

# Habit #3

## Put First

## Things

## First



Based on the work of Stephen Covey



I spend my time on things that are most important. This means I say no to things I should not do. I set priorities, make a schedule, and follow my plan.

I am organized.





# Going for Your Goals

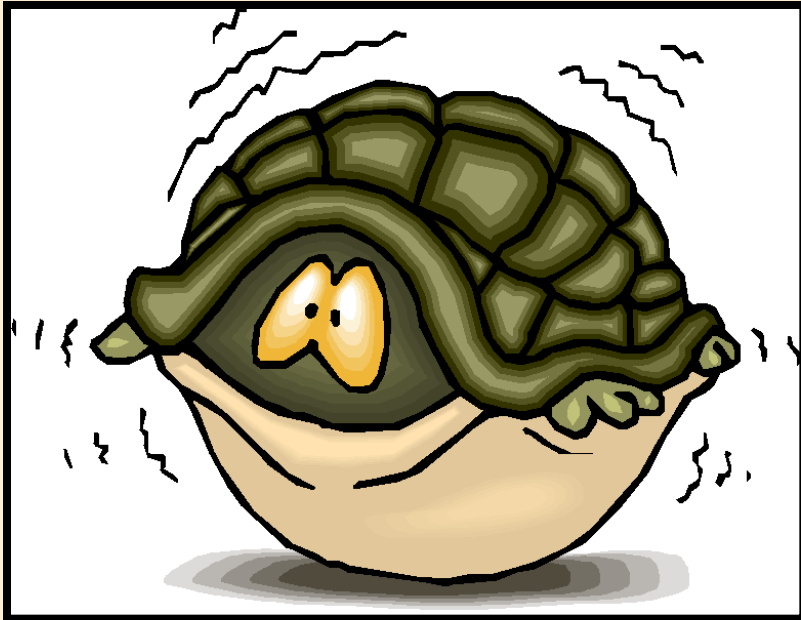


**At Home Goals**

**At School Goals**

Set two or three goals for  
at home and for at  
school.

# Journal Entry or Discussion Starter:



Sometimes not being brave gets in the way of doing things that are important to you. Putting first things first might mean putting aside your fears to reach your goal. Has fear ever kept you from doing something great or important? Explain.

# Big Things and Little Things:

Putting first things first means planning your time around the most important, BIG things in your life. Then, you can get to the little things that take your time.

**Big, Important  
Things That  
Take Your Time**

**Small Things, Less  
Important Things  
That Take Your Time**



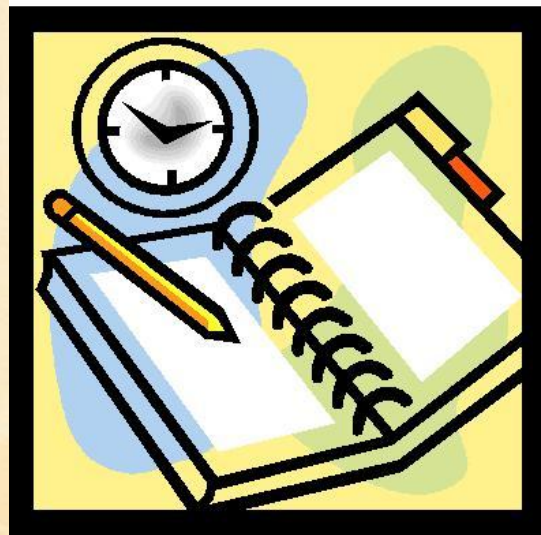
# Time Wasters:

Brainstorm some things that you do that wastes a lot of your time. Sometimes these things are fun and relaxing. If you do them too much though, they may get in the way of the important things.



