Bismillahir Rahmaanir Raheem

Welcome to "iKhalifa"

A self study, "**Leader in Me**", guide for a Muslim family for 10 days. Based on 7 habits of highly effective teens (by sean covey). Put together by BeingAGirl.rocks.

"We only get one chance to prepare our children for the world that none of us can predict, what are we going to do with our chance?"

Can you imagine - What would be possible if Muslim ummah was filled with young leaders who were responsible, who showed initiative, who were creative, who knew how to set goals and meet them, who got along with people of various backgrounds and cultures, and who could resolve conflicts and solve problems?

We don't have to imagine. We had shining examples in our Sahabas, the rightly guided people and in the innovators of the Golden Age. We and our kids can be like them too. Our aim is to get in touch with our own leadership potential and develop ourselves further for the sake of Allah in sha Allah.

Knowledge is the lost property of a believer. Wherever he finds it, he is the most deserving of it. Alhamdulillah, we have collected knowledge from various sources. Some are secular sources, and some Islamic sources are subject to a few differences of opinion. Simply take what is beneficial and ignore the rest. Overtime, we aim to develop our own videos for each day in sha Allah. For now, we recommend that this program is run by mother/ father this with their own children so as to facilitate a beautiful family connection as well while doing so.

Each day has its discussion, videos and suggested activities. Watch the videos and after every video, talk about the relevant points from the discussion of the day. Then do the suggested activities either together or individually. Keep it simple and fun. Feel free to adapt it to the unique needs of your family.

All you need is half an hour undivided and attentive family time for 10 days. Try to stick to same time in a day. It is good to have everyone well fed and well slept so as to have a good attention.

If you have received this or are benefiting from this guide, then we request you to **pay us** by putting whatever sadaqa (charity) you can easily afford towards any mosque or Islamic initiative of your choice. Please remember us in your duaas. No amount is too small or too big in sha Allah.

We hope you enjoy your ride.

Let's fasten our seat belts!

Get set…

Go!

Day 1 - Being positive: Begin with the right attitude

Discussion for today:

Before we begin anything it is important to start on the right attitude. What does it mean by being a positive Muslim. The Holy Quran begins with the word Alhamdulillah. That means we first recognize the blessings that we have been blessed with. And we thank and praise Allah swt for them.

There are two extremes that many people fall into.

1. First feeling that they are not good enough and feeling bad about themselves – insufficient, incapable, unworthy, etc.

2. Second, is that feeling that they are too good and getting proud. Pride is a hidden feeling. Sometimes we ourselves might not realize that we are being proud. And Allah taala told us that someone with a mustard seed worth of pride will not enter jannat. So it is definitely a very big deal that we save ourselves from pride.

Islam on the other hand is a religion of balance. It teaches us that we are the best of the creation and Allah swt has favoured us over even his own angels. But at the same time, we understand that whatever goodness we have, is a gift of Allah. If He wanted, He could have made someone else as beautiful or as intelligent or as good a Muslim or have as good grades in school or as successful in madressa or have as good tajweed as you have. But He chose you. He chose you to be a Muslim. Muslims are only 1/5th of the world's population. There are more non-Muslims than Muslims. Whether you were born in a Muslim family or you were guided to Islam, it means that Allah swt chose you. He chose you amongst so many of his people. We understand that, and we appreciate ourselves, while being thankful to Allah and we also appreciate others around us because just as Allah swt loves me, He loves them too.

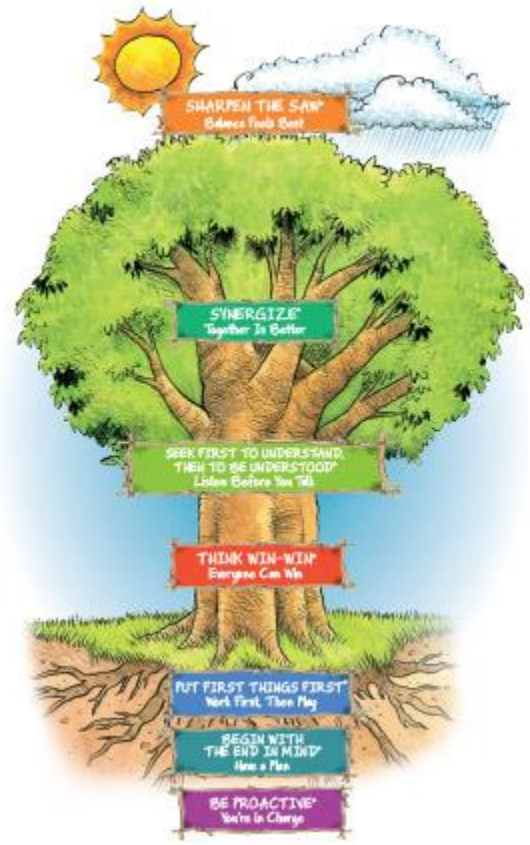
Videos for today:

