

Habit 3

Course Description

After a quick review of the basic concepts taught in the 7 Habits Program, participants learn skills for incorporating Habit 3 into their daily lives. The focus is on eliminating time spent on the unimportant to allow more time to focus on important items.

This course assumes that participants have previously spent time reviewing and applying Habit 2, Begin with the End in Mind, before attending this class. The focus is not on figuring out what the priorities are, but how to act on identified priorities.

Objectives

Review basic concepts of Habit 3

Understand the effectiveness of different generations of time management

Identify activities that contribute to the daily whirlwind

Utilize strategies of eliminating, boxing and delegating to deal with the whirlwind

Focus on 2-3 strategies to free up time for Q2 activities.

Course Preparation/Materials

Powerpoint




Habit 3 Worksheet

Paper for Name Tents

Flip Chart

Markers

Habit 3 – Put First Things First

Duration	Talking Points/Slide Screen Print	Material/Slide
1 min	<p>Introduce Self Do Name Tents</p>  <ul style="list-style-type: none"> • <i>Today's session is designed to help you apply Habit 3</i> • <i>We often have good intentions, but sometimes we don't act on our priorities</i> • <i>It's a lifelong challenge. It takes effort and discipline to live by the compass (our direction in life) instead of the clock (our schedules)</i> 	Paper for Tents
Review 7 mins	<ul style="list-style-type: none"> • <i>Before we dig in, let's see what you remember about Habit 3 from Covey Training.</i> <p>What do You Remember about Habit 3?</p>  <ul style="list-style-type: none"> • <i>Everyone please stand up</i> • <i>Answer questions by holding the number of fingers on your hand that matches what you believe the correct answer is. Here we go.</i> 	
	<div data-bbox="485 1514 883 1808" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Habit 3 is part of the victory over _____.</p> <ol style="list-style-type: none"> 1. Family 2. Others 3. LightEaters 4. Self  </div> <ul style="list-style-type: none"> • <i>If you answered 4, please stay standing. Everyone else have a seat.</i> 	

Maturity Continuum



- You saw this diagram many times during training.
- Habit 3 is part of the private victory, the work we do on our own character

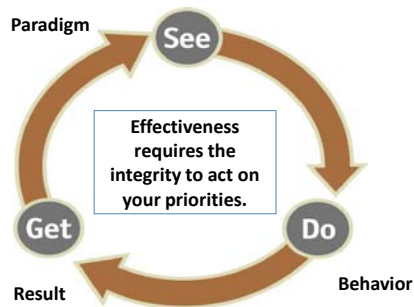
- Next question

What is the effective paradigm for Habit 3?

1. I put urgent things first
2. I put pleasant things first
3. I put important things first
4. I put other's requests first



- Correct answer is number 3 – stay standing threes, everyone else sit please



Ineffective: I put urgent things first.
Effective: I put important things first.

- Remember this. Effective people focus on the important things rather than the urgent
- This habit focuses on walking the talk. Are you ACTING on your priorities?

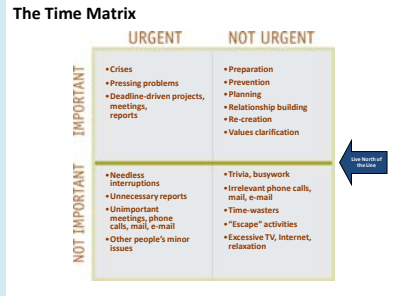
- Here's the next one – even if you're sitting, keep answering

What are the names of each quadrant in the time matrix?



- | | |
|---|---|
| 1.
QI – Crisis
QII – Efficiency
QIII – Frustration
QIV – Laziness | 3.
QI – Deadlines
QII – Planning
QIII – Obligations
QIV – Time-Wasters |
| 2.
QI – Emergency
QII – Calm
QIII – Chaos
QIV – Relaxation | 4.
QI – Necessity
QII – Effectiveness
QIII – Deception
QIV – Waste/Excess |

- Number 4 again. Everyone else have a seat



- The time matrix gives us a framework for our activities.
- Which quadrant do effective people spend their time in?
- What does it mean to live north of the line?

