Habit #3
Put First Things First
Based on the work of Stephen & Sean Covey
Habit 3: Put First Things First

I spend my time on things that are most important. I say no to things I should not do. I set priorities, make a schedule, and follow my plan. I am organized.
“Work First, Then Play”

• Putting first things first means that you plan your time by doing the MOST IMPORTANT or BIG things FIRST and the rest of the little things after.
When you put first things first, you...

- **ORGANIZE** - keep things neat.

- **PRIORITIZE** - list things in order you must get them done; First-Last.

- **MANAGE YOUR TIME** - get things done on time.
Don’t Be a Procrastinator!

• A Procrastinator waits until the last minute to get things done.

• A Procrastinator spends more time doing activities that are less important, like playing video games, instead of getting his/her homework done first!
“Put First Things First - Be Worry Free, Just Remember - Habit 3.” - G.G.