

The 7-Habits of Highly Effective People

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Habit-3: Put First Things First

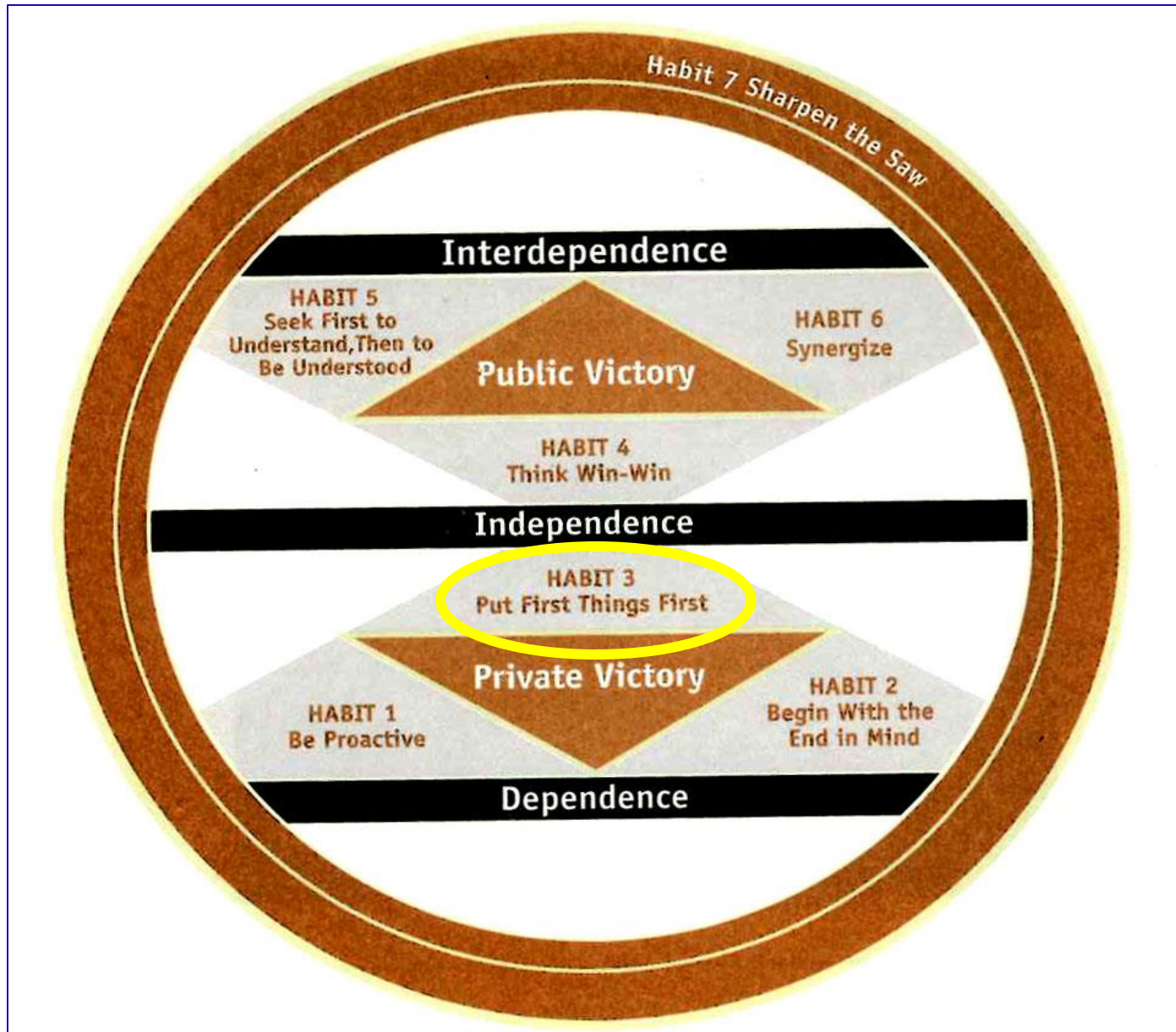
The Habit of Integrity and Execution

Things which matter **most** must never be
at the mercy of things which matter **least**.

