

Living by the Compass



Habit 3

Put

First Things

First

What do You
Remember about
Habit 3?

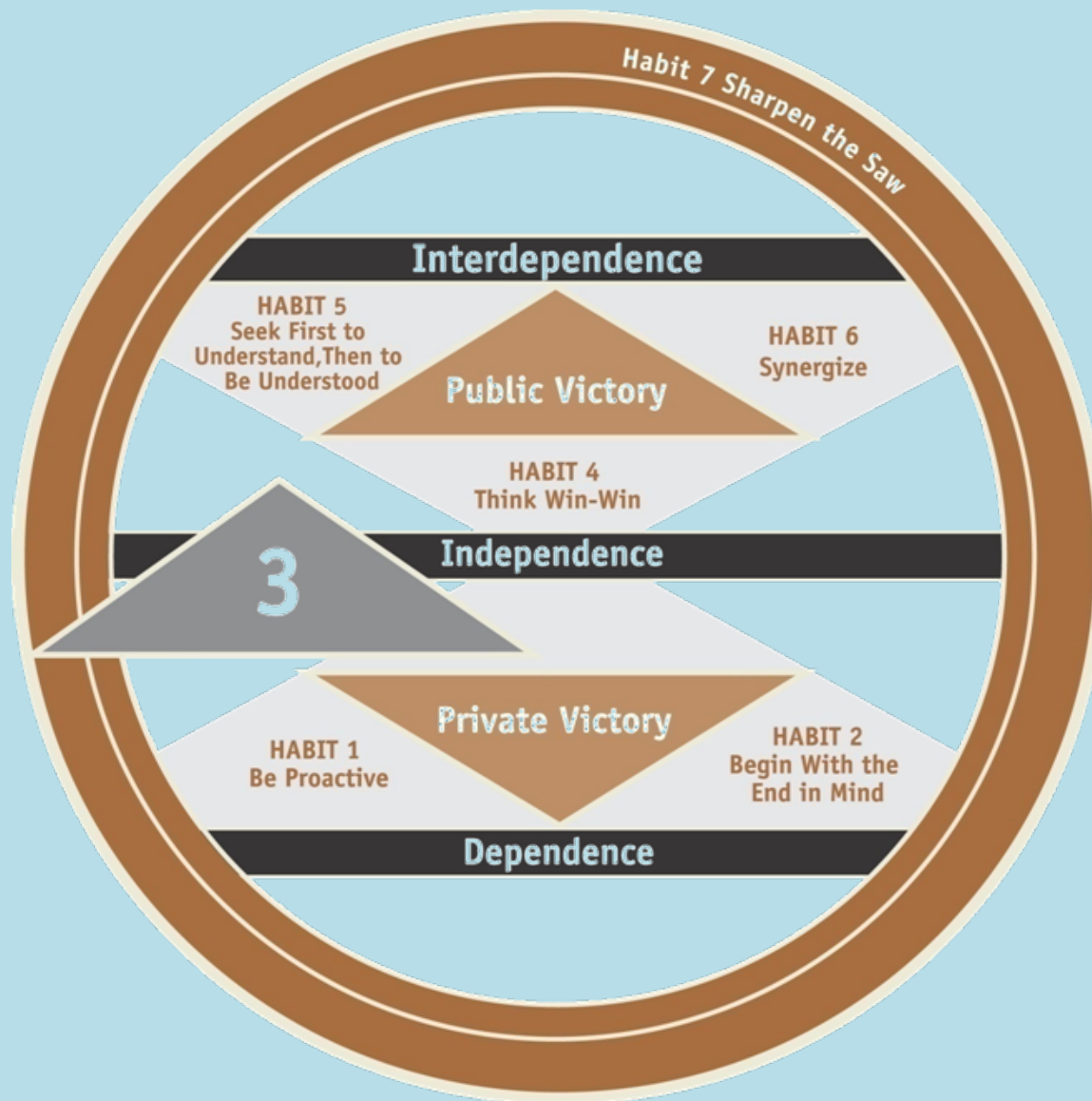


Habit 3 is part of the victory
over _____.