Your Important Priorities are Your _____.

1. Big Chances
2. Big Deals
3. Big Rocks
4. Big Fish



- If you said 3, you Rock. Stay Standing.

An effective way to stay focused on your big rocks is _____



1. Work hard and hope for the best
2. Plan Weekly
3. Plan Monthly
4. Dump stuff you don't want to do on other people

- Number 2 it is. Keep up the good work.
- Why plan weekly instead of daily?
- Remember the steps for weekly planning?

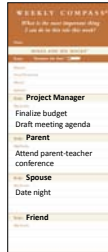
Plan Weekly



1. Review mission and roles.
2. Choose big rocks.
3. Schedule the week.

- *In training we talked about using a compass card to identify big rocks.*
- *Has anyone been doing that?*

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



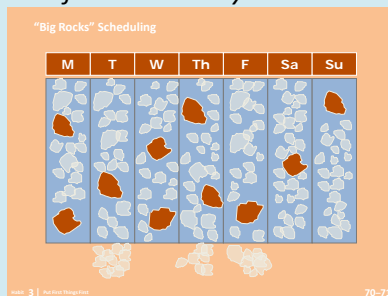
Project Manager
Finalize budget
Draft meeting agenda

Parent
Attend parent-teacher conference

Spouse
Date night

Friend

- *Remember the whole concept behind weekly scheduling is putting the big rocks in first and scheduling the little stuff around your priorities instead of the other way around.*



(you can declare a winner at this time and have everyone sit for this one)

Which Quadrant is this?



- Taking your sick child to the doctor
- Staying up late playing online poker
- Getting clocked in on time
- Creating a budget
- Forwarding a chain e-mail before you get cursed
- Going for a walk
- Listening to your mom talk about her bunions

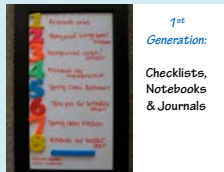
- Have participant identify which quadrant each statement belongs in— the last couple may have discussion.
- *Nice job - seems like many of you remember Habit 3.*
- *The big question is are you using it?*

4 generations
3 mins

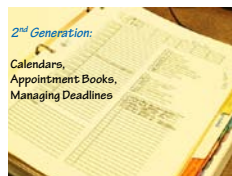
- One thing Stephen Covey stresses is that Habit 3 is not just about getting things done, it's about getting the right things done.
- There are 4 generations of time management – see where you fit.



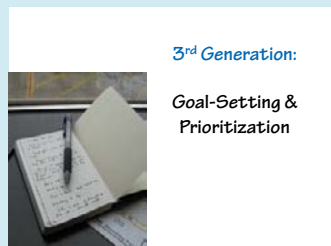
- Those people who like and favor this approach believe in managing their time by writing notes and creating checklists of things to be done. The items on the list are not arranged on a priority basis and the note acts as a reminder of all the tasks that must be completed during the day. By following this checklist and striking out tasks when they are accomplished, such people are able to keep a track of all that needs to be completed. Tasks which are not completed within the stipulated time are put on tomorrow's list.



- Time managers of the second generation are those people who are in the favor of constructive planning and like to be prepared well in advance by scheduling tasks. Such people put to use scheduling items such as calendars and even the computer to write down the timings and venues of meetings and important events etc.



- Third generation people take the entire time management activity to the next level by identifying those tasks that must be completed first. Arranging activities of the day on a priority basis helps them to set different time goals. Such people may maintain their task list on the computer or in a written format (organizer / appointment book).



