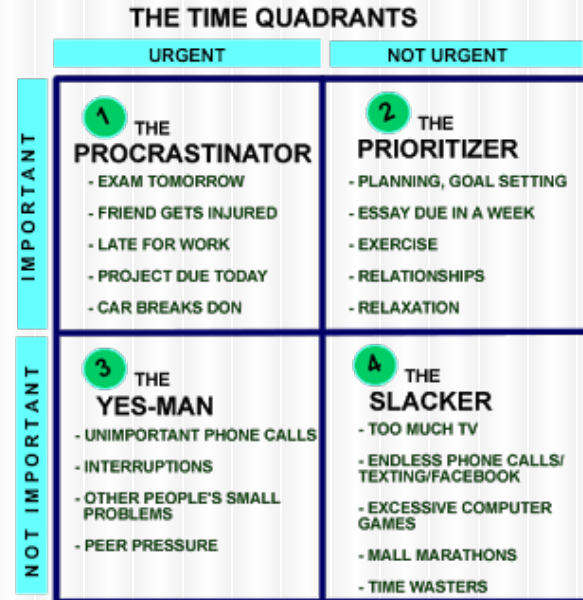


# Habit 3: Put First Things First

*Jessica Haynes, Andre Hinojos, and Jackson Nissen*

# What does it mean?

- Putting the Important things first and the Non-Important things last is the main subject in this chapter.
- There are four “time quadrants” in chapter 3 and they are either *urgent*, *important*, *not urgent*, or *not important*.
- Important- your most important things, your first things, activities, that contribute to your mission and goals.
- Urgent- pressing things, in-your-face things, activities that demand your immediate attention.



# Q1: The Procrastinator

- The first time quadrant is The Procrastinator. Q1 does things that are both urgent and important.
- The Procrastinator is the person that dwells on urgency. They put things off, and put things off, and put things off, until it becomes a crisis. They thrive under pressure.
- “Q1 is part of life, but if you’re spending too much time in Q1, believe me, you’ll be a ‘stress case’ and you’ll seldom be performing to your potential.



# Q2: The Prioritizer

- The Prioritizer represents things that are important, but not urgent, like building friendships, planning ahead, relaxation, exercise, and doing homework.
- They basically got it all together. They make sure that their first things get done first and last things last.
- The Prioritizer does everything in advance. There is no running out of time, either.
- The results of being in Q2 are:
  - Balance
  - High Performance
  - Control of your life
- THIS IS THE BEST QUADRANT TO BE IN!



# Q3: The Yes-Man

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- The Yes-Man represents things that are urgent, but not important.
- Yes-Man tries to please everyone else's desire.
- Q3 is loaded with all sorts of activities that are important to others but not to you - things that you'd like to say no to, but you can't because you're afraid you might offend someone.
- Yes-Man can NOT say NO.
- The results of being too much of a Q3 are:
  - Lack of discipline
  - Feeling like a doormat
  - Reputation of being a "pleaser"



# Q4: The Slacker

- THE CATEGORY OF WASTE AND EXCESS!
- Q4 thinks of everything as not urgent and not important.
- The Slacker loves:
  - too much TV
  - too much sleep
  - too many video games
  - too much time on the web
- “Sleeping in until noon takes real skills, after all.”
- School is the last thing on their mind, they would rather just hang out.



# Planning

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- Take 15 minutes each week to plan out your week.
- Step 1: Identify your BIG ROCKS.
- Step 2: Block out time for your BIG ROCKS.
- Step 3: Schedule everything else.

PLANNING CAN BENEFIT YOU AND YOUR FUTURE.

# BIG ROCKS & *pebbles*

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What are **BIG ROCKS**?

Big rocks are things that you really need to accomplish for the week or month.

What are *pebbles*?

Pebbles are the things that you can do that aren't urgent but need to be done for the week or month.



# Courage vs. Comfort

**Comfort Zone:** “Represents things that you’re familiar with, places you know, friends you’re at ease with, and activities you enjoy doing.” The comfort zone is “RISK FREE” and you should feel safe and secure in this zone.

**Courage Zone:** Represents things that you’re not accustomed to, making new friends, speaking before a large audience, and sticking up for your values. **ADVENTURE, RISK, AND CHALLENGE INCLUDED!** The possibility of **FAILURE**.