1. Family
2. Others
3. LightEaters
4. Self



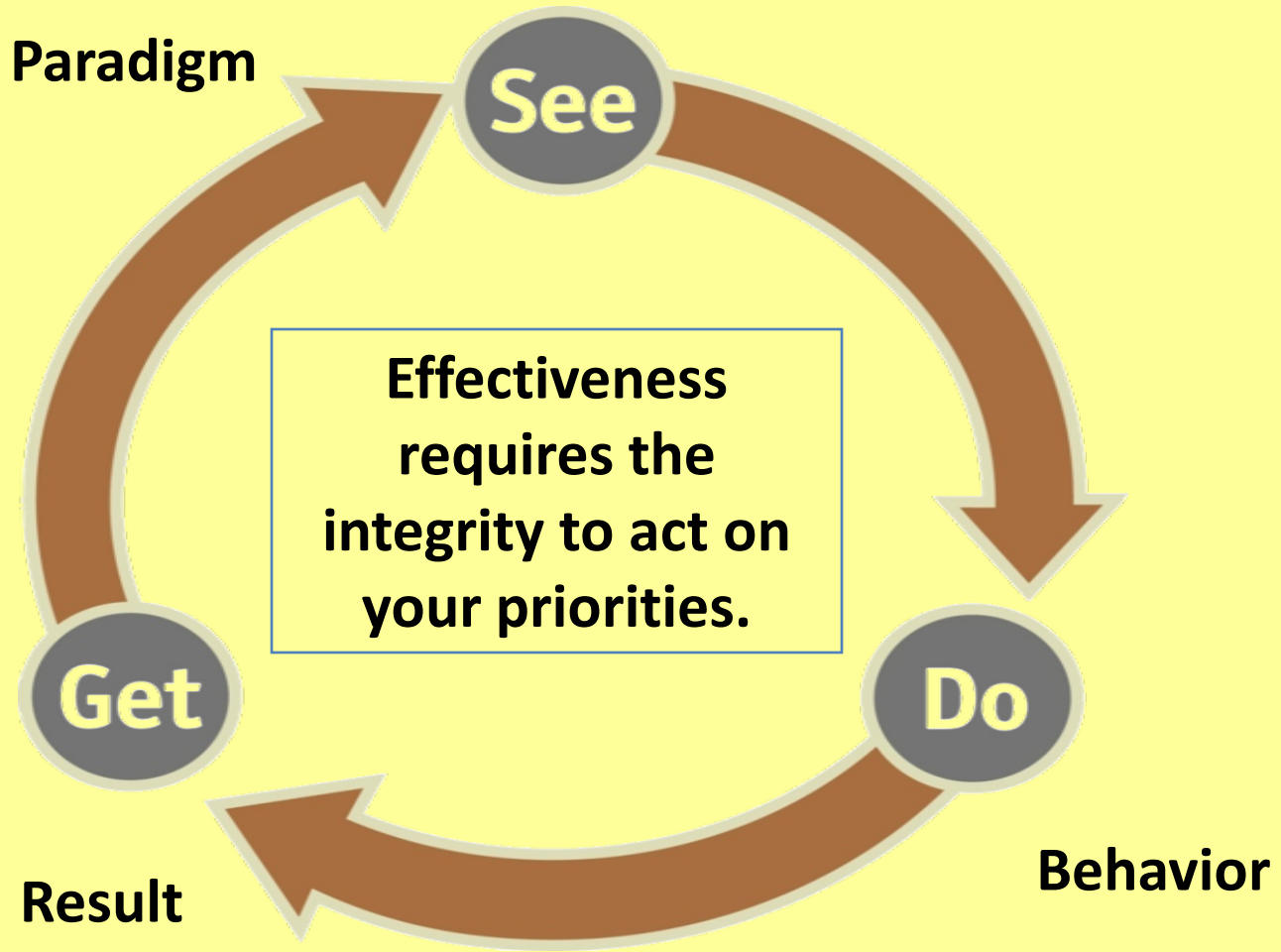
Maturity Continuum



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





Ineffective: I put urgent things first.

Effective: I put important things first.

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



1.

QI – Crisis

QII – Efficiency

QIII – Frustration

QIV – Laziness

2.

QI-Emergency

QII – Calm

QIII – Chaos

QIV – Relaxation

3.