- *Those people who fall into the 4th generation of time management understand and appreciate the difference between urgent and important tasks. In our attempt to accomplish urgent tasks, we often ignore those activities which are of utmost importance. Such an approach can prove to be very costly in the long run as it makes us forget about things that were important in our life and needed our time, simply because they were not urgent!*

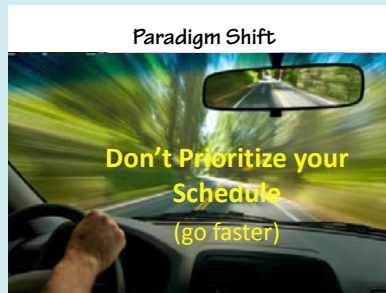


4th Generation:
Time
Management
via
Self-
Management

The integrity to **ACT** on your highest goals and priorities

GPS
10 mins

Truly getting into 4th generation of time management requires a paradigm shift (this slide has builds that are not shown)



- *Don't prioritize your schedule*
- *Schedule your priorities.*
- *Your planner should be your slave not your master. If you just keep trying to cram in all the things you "have" to do, you may never find time for the things that really matter.*

- *Habit 2, Begin with the End in Mind should have helped you get clear on your priorities. That's your destination, where you want to go. Now you need to make sure the things you choose to do actually get you there.*
- *Does anyone in here use a GPS*
- *What does it do for you?*
- *Having clear priorities does the same thing. It points us to Q2.*

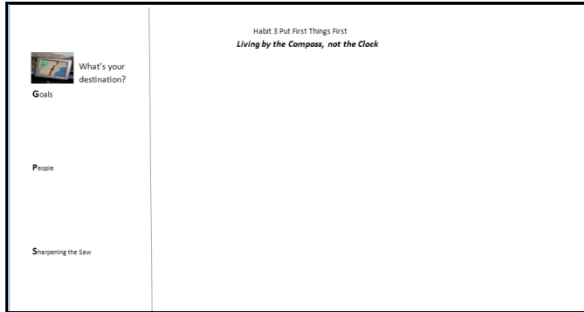
Hand out worksheet
Have complete front left GPS
section

**Get Clear
on Your Priorities**



Goals
People
Sharpening the Saw

- Most of the things in Q2 center around this GPS – Goals, People, Sharpening the Saw.
- Take a minute to jot down what's on your GPS



Habit 3 Put First Things First
Living by the Compass, not the Clock

What's your destination?
Goals

People

Sharpening the Saw

- Now circle the three most important things on your GPS
- Choose one of those to do a web diagram



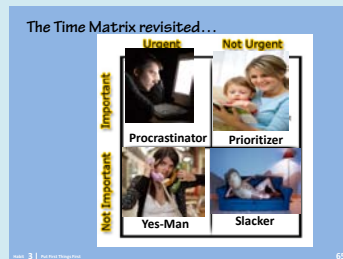
- Star two or three of these items as things you think are very important for you to make a priority now.

Have circle their three most important.

On right side of paper have do a web diagram

**The Whirlwind
15 mins**

- So now you have some priorities, lets see where we can free up some time.
- Remember the time matrix? Here's another way to think about.



This slide has builds

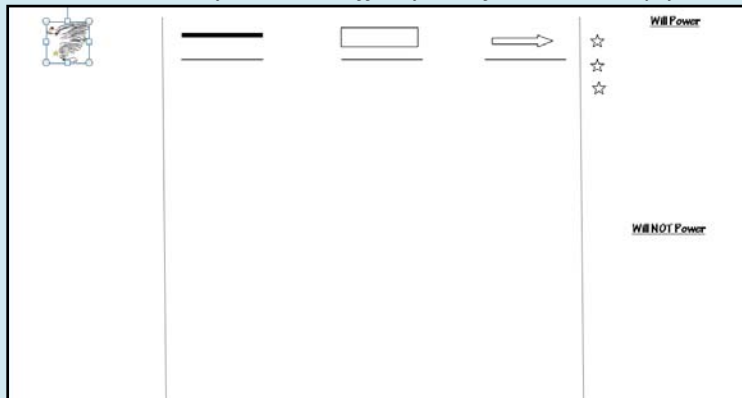
- *Even though we know we should be spending our time in Q2, urgent things often pull us away.*



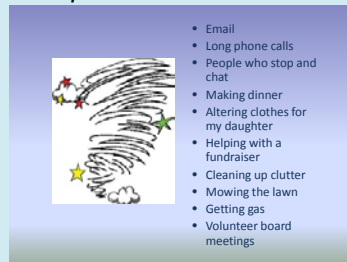
- *We find ourselves pulled into the urgency of Q1 and Q3*
- *This leads to exhaustion which sends us to Q4*
- *If we hang out there too long, where do we find ourselves?*
- *Right, back to Q1 and Q3*
- *It's the Bermuda triangle and it keeps up from Q2*
- *This can feel like...*