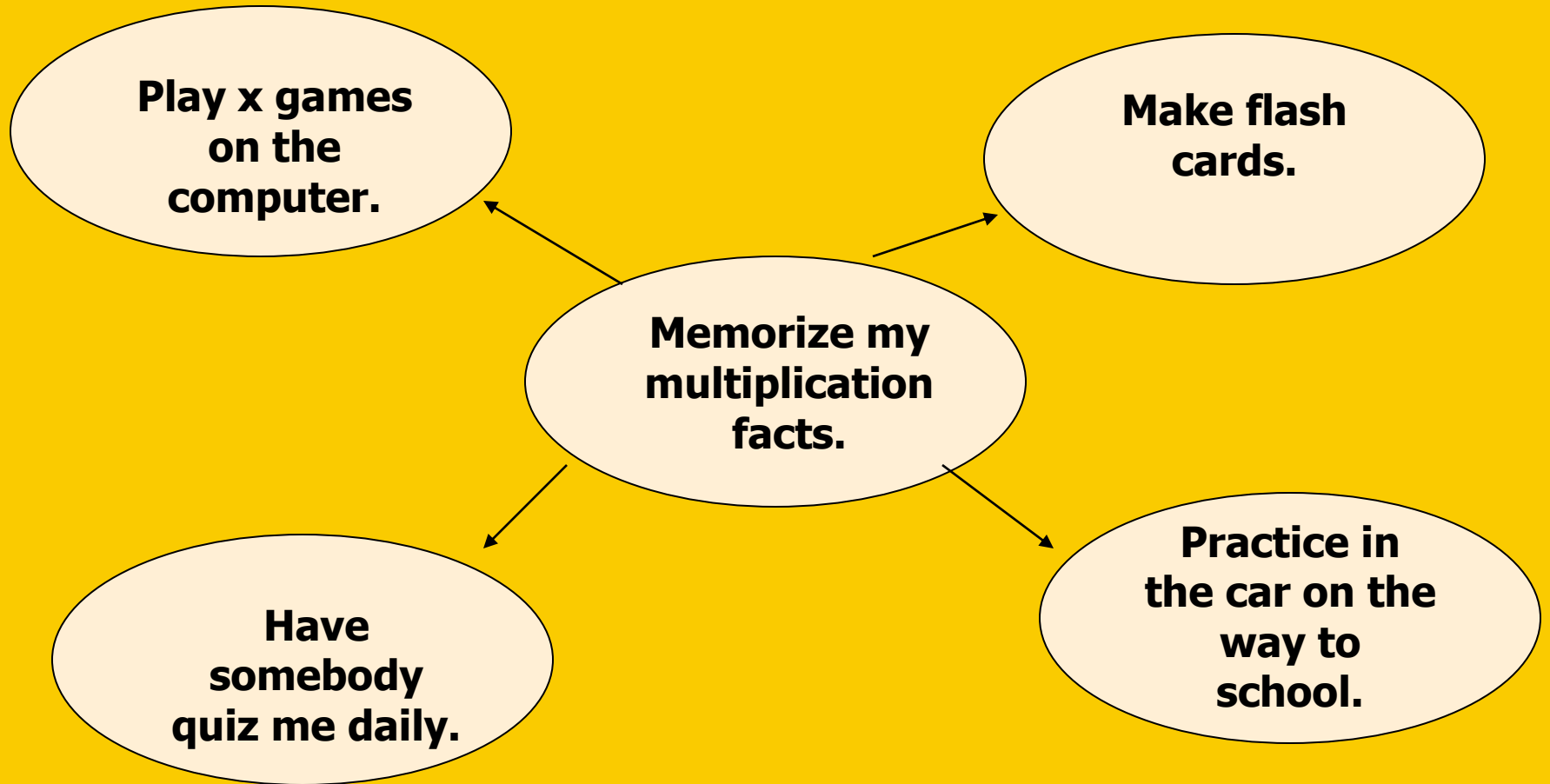
# Organizing Your Days

**Write out your regular schedule for a full day, from start to finish. Is it organized? Do you waste time, or put first things first?**



# Making it Happen

Now choose one goal for home, and one goal for school. Write your goals in a circle. Out from the circle, write things that you can do to help you achieve those goals.





# Where do you fall?



I always  
put first  
things  
first!

I never to  
set goals or  
put first  
things first.

**How could you be  
better at putting  
first things first?**



# Credits:

This slide show was created by  
Rebecca Radicchi  
using the following resources.

1. The Seven Habits for Highly Effective People by Stephen Covey
2. The Seven Habits for Highly Effective Kids by Sean Covey
3. The Seven Habits for Highly Effective Teens by Sean Covey