QI – Deadlines

QII – Planning

QIII – Obligations

QIV – Time-Wasters

4.

QI – Necessity

QII – Effectiveness

QIII – Deception

QIV – Waste/Excess

The Time Matrix



Your Important Priorities are Your _____.

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



Big Rocks

A large, weathered rock formation stands prominently in a grassy field. The rock is light-colored with visible textures and shadows. The background features rolling hills and a blue sky with scattered white clouds. The overall scene is bright and clear.

Relationships

Opportunities

Critical Tasks

Renewal

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

Plan Weekly

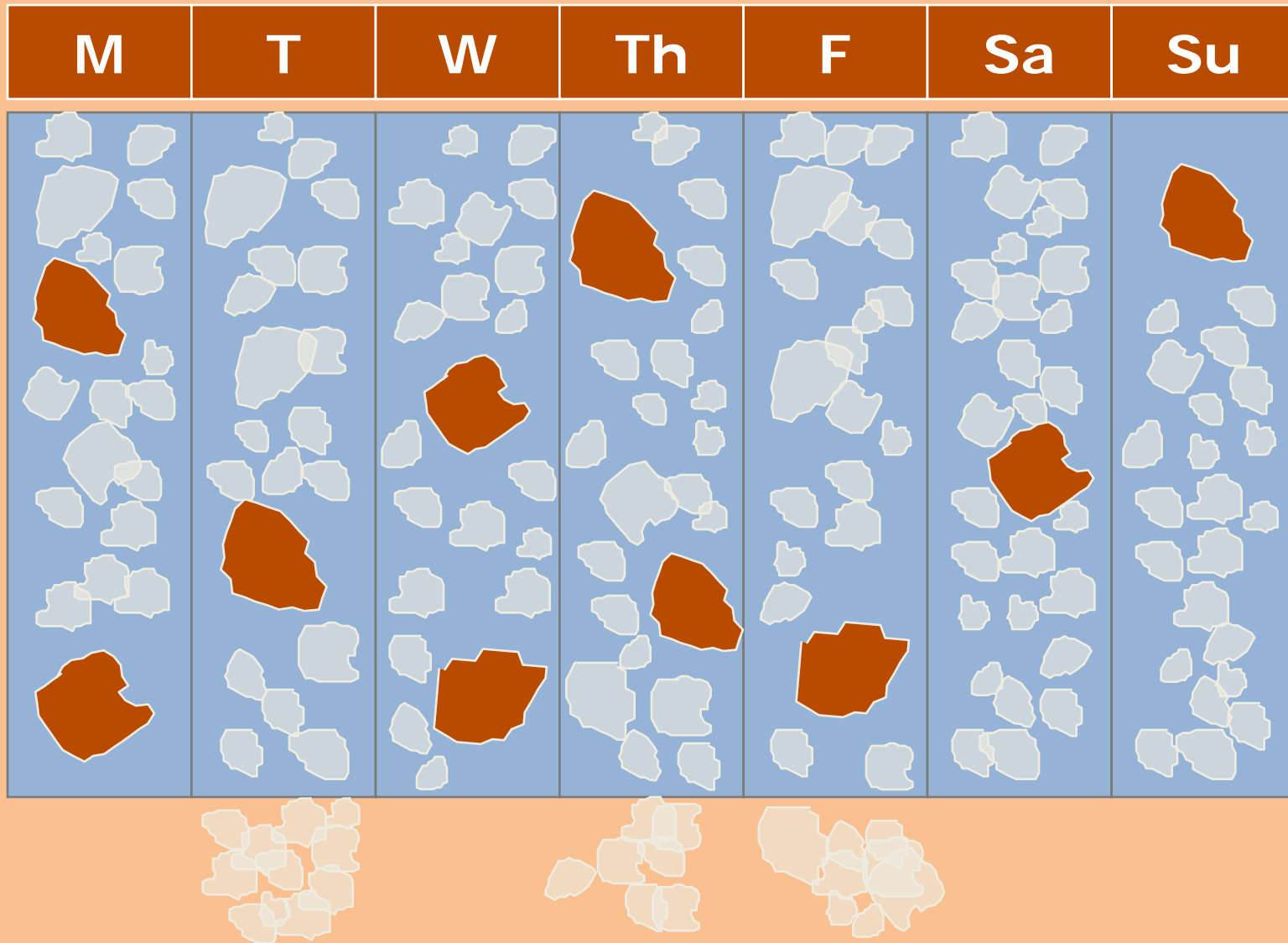


1. Review mission and roles.
2. Choose big rocks.
3. Schedule the week.

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

