

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.



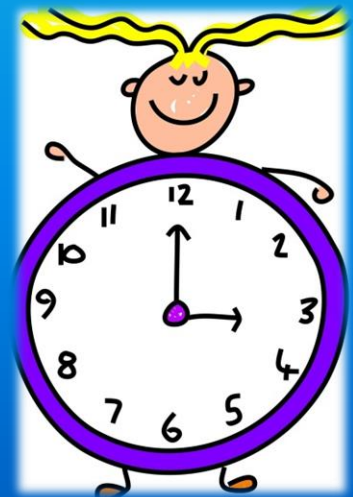
“Work First, Then Play”

- *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.*