Its all about effort – emaan power - **http://tinyurl.com/ikhalifa1a**

Be Positive – You can change the world - **http://tinyurl.com/ikhalifa1b**

Suggested activities for today:
1. Whenever you look in the mirror today, say something positive to yourself and thank Allah swt.
2. Show appreciation for someone's point of view – say something like – "That is a cool idea."
3. Organize a "positivity attack". Choose any one person in your family – mom, dad, brother, sister, grandparent etc. and write something good about that person on a piece of paper. You can Also get positive comments about that person from others in your family on that paper and gift it to him/her.

Day 2 – Introduction to 7 habits



Discussion for today:

Can you imagine that your dad buys you the most beautiful dress in the store that you had been craving for a while? And now that you have it, instead of taking care of it and enjoying wearing, you start to use it for mopping floors. You would never do that, would you?

Similarly, Allah swt has gifted you with amazing talents, mind and body. He has gifted each one of us differently. So are we going to waste our precious talents or are we going to put them to a good use?

It is easier said than done though. We all have our habits of doing things. And if we really want to excel we have to create winning habits. This will make things easy and even fun for us rather than challenging all the time. We are going to utilize the popular 7 habits to understand our own potential and become more effective bi ith nillah. Don't you think it would be a great way of thanking Allah for His gifts of talent, creativity and intelligence by using these beautiful gifts to please Him? These habits work for every age and every culture. Doesn't matter how old you are and where you live. You could be 5 or 50 living in India or Africa, Canada or Saudi Arabia.

The habits are: being proactive, begin with the end in mind, put first things first, think win-win, seek first to understand, then to be understood, synergize, and sharpen the saw.

Videos for today:

Habits of effective Muslim, Introduction: **http://tinyurl.com/ikhalifa2a**

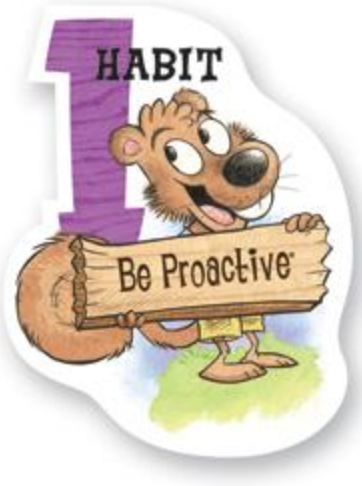
4 promises from Allah that you should never forget: **http://tinyurl.com/ikhalifa2b**

Volunteer for good causes, Nouman Ali Khan: **http://tinyurl.com/ikhalifa2c**

Suggested Activities for today:

1. Keep your promises. Identify one thing you will do today. Keep your word and do it. E.g., get up when the alarm goes off at fajr. Don't hit the snooze button and go back to sleep.
2. Do random acts of service. Do a kind deed without being asked for your mom, your teacher, fellow student, a stranger, someone at the mosque. Keep on a look out of what you can do.

Day 3: Habit 1 — Be Proactive



Discussion for today

You are in charge. Think - I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Example: if you are bored, is it your mom's responsibility to look for something to entertain you, or is it your own responsibility? You can always ask her for ideas. But, is it right to be upset with someone else if YOU don't have anything awesome to do.

There has to be balance in being proactive as well. We must take initiative and make efforts but we must do it WITH the reliance on Allah. Understand that whatever we do, the outcome is in the hands of Allah.

A Muslim's attitudes and our emotions are not reactive. They do not depend on how other people are behaving. Instead they are proactively based on guidance – guidance from Allah taala. Our attitudes are determined by submission to Allah taala. Not by our frustrations and our anger at someone or something.