WEEKLY COMPASS®	
<i>What is the most important thing I can do in this role this week?</i>	
Date:	
ROLES AND BIG ROCKS®	
Role:	Sharpen the Saw® 
Physical	
Social/Emotional	
Mental	
Spiritual	
Role:	Project Manager
Big Rocks	
	Finalize budget
	Draft meeting agenda
Role:	Parent
Big Rocks	
	Attend parent-teacher conference
Role:	Spouse
Big Rocks	
	Date night
Role:	Friend
Big Rocks	

“Big Rocks” Scheduling



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





*Generations
of
Time
Management*

1
2
3
4
5
6
7
8

Research cribs

Baby proof living room/
Kitchen

Reorganize closet/
dresser

Research car
maintenance

Spring Clean Bathroom

Take pics for birthday
email

Spring Clean Kitchen

Research car booster
seat

Research stroller
clean cushions

1st

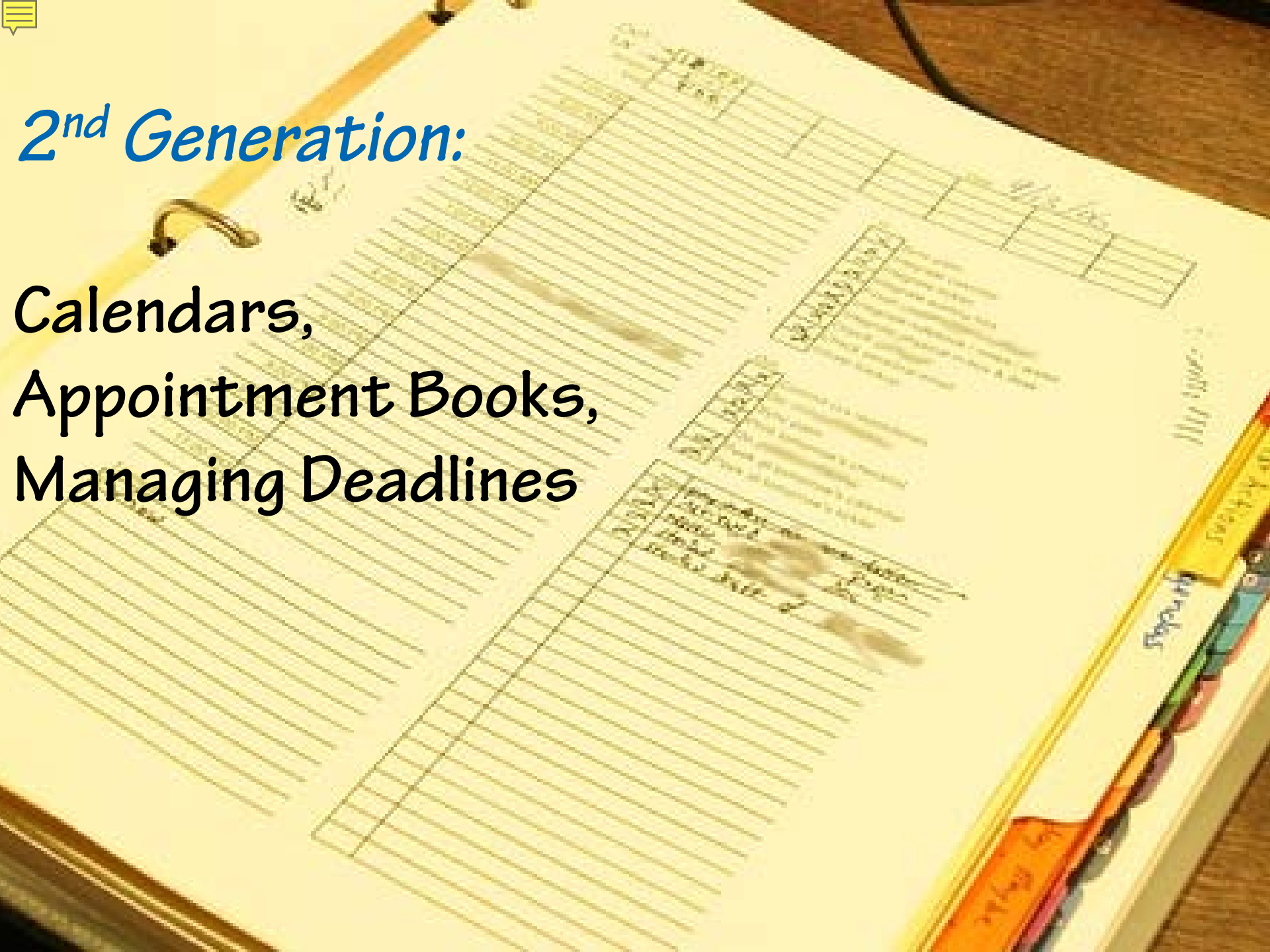
Generation:

