Habit 3: Put First Things First  
 by C Kohn, Agricultural Sciences, WUHS

Name: Hour Date:

Date Assignment is due: *Thursday* Why late? Score: + ✓ -  
 Day of Week Date If your project was late, describe why

# Unit Preview

## Habit 3: Put first things first

**Set priorities**. Decide which of your roles and goals are most important, then determine what steps will best achieve those goals. Basically it means doing life with your values in hand. It means defining your idea of success in life from the image you would like to leave in the roles that you assume like (spouse, grandparent, voter, activist, student, employee, manager). The idea is to have these clearly defined and on a piece of paper.

We need to schedule our priorities. We can use the time management matrix to determine where to spend our time.

**There are four quadrants where we spend our time:**

1. Important and Urgent
2. Important but not Urgent
3. Urgent but not Important
4. Not Urgent or Important

To be effective we need to take care of everything in quadrant 1 and then spend as much of our remaining time as possible in quadrant 2. We need to live in quadrants 1 and 2.Quadrant 1 activities are the things that are important and urgent: emergencies, deadline-driven projects, crises, some meetings, some phone calls. These are the things we cannot and should not ignore. They demand our immediate attention.

Quadrant 2 activities include: all work in each of the 7 habits, maintenance, recreation, self-care, learning, reading, and relationship building. These are the things we don't do because they're never urgent. They're important, but once we finish dealing with the Urgent and Important crises, we often don't want to work in quadrant 2. We get distracted by Urgent things that are not important—quadrant 3 activities. We might want to retreat to the gratifying but wasteful activities of quadrant 4 because we feel like we deserve a break, we don't realize that we are setting ourselves up for more crises in quadrant 1 by ignoring the important activities of quadrant 2.

Source: <http://en.wikibooks.org/wiki/Seven_Habits_Study_Guide/Quick_overview_of_the_seven_habits>

**Units**

1. Definitions of Leadership

2. Habit 1 – Be Proactive

3. Habit 2 – Begin With the End in Mind  
  
4. Habit 3 – Put First Things First  
  
5. Habit 4 – Think Win-Win  
  
6. Habit 5 – Seek First to Understand  
  
7. Habit 6 – Synergize   
  
8. Habitat 7 – Sharpen the Saw  
 **Weekly Schedule: See Board and record**   
Mon  
  
  
  
Tues  
  
  
  
Wed  
  
  
  
  
Thurs  
  
  
  
  
Fri

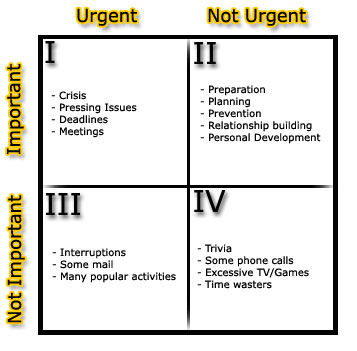
Create 4 or more questions based on this topic:

1

2

3

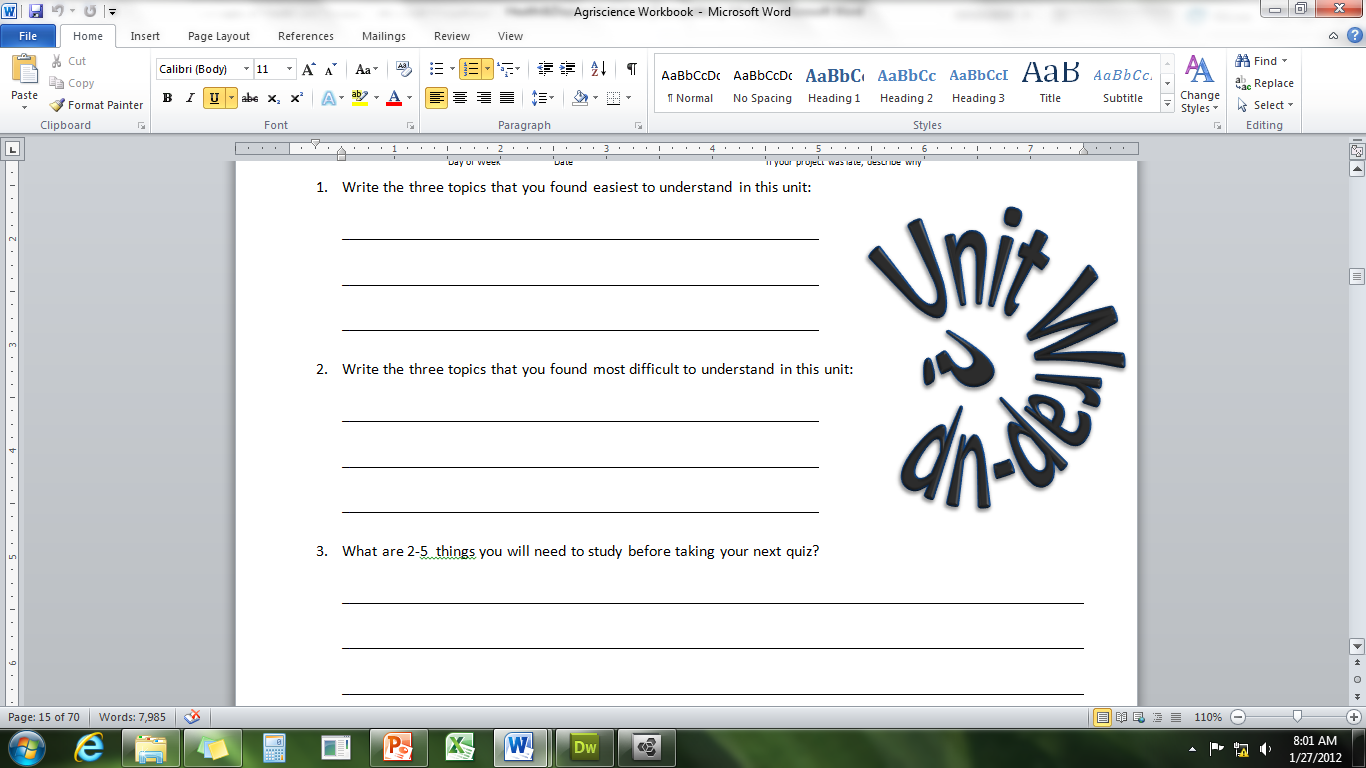
4

1. What is one thing you could do that you aren’t doing now that if you did on a regular basis would make a tremendous positive difference in your own personal life? How could you become more productive?
2. What is one thing you could do at school or in your academics that would make a tremendous positive difference in your own education? In other words, what could you change to get more out of high school?
3. Shown at the right is a time management matrix. In the spaces below, write 3 examples of things that will affect you within the next 24 hours for each quadrant. (you should have 12 examples total, each one different)
   1. Quadrant I: Urgent and Important
   2. Quadrant II: Not Urgent, Important
   3. Quadrant III: Not Important, Urgent
   4. Quadrant IV: Not Important, Not Urgent
4. Will all of your items in Quadrant I and II be accomplished today? Why or why not?
5. Will some items in your life from Quadrant III and IV prevent items from I & II from occurring? Explain:
6. Could you eliminate the activities or items in Quadrant III and IV and still have an effective life? Explain
7. In the space below, describe the 5 most important roles you play (a role can be any title you assume, including student, son/daughter, employee, organization member, athlete, etc.). Write them in order of importance, with the most important role you play in life listed first:
8. For each role you play, write 3-10 tasks or responsibilities that must be completed for each within the next 7 days. A task may have to occur even if it is not asked of you; for example, as an athlete you may have to practice and attend a game or meet. Be sure to include everything that is most important and rank it in order of importance, with the most important jobs and tasks listed first.   
     
   Role 1: Tasks Associated with this role:   
     
      
     
   Role 2: Tasks Associated with this role:

Role 3: Tasks Associated with this role:   
  
   
  
Role 4: Tasks Associated with this role:   
  
   
  
Role 5: Tasks Associated with this role:

1. Look back at your answers for #’s 1 and 2; is your to-do list above in #8 reflective of what you wrote in the first two questions? Would these tasks help you become a more effective person, as defined by what you wrote earlier? Reflect on these tasks and what you need to become to be more effective. Is your day to day life helping or hurting your quest to become a more productive and effective person?

Unit Reflection C. Kohn, Agricultural Sciences - Waterford WI

1. Write the 3 topics that were most meaningful to you from this chapter:  
     
   1\_   
     
   2\_   
     
   3\_
2. Create 3 **high-level questions** related to this material   
   (*These questions could be something you still don’t know or questions that reflect understanding that you have now that you did not have before.*)  
     
   1\_   
     
   2\_   
     
   3\_
3. Describe a time when you feel you reflected the idea of this chapter in your own personal life:  
     
   \_   
     
   \_   
     
   \_   
     
   \_   
     
   \_   
     
   \_   
     
   \_
4. How might the idea of this chapter affect your life in the future? Be as specific as you can:  
     
   \_   
     
   \_   
     
   \_   
     
   \_   
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