Videos for today:

Habits of effective muslims, being proactive part 1 and 2: **http://tinyurl.com/ikhalifa3a**

http://tinyurl.com/ikhalifa3b

A great example of being proactive rather than reactive, Nick Vujicic: **http://tinyurl.com/ikhalifa3c**

Balance in being proactive: dont watch the whole video. Please fast forward it to 13.20 min and watch for three minutes until 16.20 in sha Allah.: **http://tinyurl.com/ikhalifa3d**

Examples of kids being proactive. Watch this video from beginning till 1 minute 50 seconds only.
http://tinyurl.com/ikhalifa3e

Example of proactive: Mohd Zeyara sensed the person next to him was uncomfortable, he smiled and said salaam and rather than being offended, he took proactive steps and resolved the situation.
http://tinyurl.com/ikhalifa3f

Suggested activities for today:

1. Read this story with the kids:

The Ant And The Grasshopper. There was once a grasshopper who loved life. He spent his time lazing in the sun, eating when he wanted to, sleeping when he wanted to, generally enjoying himself all the time. He lived like he did not have a care in the world.

One day as he was sun-bathing, he saw an ant pushing a bread crumb across the ground. The grasshopper asked, "Hey brother! What are you doing?" The ant replied, "I am gathering food for the winter while the weather is still warm. Once winter sets in, I am going to stay home and just eat from my stock of food."

The grasshopper made fun of the ant's dull life and went on sun bathing saying, "There's enough time for such boring work. You should take time to have fun like me." Soon the summer passed and the winter started to set in.

As the weather became colder, it became harder for the grasshopper to get out. However, he soon started to feel hungry. He decided to brave the weather and find himself some food.

When he stepped out, everything was covered with snow and he could not find anything to eat. He continued to search for food everyday. He did not find anything. Finally, he grew weak and died of hunger.

The Lesson: Which of the two was Proactive?

The ant of course. What are the characteristics of Proactivity present in the ant?

- He knew himself, potentials and strengths: that he was tiny; that with the help of his teammates, there was nothing he could not achieve - it did not matter how big the morsel of food was.
- He knew the event that was coming on him: the winter and its severity.
- He knew the resources at his disposal: his teammates and time available to him in the summer.

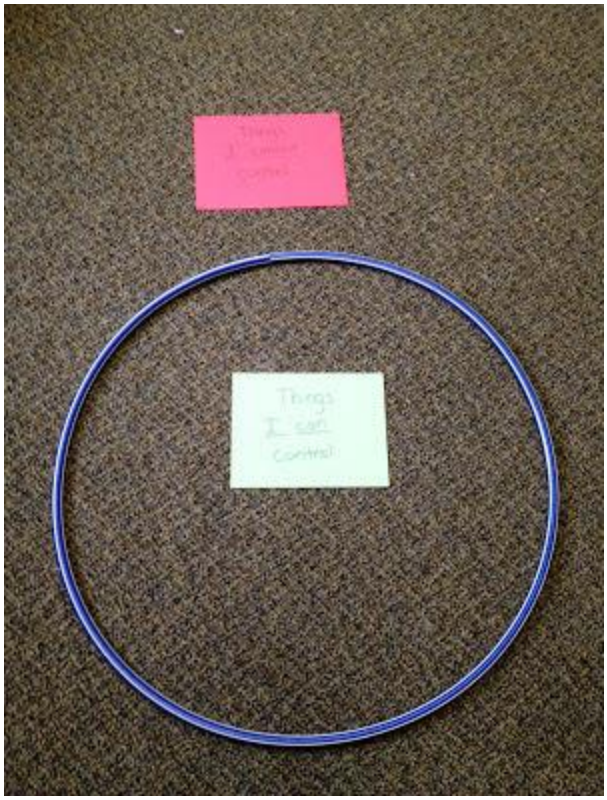
What are the characteristics of non-Proactivity present in the grasshopper?

- He did not know himself, potentials or strengths. He thought he was bigger than the ant and so nothing could happen to him. He was big enough to carry his food singlehandedly.
- He did not know the severity of the event that was going to visit him - the winter.
- He did not know the 'limitedness' of the resources at his disposal.

Similarly, the day of judgement is coming whether we chose to think about it or not. We can either be proactive like the ant and prepare for it and do some extra efforts to collect and protect our good deeds or we can be reactive like the grasshopper and wait till the last minute. So what are we going to be – the ant or the grasshopper?