- *...a whirlwind.*
- *It sucks up our time and keeps us from the important things.*
- *Turn your page over and under the little whirlwind, jot down things that swirl around you. The stuff in your life that suck up your time.*






- *Here are a few examples*



This slide has builds

	 <p data-bbox="699 121 862 390">Why is it so hard to get out of the Whirlwind and into Quadrant 2?</p> <ul data-bbox="280 432 919 573" style="list-style-type: none"> • Take a look at your list of items in your whirlwind. • Why is it so hard to get out of the whirlwind? • List responses on a flip chart. 	Flip chart markers
	<ul data-bbox="280 579 1114 758" style="list-style-type: none"> • Some things we just have to do – there’s no two ways around it. • But many things in our whirlwind stay there because we have an inner struggle between courage and comfort. Sometimes is easier to just stay in the whirlwind then to rock the boat or stand our ground to get out of it. <div data-bbox="418 758 951 1150" style="border: 1px solid black; padding: 10px; text-align: center;"> <p data-bbox="557 789 805 821">Courage vs. Comfort</p>  </div> <ul data-bbox="280 1161 1105 1339" style="list-style-type: none"> • Let’s look back at our list of reasons we get stuck in the whirlwind • Which things might be happening because it’s comfortable? • Which might require courage to overcome? • Look at your list of whirlwind items – put a C next to the things which will require some courage on your part to change. 	
2 mins	<ul data-bbox="280 1381 1138 1482" style="list-style-type: none"> • The bottom line is you must be stronger than the whirlwind. The whirlwind will continue to swirl around you unless you do something to talk about it. <div data-bbox="505 1482 865 1755" style="border: 1px solid black; padding: 10px;"> <p data-bbox="505 1507 643 1654">You must be STRONGER than the WhirlWind</p>  <p data-bbox="651 1654 805 1686">Will Power</p> <p data-bbox="651 1707 829 1738">Will Not Power</p> </div> <ul data-bbox="280 1766 1122 1898" style="list-style-type: none"> • Getting out of the whirlwind and into Q2 requires will power, but it also requires will not power. You have to commit to things you won’t do as much as things you will. • We’re going to talk about a few ideas to help you. 	

	<ul style="list-style-type: none"> • Take a minute to look at your GPS again. Look at the couple things you starred as really important to focus on. • Flip your sheet over and write them next to the stars on the right side of the page. 	
	<div data-bbox="526 268 846 506" style="background-color: #92d050; padding: 10px; text-align: center;"> <p>Time management is a bit of a misnomer. It isn't time that we need to manage.</p> <p>We need to manage ourselves.</p> <p>—Stephen Covey</p> </div> <ul style="list-style-type: none"> • We all get the same number of hours in the day. • We need to learn how to manage ourselves 	
<p>5 mins (optional)</p>	<ul style="list-style-type: none"> • Who has problems with procrastination? • Take a look and see if this sounds familiar • Click on link for utube video (1:26 long) <div data-bbox="602 720 756 892" style="text-align: center;"> <p>Procrastination Sound Familiar???</p> <p>http://www.youtube.com/watch?v=4P761312A</p>  </div>	<p>This is optional if you have time If running long skip this slide and the next one</p>
	<ul style="list-style-type: none"> • Procrastination puts you into Q1. Nike has some of the best advice for procrastinators. Beyond that, here are a few tips for dealing with procrastination. • Is there anything in your whirlwind that is there because of procrastination? • Talk with a partner about better approaches to your challenge <div data-bbox="505 1186 870 1457" style="background-color: #333; color: white; padding: 10px;"> <p>JUST DO IT.</p>  <p>Tips for Procrastinators</p> <ul style="list-style-type: none"> • Accept it • Do the hard stuff first • Realize procrastination is more painful than doing it • Take small steps • Make deals with yourself </div>	
<p>15 mins</p>	<ul style="list-style-type: none"> • To be truly effective we have to get out of the whirlwind and spend time on those Q2 items that are important, but don't have the pull of urgency. Since we can't magically add hours to the day, we have to free up time to do the things that matter. • Here are three strategies for dealing with the whirlwind <div data-bbox="553 1665 841 1873" style="text-align: center;"> <p>Taming The Whirlwind</p> <p>Eliminating Boxing Defusing</p>  </div>	