Checklists,
Task lists



2nd Generation:

**Calendars,
Appointment Books,
Managing Deadlines**





3rd Generation:

Goal-Setting &
Prioritization





4th Generation:
Time
Management
via
Self-
Management

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

Which Generation are You?

- First – Checklists, Notebooks
- Second – Planners, Calendars
- Third – Goal Setting, Prioritization
- Fourth – Self-Management to Act on Priorities



Paradigm Shift

A first-person perspective from the driver's seat of a car. The view is looking out the windshield at a road that stretches into the distance, flanked by trees. The image has a significant motion blur effect, particularly in the background, suggesting high speed. A rearview mirror is visible at the top center, reflecting the road behind. The text is overlaid in the center of the image.

**Don't Prioritize your
Schedule
(go faster)**

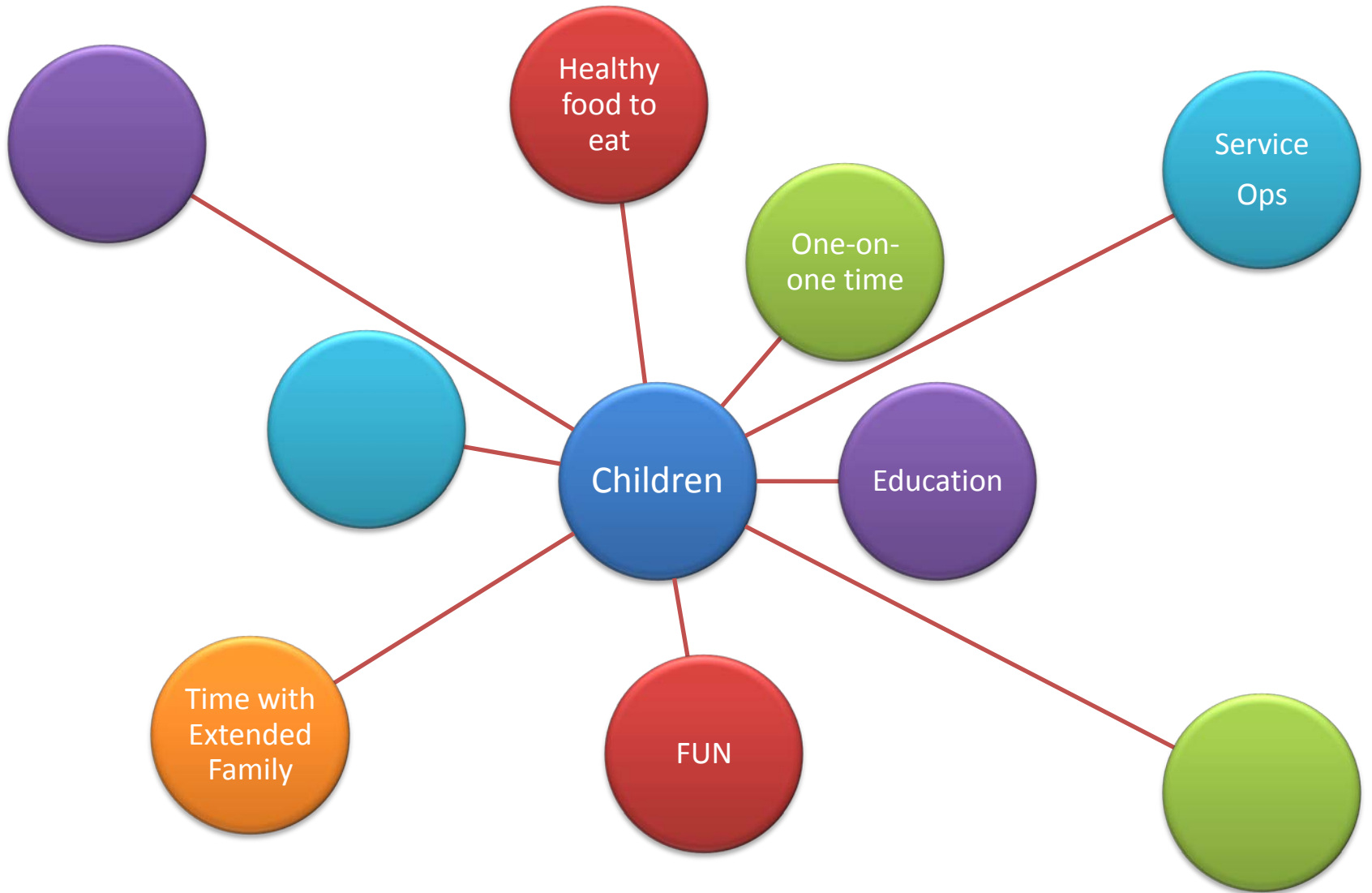
Get Clear on Your Priorities

Goals

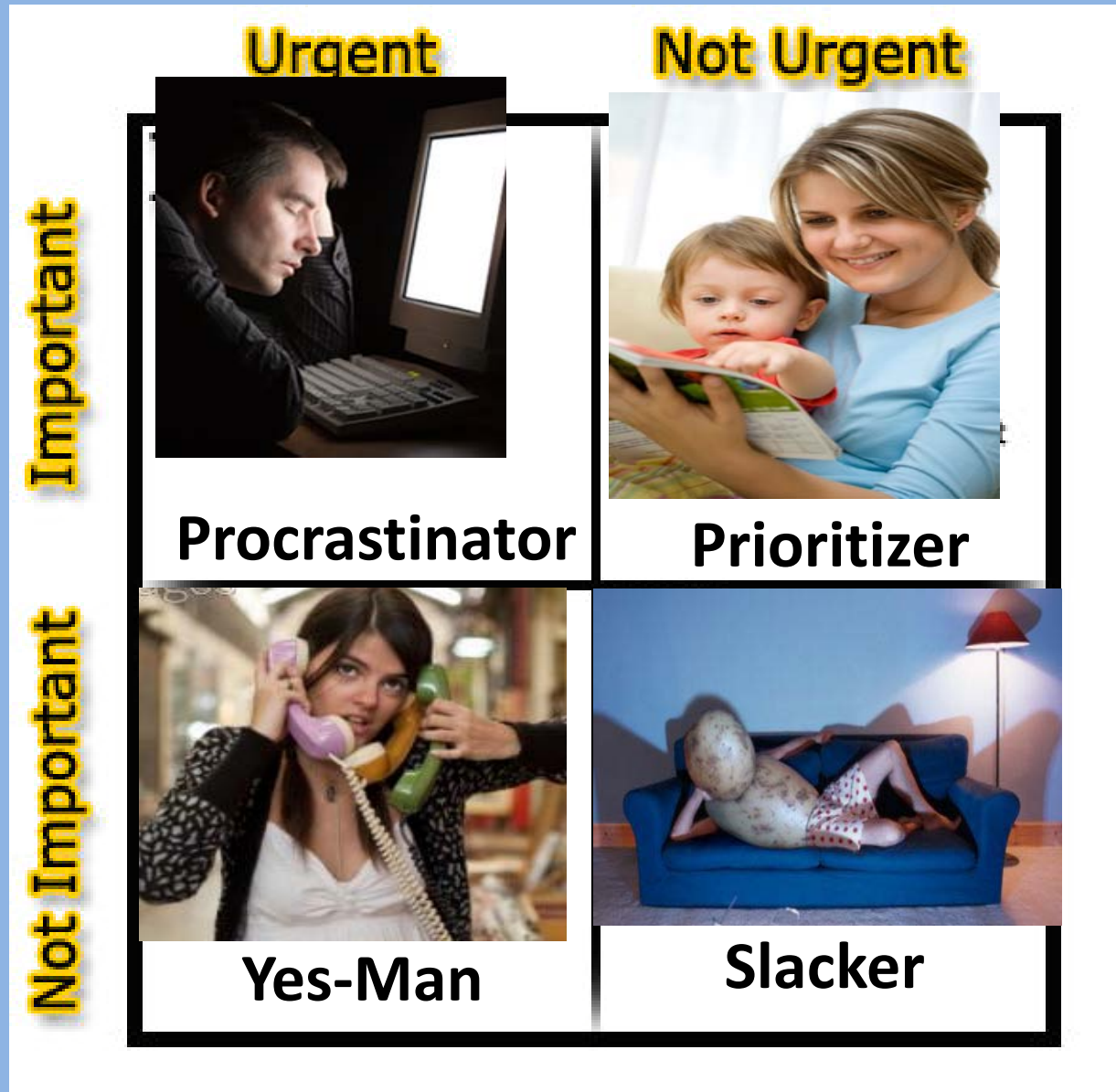
People

Sharpening the Saw





The Time Matrix revisited...



Urgency Addiction

**THE
BERMUDA
TRIANGLE**



Beware of...

The Whirlwind



What stuff swirls around you and sucks up your time?





- Email
- Long phone calls
- People who stop and chat
- Making dinner
- Altering clothes for my daughter
- Helping with a fundraiser
