

Habit 3

Put First Things First



Not enough time to get it all done!

- Habit 2 – you decide what is most important to you, what should be first
- Habit 3 – helps you plan on how to put those things first
 - Will power--the strength to say “yes” to your most important things
 - Won’t power--the strength to say “no” to less important things and to peer pressure

Packing More into Your Life

- When you pack for a trip--if you are more organized, then you can fit more into your suitcase
- To get more organized in your life, to fit more in, you can use the Time Quadrant Model which divides things into important and urgent categories

What is Important?/What is Urgent?

- Important -- Activities that contribute to your mission and goals
 - Tests, exercise, relationships, work, projects
- Urgent--Pressing things, in-your-face-things, activities that demand immediate attention
 - Phone calls, interruptions, a test tomorrow, car breaks down

There are 4 Time Quadrants

- **Important and Urgent**
- The “**Procrastinator**”
 - Exam Tomorrow
 - Friend gets Injured
 - Late for Work
 - Project Due Today
- **Urgent and Not Important**
- The “**Yes-Man**”
 - Unimportant phone calls
 - Interruptions
 - Other people’s small problems
 - Peer pressure
- **Important and Not Urgent**
- The “**Prioritizer**”
 - Planning/Goal setting
 - Essay due in a week
 - Exercise
 - Relationships
 - Relaxation
- **Not Urgent and Not Important**
- The “**Slacker**”
 - Too much TV
 - Endless phone calls
 - Too much computer games
 - Mall marathons
 - Time wasters

Quadrant 1 – The Procrastinator

- There will always be Q1 things that we can't control
 - Last minute meeting
 - Illness
- By putting things off (like volunteering) until the last couple of weeks, people become a “stress case”
- Spending too much of your time here causes
 - Stress and anxiety
 - Burnout
 - Mediocre performance

Quadrant 3 – The Yes-Man

- People who spend a lot of time in this quadrant attend to matters that are urgent and may seem important, but are not. For example, a ringing phone. This quadrant is also full of things that are important to other people but are not important to you
- Results of spending too much time as a “yes-man”
 - Being a people pleaser
 - Lack of discipline
 - Feeling like a doormat for others to wipe their feet on

Quadrant 4-The Slacker

- This is the category of waste and excess. There is nothing here that is urgent or important
- What appears to be relaxation or renewal turns into wasted time
- The results of Q4 are
 - Lack of responsibility
 - Guilt
 - Flakiness

Quadrant 2- The Prioritizer

- The quadrant of excellence
- The place where you want to spend the most time
- This person plans ahead for doing first things first
- Results of spending time here are
 - Control of your life
 - Balance
 - High performance

Where do you spend most of your time?

- We all spend time in all the quadrants, but the goal should be to increase the time spent in Q2
- Shrink Q1 by procrastinating less
- Say “no” to Q3 activities
- Cut down on Q4, slacker activities

Plan Weekly

- Take 15 minutes each week to plan your week. Not daily, not monthly
- Step 1
 - What are the most important things I need to do this week? Limit the number to no more than 10
 - These are the big rocks
 - Look at each role you fulfill eg student, friend, family member, employee, individual, teammate

Weekly Plan

- Step 2 – Block out time for your “big rocks”
- By seeing the important things listed, you can then plan when you will do them
 - Study for that test on Thursday
 - Go to volunteer
 - Get birthday present

Weekly Plan

- Step 3 – Schedule Everything else
 - Fill in day with the little “to-do” daily tasks such as take out garbage, appointments, clean room

Adapt Daily

- Things may come up, or your plan didn't go quite like you thought it would.
- Even if you don't accomplish everything you set out to, you probably accomplished more than if you had not planned at all

Does this system work?

- YES!