- Johann Goethe



Maturity Continuum



Habit of Integrity and Execution



Paradigm

Ineffective: I put
urgent things first

**Effective: I put
important things
first**

Result

- Increased organization and productivity
- Fewer Crises
- A reputation for follow-up
- More life balance and peace of mind

Behavior

- focus on top priorities
- Eliminate unimportant
- Plan weekly
- Plan daily

Habit of Integrity and Execution

Compass

represents your Mission, direction,
and values- what you feel matters most



Clock

Represents your appointments, schedules,
and activities- how you manage your time



Compass	Clock
Effectiveness	Efficiency
Relationships	Schedule
Important Things	Urgent Things



HIE- Time Matrix

	Urgent	Not-Urgent
Important	I	II
Not-Important	III	IV

Important- Activities that represent your values, mission, and high-priority goals

Urgent- Activities that require immediate attention



Habit of Integrity and Execution

I watched the Indy 500, and I was thinking that if they left early, they wouldn't have to go so fast.

- Steven Wright



HIE- Eliminate the Unimportant

	Urgent	Not-Urgent
Important	<ul style="list-style-type: none">• Crises• Pressing problems Deadline-driven projects, meetings, reports	<ul style="list-style-type: none">• Preparation• Prevention• Planning• Relationship building• Re-creation• Values clarification
Not-Important	<ul style="list-style-type: none">• Needless interruptions• Unnecessary reports• Unimportant meetings, phone calls, mail• other peoples' minor issues	<ul style="list-style-type: none">• Trivia, busy work• Irrelevant phone calls• Time-wasters• Escape activities• Excessive TV, Internet, relaxation



Habit of Integrity and Execution

Live North of the Middle line

1. What are the chronic Quadrant III activities in your work place?
2. How can you help reduce or eliminate these Quadrant III activities?



Plan Weekly

Tips to weekly planning

1. When? Before the week begins
2. Where? Some place quiet
3. How long? 20-30 minutes

3 Steps for weekly plan

1. Review mission and roles
2. Choose Big Rocks
3. Schedule the week



Weekly Compass

Each week review your PMS and the roles that flow out of it. Roles represent key relationships and areas of responsibility

When selecting your roles

- Choose both personal and professional
- Choose no more than seven
- Recognize that some roles remain for life
- Be creative



1. Review Mission and Roles

What is the most important thing I can do in this role this week?

1. Project Manager

2. Parent

3. Spouse

4. Friend

5. Soccer Coach

6. Musician

7. Teacher



2. Choose Big Rocks

Big Rocks come from

- **Conscience**
- **Mission**
- **Goals**
- **Key projects**

Big Rocks can be

- **Tasks**
- **Appointments**
- **Areas of focus**



2. Choose Big Rocks

What is the most important thing I can do in this role this week?	Big Rock
1. Project Manager	Draft Agenda for Meeting
2. Parent	Attend Parent-Teacher meeting
3. Spouse	Take spouse to dance programme
4. Friend	Greet on birthday
5. Soccer Coach	Draft training schedule
6. Musician	Prepare for audition
7. Teacher	Prepare lesson plan