- Cleaning up clutter
- Mowing the lawn
- Getting gas
- Volunteer board meetings



Why is it so
hard
to get out of
the Whirlwind
and into
Quadrant 2?

Courage vs. Comfort



You
must be
STRONGER
than the
Whirlwind

Will Power

Will Not Power

*Time management
is a bit of a misnomer.
It isn't time that
we need to manage.*

We need to manage ourselves.

-Stephen Covey

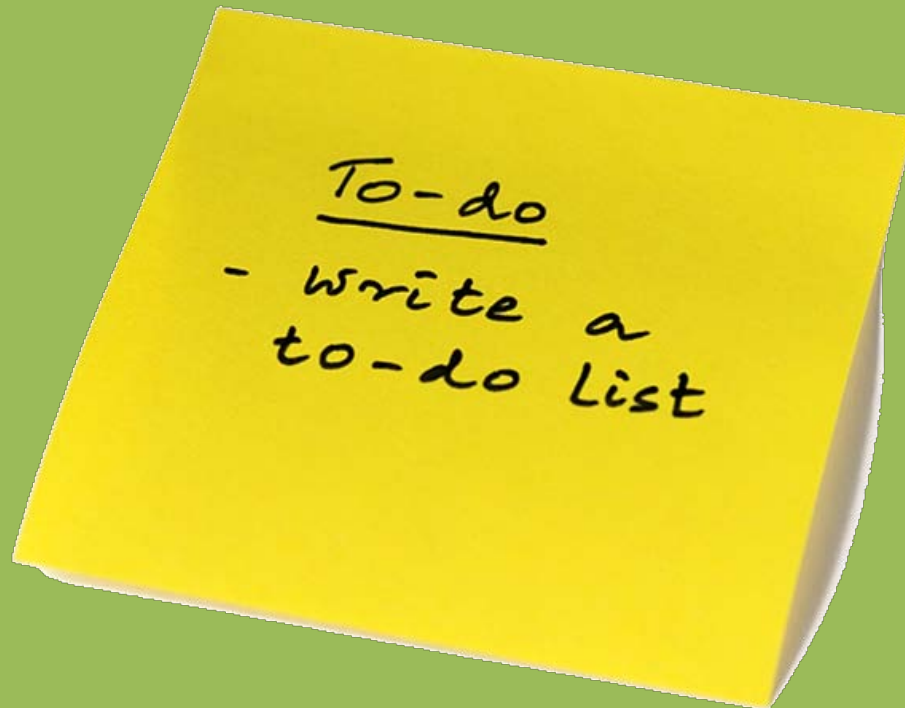


Albert Gray's
Common denominator
of success:

All successful people have the habit of doing the things failures don't like to do. They don't like doing them either necessarily. But their disliking is subordinated to the strength of their purpose.