- You'll find the symbols for each of these in the middle of your worksheet if you want to fill in the blanks or take notes
 - *Eliminating*
 - *Boxing*
 - *Delegating*

Eliminating

- Is it truly necessary?
- Why am I doing it?
- Will there be consequences if I don't do it?
- Is there value in doing it?
- Can it be eliminated or managed in Q2?



- Sometimes we are doing things that truly don't have to be done.
- Ask yourself these questions (review from slide)
- Offer an example from your life or ask for examples from class

Boxing

- Block out chunks of time
 - Keep out the things you shouldn't do
 - Focus on the things you should do
 - Keep things from getting away from you
- Let's others know where the boundaries are
- Know when to leave the gate open



- To understand boxing think about a fence
- What does a fence do? (keeps things in, keeps things out, marks boundaries)
- Think about that when you're looking at your schedule, and build boxes around key things. For example: I'm going to schedule this time to work on a project and during that time I won't check e-mails, answer the phone, etc. I'll tell my mom I have 15 minutes to chat. I'll get on the computer for 30 minutes and then I'm going to bed.
- Know when to leave the gate open. I'm going to reserve a half hour to talk to my spouse after dinner, but if he wants to talk about his frustrations at work, I know it may take a little longer.

Delegating

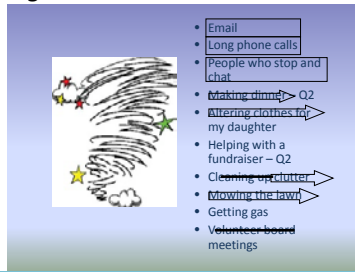
- Delegate – don't dump
- Think win-win
- Communication is critical
- Go slow before you go fast
- Learn to let go



- Are there things in your whirlwind that someone else could or should be doing? Habits 4, 5 and 6 can really help when it comes to

delegating. Be sure the person is willing and able to do the task which may take some time up front, but will help in the long run.

- Take a minute to look at the things in your whirlwind. You won't be able to manage all of them with these strategies, but take a look and see which ones you can.
- Use the symbols for each strategy to mark how you might handle them.
- Also note if there are things that could be better managed with some Q2 planning



You have to decide what your highest priorities are and have the courage—pleasantly, smilingly, non-apologetically, to say “no” to other things. And the way you do that is by having a bigger “yes” burning inside.

~ Stephen R. Covey

- So take a look at your worksheet
- On the left you have the things that swirl around you
- On the right you have a few truly important things that need your focus
- How are you going to get out of the whirlwind and move across the page to stuff that matters?
- You can't change everything overnight, but you can start taking steps toward more time in Q2.

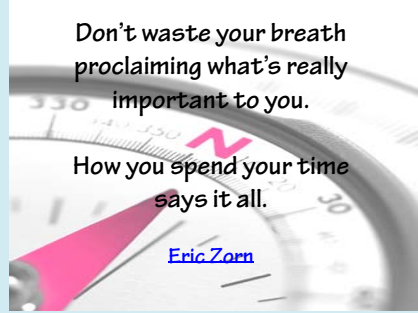
Taking Steps



- So pick a couple things you want to truly focus on in the next few weeks.
- Remember, it takes 21 days to establish a habit (or longer when it's a big change!).
- List them under Will Power or Will Not Power

- *Take a minute to share at your tables what steps you're going to take.*

2 min



- *This final quote says it all. Our effectiveness in life is about what we DO, not what we plan to do or mean to do or will do someday.*
- *Remember, It's not so much how busy you are, but why you are busy. The bee is praised. The mosquito is swatted.*
- *Make your days count*