

Habit 3: Put First Things First Synopsis

- It is important to know how to prioritize daily and weekly activities.
- It is essential that you distinguish between important activities and urgent activities.
- A great skill is the ability to manage your time.
- Organizational skills are essential for success.
- Organized people are more comfortable.
- If you are organized, you can pack more into your life.
- When you are secure in your comfort zone it allows you to stretch outside your comfort zone into zone your courage.
- Do what you want to do, not what others want you to do.

Time Quadrants

- We spend our time in 4 quadrants – each quadrant contains different kinds of activities and represented by a type of person.
- The Time Quadrants are made up of two primary ingredients, “important” and “urgent”.
- Important – Important things are those that contribute to your mission and your goals.
- Urgent – Pressing things, in-your-face things, activities that demand immediate attention.

Four Quadrants

- Quadrant 1: The Procrastinator – Put things off until they become urgent.
- Quadrant 2: The Prioritizer – Plans, get things done ahead & does first things first.
 - Pick up a planner
 - Plan Weekly
 - Identify big rocks, the most important things your need to do this week. Make a list and prioritize your big rocks. Pebbles are the things that are not too important.
 - Block out time for your big rocks. Make sure you get things done first.
 - Adapt daily – modify and make changes as needed
 - Move beyond your Comfort Zone into Your Courage Zone – Getting your big rocks completed sometimes takes you outside your comfort zone. Sometimes it is an adventure and a risk, however stretching yourself leads to personal growth and will help you reach your potential.
 - “Don’t let fears make your decisions. You make them.”
 - When we take a risk, “It’s not the mountain we conquer, but ourselves.” (Edmund Hillary – the first person to climb Mount Everest)
 - Winning means rising each time you fall – If you fail, get back up and keep trying.
 - Be Strong in hard moments – Conflicts between doing the right thing and the easier one. Do the right thing. “Two roads diverged in a wood, and I – I took the one less traveled by, and that has made all the difference” – Robert Frost, poet.
 - Overcome peer pressure – Make sure you finish what needs to get done. Have won’t power. You may need to remove your self entirely from the environment you’re in.
 - Common Ingredient of Success – Discipline. “All successful people have the habit of doing the things failures don’t like to do. They don’t like doing them either necessarily. But their disliking is subordinated to the strength of their purpose.” (Albert E. Gray)

****SPEND MORE TIME HERE****

- Quadrant 3: The Yes-Man – People pleaser. Loaded with activities that are important to other people but not important to them. ******REDUCE BY SAYING NO, STOP TRYING TO PLEASE EVERYONE******
- Quadrant 4: The Slacker – No activity is urgent or important. They waste time in excess. Lack of responsibility. Flakiness. ******REDUCE EXCESSIVE RELAXATION. RELAXATION IS IMPORTANT BUT IF YOU WANT TO BE TRULY RELAXED YOU SHOULD BE IN QUADRANT 2 ******

	URGENT	NOT URGENT
IMPORTANT	<p>The Procrastinator</p> <ul style="list-style-type: none"> Exam Tomorrow Friend Gets Injured Late For Work Project Due Today Car Breaks Down 	<p>The Prioritizer</p> <ul style="list-style-type: none"> Planning, Goal Setting Essay Due in a Week Exercise Relationships Relaxation
NOT IMPORTANT	<p>The Yes - Man</p> <ul style="list-style-type: none"> Unimportant Phone Calls Interruptions Other People's Small Problems Peer Pressure 	<p>The Slacker</p> <ul style="list-style-type: none"> Too Much TV Endless Phone Calls Excessive Computer Games Mall Marathons Time Wasters

****** Synopsis – Verbatim or paraphrased from Sean Covey – *7 Habits of Highly Effective Teens*. ******