Are you a Procrastinator?

- <http://www.youtube.com/watch?v=4P785j15Tzk>



JUST DO IT.



Tips for Procrastinators

- Accept it
- Do the hard stuff first
- Realize procrastination is more painful than doing it
- Take small steps
- Make deals with yourself

Taming

The Whirlwind

~~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?



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
- Lets others know where the boundaries are
- Know when to leave the gate open





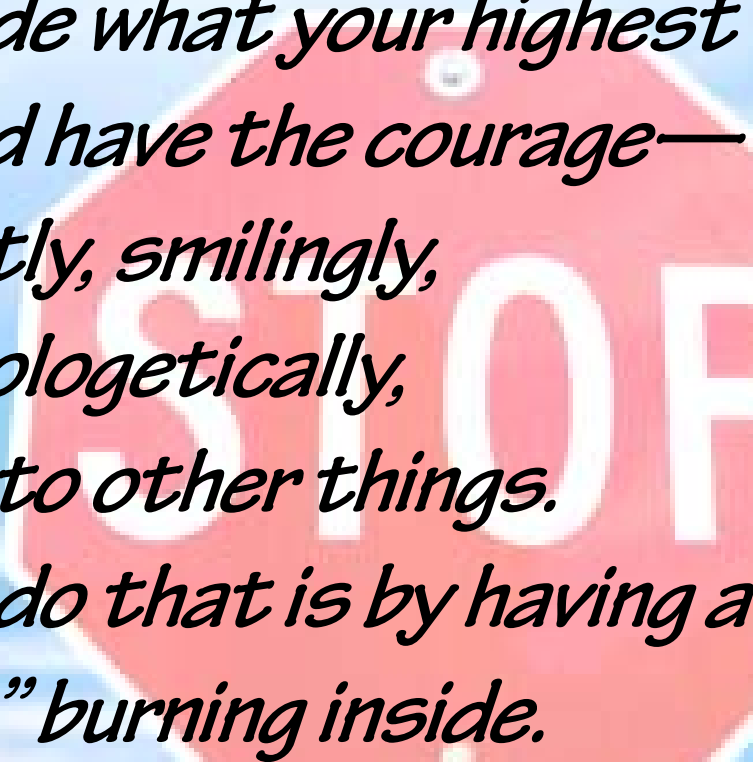
Delegating

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





- Email
- Long phone calls
- People who stop and chat
- Making dinner → Q2
- Altering clothes for my daughter →
- Helping with a fundraiser Q2
- ~~Cleaning up clutter~~ →
- ~~Mowing the lawn~~ →
- Getting gas
- ~~Volunteer board meetings~~



*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.*

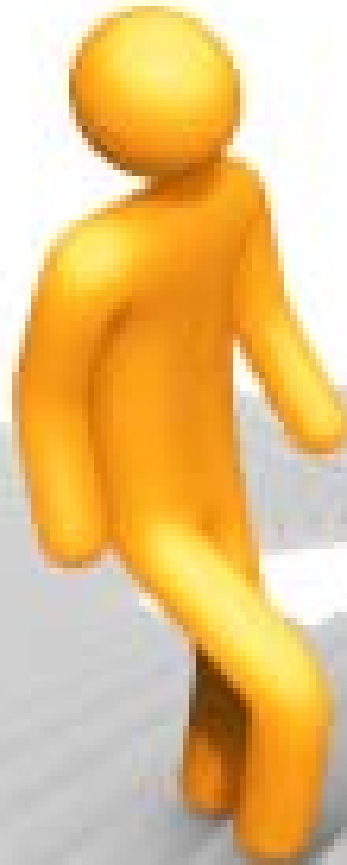
~ Stephen R. Covey

Taking Steps

~~Eliminating~~

Boxing

Delegating



What will
you take on
first?



Don't waste your breath
proclaiming what's really
important to you.

How you spend your time
says it all.

[Eric Zorn](#)