

HABIT 3-PUT FIRST THINGS FIRST

"WILL and WON'T Power"

- **CCSS.ELA-Literacy.RI.11-12.1** Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text, including determining where the text leaves matters uncertain.
- **CCSS.ELA-Literacy.RI.11-12.7** Integrate and evaluate multiple sources of information presented in different media or formats (e.g., visually, quantitatively) as well as in words in order to address a question or solve a problem.
- **CCSS.ELA-Literacy.SL.11-12.1b** Work with peers to promote civil, democratic discussions and decision-making, set clear goals and deadlines, and establish individual roles as needed.



"I must govern the clock, not be governed by it." — Golda Mier

You've got a lot to do, and you're faced with more decisions and choices than any group of teens in history. A regular day typically goes like this: You get up early and practice your music, and then you're off to school. Your top three college choices are due today, and a scholarship deadline is looming. Your chemistry homework is not done, and after school you have practice. You're supposed to work tonight, and you promised your brother you'd take him out for ice cream. Oh, and you have a date planned for the weekend, but you have no idea what you're going to do. Where do you begin?

THE TIME QUADRANTS

	URGENT	NOT URGENT
IMPORTANT	<p>1 THE PROCRASTINATOR</p> <ul style="list-style-type: none"> - EXAM TOMORROW - FRIEND GETS INJURED - LATE FOR WORK - PROJECT DUE TODAY - CAR BREAKS DOWN 	<p>2 THE PRIORITIZER</p> <ul style="list-style-type: none"> - PLANNING, GOAL SETTING - ESSAY DUE IN A WEEK - EXERCISE - RELATIONSHIPS - RELAXATION
NOT IMPORTANT	<p>3 THE YES-MAN</p> <ul style="list-style-type: none"> - UNIMPORTANT PHONE CALLS - INTERRUPTIONS - OTHER PEOPLE'S SMALL PROBLEMS - PEER PRESSURE 	<p>A THE SLACKER</p> <ul style="list-style-type: none"> - TOO MUCH TV - ENDLESS PHONE CALLS/ TEXTING/FACEBOOK - EXCESSIVE COMPUTER GAMES - MALL MARATHONS - TIME WASTERS

Quadrant 1 - The PROCRASTINATOR

To practice Habit 3, you need to manage your time and avoid putting things off until the last minute. Habit 3 explains that you manage your time in four different time quadrants. Each quadrant contains different kinds of activities, which are broken into a combination of two categories: urgent and important.

If you spend too much time in Quadrant 1 (urgent and important tasks), you become stressed out and anxious, you may not do your best and you may disappoint yourself and others. Some people thrive on deadlines. Doing everything at the last minute gives them a rush. They won't even begin a task until it becomes urgent. Are you a chronic procrastinator addicted to urgency?

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QUADRANT 3 - The "YES-MAN"

Quadrant 3 represents activities that are urgent but not important. People who spend their time in this quadrant typically try to please others and have a hard time saying no. If you spend too much time in Quadrant 3, you may lack discipline. One way to fill your precious time with worthwhile activities is to identify your most important priorities right now. Then, you can do the activities first that support those priorities.

QUADRANT 2 - The PRIORITIZER

Quadrant 2 is made up of activities like relaxing, building friendships, exercising, planning ahead, and doing homework. It's the quadrant of excellence – the place to be. The key to effective time management is to shift as much time as possible into Quadrant 2. The only way you'll find more time for Quadrant 2 is to reduce the amount of time you spend in the other quadrants.

TAKE THE QUIZ :

Assess Quadrant Time
Where do you fall?

*Two roads diverged
in a wood and I—
I took the one
less travelled by.
And that has made
all the difference.
~ Robert Frost.*

PICK UP A PLANNER

Putting first things first is about learning to prioritize and manage your time so that your first things (highest priorities) come first, not last. You may have a nice list of goals and good intentions, but doing them – putting them first – is the really hard part. Putting first things first also deals with learning to overcome your fears and being strong during hard moments. Habit 3 is the habit of “will power” (the strength to say yes to your most important things) and “won't power” (the strength to say not to less important things and to peer pressure).

With all the stuff you have going on in your life and all the things you have to do, it's a good idea for you to use a planner or some sort of calendar. You've got to have a place to write down your assignments, appointment, to-do lists, special dates, and goals, or something will slip between the cracks.

PICK THE BIG ROCKS

Each week you have important things you've got to get done. These things could include studying for a big test, finishing a reading assignment, attending a friend's game, exercising, practicing for a recital or concert, or applying for a job. These are your “big rocks” the most important things you need to do during the week. If you plan the Big Rocks in your life first, everything fits, Big Rocks and pebbles, which are your less important tasks.



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The Other Half

Managing your time is only the first half of Habit 3. The other half is learning to overcome peer pressure. Some of the hardest moments come when you face peer pressure. Saying no when all your friends are saying yes takes raw courage. Sometimes, peer pressure can be so strong, the only way to resist it is to completely get away from the situation or environment you're in.

DON'T LET YOUR FEARS DECIDE

The world is full of emotions, but perhaps one of the worst is fear. Think about some experiences you may have missed in life because your fears got the best of you. Fears whisper, "You can't do it," or "They may not like you." Ugly, yet very real, fears can prevent you from taking classes, making friends, or playing for teams. Try to remember this quote when you think you might cave in to your fears:

"Never let your fears make your decisions. *You* make them."

Acting in the face of fear is never easy, but in afterward you'll be glad you did.

The Common Ingredient of Success

Putting first things first takes discipline. It takes discipline to manage your time. It takes discipline to overcome your fears. It takes discipline to be strong in the hard moments and resist peer pressure. A man named Albert E. Gray spent years studying successful people trying to figure out the special ingredient that made them all successful. What do you think he found? Well, it wasn't dressing for success, or eating bran, or having a positive mental attitude. Instead, this is what he found:

"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 SUBORDINATE TO THE STRENGTH OF THEIR PURPOSE."

Baby Steps Choose one or two baby steps you can do to PUT FIRST THINGS FIRST

1. Set a goal to use a planner for one month. Stick to your plan.
2. Identify your biggest time-wasters. Do you really need to spend two hours on Facebook, Vine, or Candy Crush?
3. Are you a "pleaser," someone who says yes to everything and everyone? If so, have the courage to say no today when it's the right thing to do.
4. If you have an important test in one week, don't procrastinate and wait until the day before to study. Suck it up and study a little each day.
5. Think of something you've procrastinated for a long time but that's very important to you. Block out time this week to get it done.
6. Note your ten most important BIG ROCKS for the upcoming week. Now, block out time on your schedule to accomplish each one.
7. Identify a fear that is holding you back from reaching your goals decide right now to jump outside your comfort zone and stop letting that fear get the best of you.
8. How much impact does peer pressure have on you? Identify the person or people who have the most influence upon you. Ask yourself, "Am I doing what I want to do or what they want me to do?"

Sources:

Covey, Sean. *The 7 Habits of Highly Effective Teens*. New York: Fireside, 1998. Print.

Covey, Sean. *The 7 Habits of Highly Effective Teens Personal Workbook*. New York: Simon & Schuster, 2004. Print.