2. Play hula hoops game

Start with a discussion on what does it mean to be proactive. They might say things like "Being in charge of yourself" and give examples. Then place a hula hoop in the center of the room. Inside the center of the hula hoop, place a sheet of paper with "Things I can control" written on it. On the outside I placed a sheet with "Things I cannot control" written on it. Kids then have to decide if what you say is something they can control or not control. As you call out situations they will jump in the hula hoop or out. Some things could be like rules in your house, school, country, their behavior, their feelings, their attitude, their friends, their reactions to friends, etc. Each time, let them tell you how or why they can or can not control the situation.



Day 4: Habit 2 — Begin with the End in Mind

Discussion for today:
Have a plan. I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom/ family/ community/ ummah and contribute to its mission and vision. I look for ways to be a good Muslim.

I understand that this life is nothing but a preparation for the next. A person can be rich like the richest person of his time, like Firawn and still be a loser. A person could have no money and in fact even be homeless like Ibrahim AS was and still be one of the best person who ever lived. Everything we go through, good or bad, is a test for us to prepare us for our ultimate goal – jannat.

Videos for today:

Habit number 2: keep the end in mind: **http://tinyurl.com/ikhalifa4a**

Prepare a strategy for the hereafter: **http://tinyurl.com/ikhalifa4b**

Don't lower your standards, raise your duaas: **http://tinyurl.com/ikhalifa4c**

Suggested activity for today:

Create a mind map of personal goals. Put main goal in middle and then branches on how to do this. And then sub-branches and so on. You could write jannat in the middle and ask them to write how they plan to do things for their goal, jannat. Let them be creative and not criticize. Encourage their thoughts. For example, if someone loves beautiful things or even like to be pretty dressed etc. Then how can beauty be a source of getting closer to Allah (hint: Allah is beautiful, and He loves beauty, with modesty of course). If someone wants to be really rich, how can money help them get closer to Allah. (hint: charity, good deeds). If you are not familiar with how to create a mind map, you can watch this video to understand: **http://tinyurl.com/ikhalifa4d**

DAY 5: Habit 3 — Put First Things First

Discussion for today:
Work first, then play. I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized. I.e. time management and prioritisation.

Videos for today:
A tale of productivity: **http://tinyurl.com/ikhalifa5a**

Brief explanation of surah al asr: **http://tinyurl.com/ikhalifa5b**

Suggested Activities for today:
1. Read the story of kaab ibn malik RA or paraphrase and share. You can find the link to the story here: **http://tinyurl.com/ikhalifa5c**

2. Think about what is one thing that you do in a day that is the best use of your time. It could be something u like, something thats useful or something that is good for u or anyone else.

3. On a paper draw a line in middle. On one side write about or draw ur biggest time waster and the other side write about or draw ur biggest best use of ur time.

Day 6: Habit 4 — Think Win-Win

Discussion for today:
Everyone can win. I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for better alternatives.

Think WIN WIN
For us, It means 2 things-
when working with other people or in any relationships we look for ways to resolve things in a way that we are happy and the they are happy as well. (As opposed to WIN LOSE - when we try to get our way to make ourselves happy at the expense of other eg - sibling rivalry, excessive competition; LOSE WIN - where we let others put us down or treat us badly so they can feel good about themselves eg- giving in to peer pressure, allowing others to bully us; or LOSE LOSE - when if we go down we take others with us eg - revenge, breaking others toys that i couldn't have).

Video for today:
Allah wants you to win: **http://tinyurl.com/ikhalifa6a**

Suggested Activities for today:

1. Mothers can read this story to kids:

UBUNTU - A very nice story...!
The motivation behind name given to Ubuntu Operating System.
An Anthropologist proposed one game to the African tribal children.
He placed a basket of sweets and Candy's near a tree.
And made them stand 100 metres away.
And announced that who ever reaches first would get all the sweets in the basket.
When he said ready steady go...
Do you know what these small children did?
They all held each other's hands and ran towards the tree together, divided the sweets among them and ate the sweets and enjoyed it.
When the Anthropologist asked them why you did so?
They said 'Ubuntu'.
Which meant -
'How can one be happy when all the others are sad?'
Ubuntu in their language means -
'I am because, we are!'
A msg for all generations.
Let all of us always carry this attitude within us and spread happiness, wherever we go...
Let's have an Ubuntu Life ..
I am because we are..!!

2. Speak about how some things can be really hard for us in our life and yet Allah makes them a win-win for us. Ask them what is really hard for them. How could this be a win-win.

