messages from all of your senses.

Being able to form mental images through what your senses experience.

Being able to feel and communicate by considering aspects such as colours, sounds, patterns, tastes, textures, rhythms, etc.; living is not just describing it.



* CREATING, IMAGINING, INNOVATING

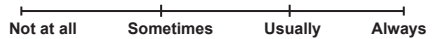


Being able and prepared to look at problems and situations from many different angles.

Being willing to take risks with your thinking and avoiding statement such as "I can't",

"I'm not", "I wish".

Being open to advice and seeking feedback to improve your approach and thinking.



* RESPONDING WITH WONDERMENT AND AWE



Having a "can do", "want to", and "I enjoy", attitude to the challenge of solving problems.

Enjoying figuring out things for yourself and avoiding statements such as "I was never good at", "it's boring", "ask someone else", "when will I use this", "who cares".

Being curious, enthusiastic and passionate about learning, thinking and solving problems.



"I've never made a mistake, I've only learned from experience." Thomas Edison.

HABITS OF THE MIND

* TAKING RESPONSIBLE RISKS



Being prepared to leave your comfort zone and adopt an attitude of welcoming a challenge and adopt the unknown.

Realising that not taking the risk of a challenge is missing an opportunity to improve yourself.

Being more afraid of a lack of success than a fear of failure and avoid statements such as "I'll look stupid", "I don't want to be wrong".

Not at all Sometimes Usually Always

* REMAINING OPEN TO CONTINUOUS LEARNING



Being prepared to realise that there could be a better way and searching for it.

Seeing problems and challenges as opportunities to develop and improve your thinking and you.

Accepting that if you don't know then not being afraid to find out; it's better to ask dumb questions than to get dumb answers.

Not at all Sometimes Usually Always

* FINDING HUMOUR



Having a sense of humour and laughing increases your oxygen intake and lowers your pulse rate; good for you.

Being able to laugh at yourself rather than zeroing in on the wrong places such as others' weaknesses and differences.

Being able to appreciate others' humour helps you to be more creative and think at a higher level.

Not at all Sometimes Usually Always

THE RIGHT THING TO DO IS ALWAYS THE HARD THING TO DO

Being able to accept and believe that you "just don't do something", but you must plan, reflect and think.

Accepting that in all top performers in any activities you find a higher level of thinking.

Having the courage and willingness to do the "hard things" and leave behind the everyday easy way of thinking; actually use habits of the mind.

Tune to **WIIFM**

What station is this?

What's In It For Me

Acknowledgement: Arthur Costa and Bena Kallick – Discovering and Exploring, Habits of the Mind.

* THINKING INTERDEPENDENTLY



Accepting that as human beings we seek to be part of groups and teams and drawing energy and feedback from each other.

Realising that us together is much more thinking power than you alone; and welcoming it.

Being able to accept openness and feedback from others and avoiding statements such as "leave me alone", "I'll do it by myself", "they don't like me", "I want to be alone".

Not at all Sometimes Usually Always

"Our habits make or break us." Anon.