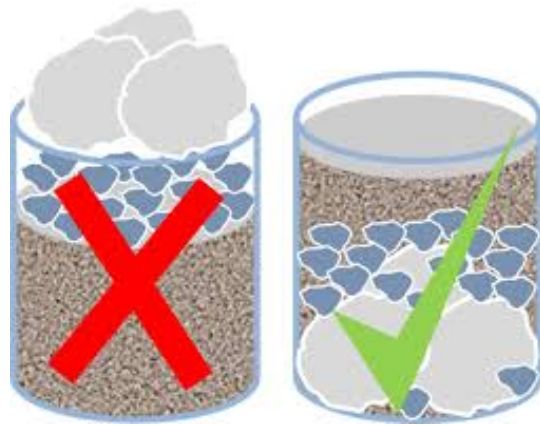


Habit 3

Put First Things First

- I spend my time on things that are most important
- I say no to things I know I should not do
 - I stay focused on what I'm doing.
- I try to minimize distractions and regroup if I get off task
 - I am disciplined and organized

Focus on your BIG ROCKS (things most important to you),
pebbles come later



Time Waster:

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.

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. Talk with a friend about the BIG things and LITTLE things in your life.

Big, Important
things that take
your time

Small things,
less important
things that take