- did you ever get teased at school: **http://tinyurl.com/ikhalifa6b**
- A bankrupt person - **http://tinyurl.com/ikhalifa6c**
- patience and its reward - **http://tinyurl.com/ikhalifa6d**

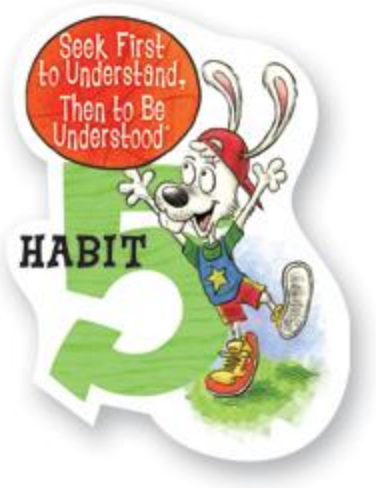
To really help them understand this concept, Share some moment from your own life, which seemed difficult or bad at that time but later on you realised the goodness in it... When a mom or dad gives such example from his/ her own life, it will be more real for them and they might even share something with you that you can talk about in sha Allah. Don't push them to share, just go with the flow.

3. Ask the kids to try to find out win win answers to any problems or challenges they face. Discuss with them for 5 minutes if you can:

For example mom wants you to empty dishwasher, you want to watch tv, or play games- how could you reach a win win?
You and your friend want to play different games.. How do u reach a win win?
Someone at school bullies you or says something which is not nice. How is a situation a win win for you? How can you make it even more win win?

Let them come up with solutions, and then discuss how is that a win win..
For example- I empty the dishwasher quickly when my mom asks me to. First i make intention in my heart that i am following Allahs command by listening to and obeying my mom promptly.
Second I do it quickly so we don't waste any time in arguing that i don't want to do it, which means I get more time to watch tv or play.
Third it helps my mom with little things- she is less tired and may be we spend some good few minutes together.
Fourth- she is happy with me, more inclined to say yes to my playing or watching tv.
Fifth- we are all happy and no one is angry with each other. That means I enjoy my tv time fully and day starts in good mood and positively.

Day 7: Habit 5 — Seek First to Understand, Then to Be Understood



Discussion for today:
Listen before you talk. I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am also confident in voicing my ideas. I look people in the eyes when talking.

"Seek first to understand,
And then to be understood"

Just like Allah swt has given us two ears and one mouth, we need to be good listeners and understand people's situations and feelings, why they are saying or doing what they are doing and then explain our own point of view in a nice way.

What is good listening and bad listening.
Bad listening could be
1. Being spaced out
2. Selective listening
3. Word listening
4. Self centred listening
5. Judging
6. Probing
7. Pretend listening
8. Advising, without being asked

Good listening would be
1. Listening with your eyes, heart and ears
2. Just listen
3. Stand in their shoes
4. Mirroring not mimicking

Video for today:

How the prophet saw showed us this habit: **http://tinyurl.com/ikhalifa7a**

In one ear, out the another, Quran weekly: **http://tinyurl.com/ikhalifa7b**

Suggested activity for today:

Watch this video and the answer to the following questions: **http://tinyurl.com/ikhalifa7c**

Q1. Why did the prophet saw agree to fight the wrestler-(choose one option)
A. was it because he knew he would win,
B. did he like wrestling or

C. did he first understand that wrestling was a big deal for the wrestler and therefore agreed to wrestle with him, and then when the wrestler was ready to listen he made him understand the message of islam

Q2. Please explain your choice above in a few sentences.

Q3. What did you learn from this video? And how can you apply it to your life?

Day 8: Habit 6 — Synergize

Discussion for today:
Together is better. I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

Habit number 6 is synergy (working together).