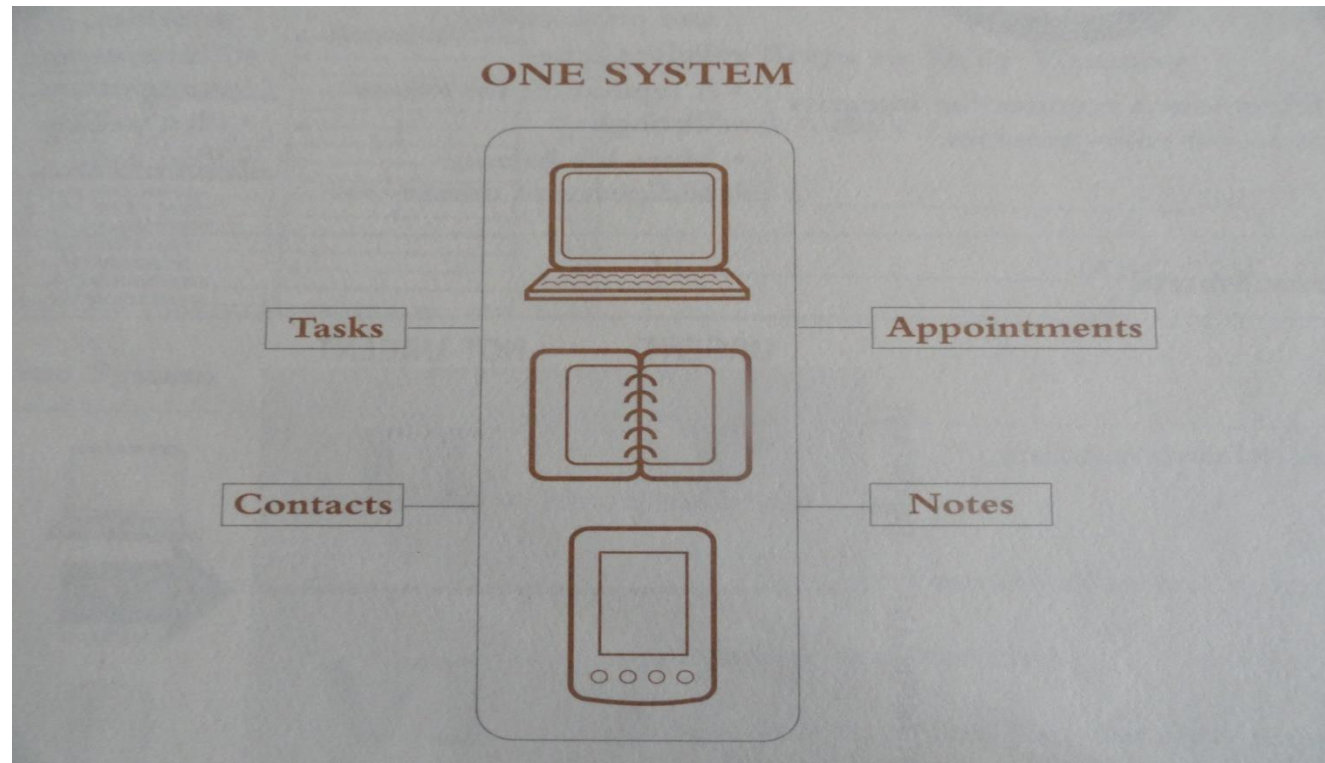
The nicest thing about not-planning is that failure comes as a complete surprise rather than being preceded by a period of worry and depression.

- Sir John Harvey-Jones



3. Schedule the Week

Regardless of which type of tool you use- software, paper, or handheld device- schedule the big rocks before you schedule anything else



March

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
30	31					1
2	3 9 Team Mtg.	4 4 budget	5 8 Conf. call 2 mtg.	6 9 Todd	7 12 Kim lunch	8 10 Game
	5 Conf.			7 date		
					14	

Appointment Schedule

8



6

**Thursday
March**

- ✓ Completed
- Forwarded
- × Deleted
- Ⓜ Delegated
- In Process

S M T W T F S

30	31						1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

↓ **ABC Prioritized Daily Task List**

● *Draft schedule*

Appointment Schedule

8

9

10

11

12

1

2



Plan Daily

Tips for Daily Planning

- When? Before the day begins
- Where? Some place quiet
- How long? 5-10 minutes

3 steps in daily planning

- Check today's appointments
- Make a realistic list
- Prioritize (A,B,C, 1,2,3)



HEP have

- Consistent follow-through
- Putting first things first each week requires not only discipline but good planning tools

Effective Planning system

- Integrated- all 4 core things- tasks, appointments, notes, contacts at one place
- Mobile- it's with you all the time
- Personalized- customized for your own needs



6

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S M T W T F S

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↓ ABC Prioritized Daily Task List

A1 Daily planning
A2 Draft schedule
B1 Call administrator
B2 Finalize report
A3 Read journal
B3 Call travel agent
C1 Pick up cleaning

Appointment S

8

9

Meeting with Todd

10

11

12

Lunch with Camille

1

2

3

Pricing Committee

4

5

6

7

Date night

8

Where? Somewhere quiet.
How long? 5-10 minutes.

