

HABIT 3 Put First Things First

The Time Quadrants

- There are four “time quadrants” in chapter 3 put first things first.
- There is either urgent, non-urgent, important, non-important.

Q1: The Procrastinator

- Procrastinators do things that are both urgent and important.
- The _____ is the person that who dwell in urgency. They don't do things until the last minute like a projects, and homework.
- They thrive under _____.

Q2: The Prioritizer

- The prioritizer presents things that are _____, but not _____, like _____, _____, _____, _____, and doing _____.
- The results are:
 - _____
 - _____
 - _____
- Ways to _____ get rid of the other quadrants is to shrink _____ by procrastinating _____, say NO to Q3 _____, and cut down on Q4 _____ activities.

Q3: The Yes-Man

- The Yes-Man represents things that _____, but not important.
- The Yes-Man can always say _____, but DOESN'T have the willpower to say no. It's always a yes.
- _____ say no.
- The Yes-Man tries to please everyone else's _____.
- Result of being a yes-Man:
 - _____
 - _____
 - _____

Q4: The Slacker

- Q4 thinks of everything as not _____ and not _____.
- Slackers Love:
 - _____
 - _____
 - _____
 - _____
- School is the last thing n slackers mind. he would much rather be just hanging out with friends.

- Slackers would rather just watch TV or movies than do anything that could be important.

Planning, Big Rocks, and Pebbles

- You should at least take _____ each week to plan your week.

_____: *Identify your big rocks*

_____: *Block out time for your big rock*

_____: *Schedule everything else*

- Big rocks are things that you really need to _____ or week or month.
- Pebbles are things that you can do that aren't _____, but need to be done for the week or month.

Courage vs Comfort

- The comfort zone is _____ and you should feel safe and secure in this zone.
- The courage zone is _____, _____, and _____.