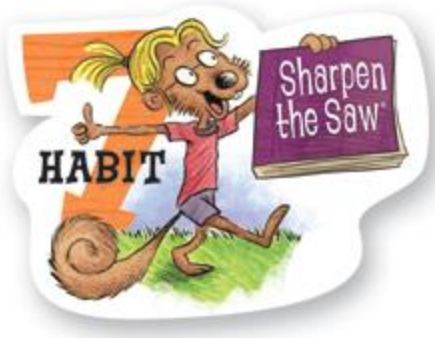
This includes three concepts -

1. Accept who you are even if you are different. Each one of us is unique and special
2. Neither shun, nor tolerate but celebrate diversity. Example - How many times we need to work with non muslims? Many. This doesnt mean we avoid them or be offended by them. But think how it might be that Allah makes us a form of dawah to bring them to Islam in sha Allah. So we must make sure we behave our best and be kind like prophet saw was. Also within Muslim ummah, we are not all of all alike. We all differ sometimes in small and big things. We celebrate our diversity and love each other nevertheless.
3. Know a strategy on how to create synergy in difficult situations or with difficult people - 5 steps:
   - **A.** Identify the problem, opportunity and facts. Don't undermine yourself or others in doing so.
   - **B.** Understand their way - what are they saying, doing, feeling and why
   - **C.** Make them understand your way - if someone is bullying you make it known in a nice and kind way that they need to stop.
   - **D.** Brainstorm new ideas - how can you creatively tackle the problem? If plan "A" doesn't work we have 25 other alphabets
   - **E.** Find a higher way, a better way – e.g. even if someone bullies you, you might still end up being good friends one day, you never know.

Videos for today:
Habit number 6, synergy: **http://tinyurl.com/ikhalifa8a**
The world he wished to see: **http://tinyurl.com/ikhalifa8b**

Suggested Activity for today
Think about various kinds of synergies we find around us in nature, school, family, friends, religion of islam and tv and electronics. Talk about it how everything is working together in harmony with each other.

Day 9: Habit 7 — Sharpen The Saw



Discussion for today:
Balance feels best. I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

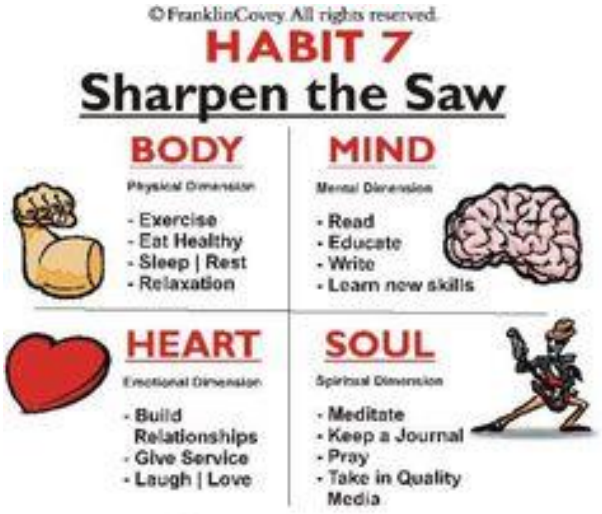
What does Allah's guidance teach us? It teaches us to balance our mind and heart and not let any one overpower the other. We have full and firm belief in Allah swt but also use our mind to understand and explore both our religion and the world around us.

Islam also teaches us what is good for us and what is not good for us. And from whatever is good for us, how much is good for us. Balance and moderation are key principles in Islam. We have been discouraged from even doing too much worship of Allah.

Video for today:

Sharpen the saw: **http://tinyurl.com/ikhalifa9a**

Suggested activity for today:
Take a paper and create some goals for yourself for this year. Divide the paper into four sections – body, mind, heart and soul. The sections can be coloured and decorated. Now each one writes their own goals for the year. Try not to prompt too much or advise unless asked. Let everyone choose their own goals, even if they are too simple or too complicated, too few or too many.



Day 10: Brush up on 7 habits

Discussion for today:
Ask everyone to share whatever they have learnt about the 7 habits and how they can apply them in their life.

Video for today:
Summary of 7 habits: **http://tinyurl.com/ikhalifa10a**

Suggested activities for today:

- Watch this video: **http://tinyurl.com/ikhalifa10b**. (Abu Bakr and sabr) Make a list of talents or principles you really admire in other people. Write their names next to it (if you know them). Which of these talents would you like to develop this year. You can even write down specific steps you can take to develop this talent. Write down a date that you will start working on this talent.
- Create a few sheets for Personal Bank account. You are going to use one every week. You can decorate them whichever way you like creatively. Here is a format for the sheets. Basically end of the day, you spend 5 minutes to write down whatever good or not so good things you did during the day and give them a positive (deposit) or negative (withdrawl) score. The person in the family who gets the maximum score in the week gets to decide the good deed that you would do together as a family – for example, giving some food to the homeless, volunteer work somewhere etc.