

Habit #3 – Put First Things First – Will and Won’t Power

In Habit 2, you decided what your first things are. Habit3, then, is putting them first in your life. We can have a nice list of goals and good intentions, but doing them, putting them into action is the hard part. That is why Habit 3 is called the habit of “Willpower” (the strength to say “YES” to your important things) and “Won’t Power” (the strength to say “NO” to less important things and peer pressure.)

The Four Time Quadrants (Q1, Q2, Q3, &Q4) can help you pack more in (especially important things). The Four Time Quadrants “model” is made of two primary ingredients, “Important” and “urgent.”

Important – defined to be your most important things to do – your first things, activities

that contribute to your mission and your goals.

Urgent – things that have to be done ASAP, in your face things, activities that demand

your immediate attention.

The FOUR time quadrants contains different kinds of activities and is represented by a TYPE of PERSON.

The 4 time Quadrants: Q1, Q2, Q3, Q4

Quadrant 1 - Urgent & Important- Q1

Things we cannot control that must be done

The Results of Too Much Time in Q1:

Stress and Anxiety, *Feeling burnt out*, *Mediocre performance*

Meet the Procrastinator, who hangs out in Q1. Perhaps you know her. Her motto is, “I’m going to stop procrastinating ---sometime soon.” Don’t expect her to work on a paper or study for a test until the night before. Planning ahead is out of the question for the procrastinator because it would ruin the excitement of doing everything at the last possible moment. The procrastinator is addicted to urgency. He likes to put things off, to put things off, and to put things off...until it becomes a crisis. He thrives under pressure.

The PROCRASTINATOR (Q1) : Urgent & Important - *Test tomorrow, *Friend gets injured,

*Late to class, * Essay due Today, *Car breaks down

Quadrant 2 – Important and Not Urgent - Q2

The Results of Living in Q2 are:

Control of your life*, *Balance*, High Performance

The prioritizer takes a look at everything that is to be done and then prioritizes, making sure the

first things get done first and the last things last. Shrink Q1 by procrastinating less. Say no to Q3 activities. And cut down on Q4, slacker activities. Spend the most time in Q2, consider two other suggestions to help you better manage your time and put first things first: Start a calendar and plan weekly. Use calendar on your computer, on phone, on paper, whatever works.

The PRIORITIZER (Q2): * Planning & Goal Setting, *Essay due in a week, *Working out,

***Relationships, *Relaxation, *Doing homework**

Quadrant 3 - Urgent and Not Important

The Results of spending too much time in Q3 are: *Feeling like a follower rather than a leader, *Lack of discipline,*Feeling like a doormat for others to wipe their feet on*

This quadrant is deceptive because urgent, immediate things feel important. In truth, they're often not. Q3 is loaded with activities that are important to other people but not important to you----things that you would like to say no to but can't because you're afraid you might offend someone.

Meet the Yes-man of Q3, who has a hard time saying no to anything or anyone. He tries so hard to please everyone that he ends up pleasing no one, including himself. He suffers from FOMO---Fear of Missing Out. He can't stop imagining that everyone's having fun without him, so he tries to be apart of everything. Q3 is the worst quadrants to be in because it has no backbone. He caves to peer pressure because he likes feeling popular. His motto is, "Tomorrow, I'll be more assertive---if that's to try to please everyone. ok with you." Bill Cosby once said it well: "I don't know the key to success, but the key to failure is to try to please everyone."

The YES-MAN (Q3): *Texting endlessly, *Distractions, *Other people's small problems, *Peer pressure

Quadrant 4 – Not Important and Not Urgent - Q4

The results of living in Q4 are: Lack of responsibility, Guilt, Flakiness, Missing out on adventures*

Q4 is the category of waste and excess. These activities are neither urgent nor important.

Meet the SLACKER who hangs out in Q4. He loves anything in excess, like too much TV, too much sleep, too much PlayStation, or too much time

online. School is the last thing on his mind, and a summer job is out of the question.

The SLACKER (Q4): *Stuck on facebook, *Nonstop Xbox, *Mall marathons, *Mindless gossip,

*Time wasters

Plan Weekly: Once you have a planner of some sort, follow this three-step weekly planning process.

Step 1: Identify Your Big Rocks. At the end or beginning of each week, sit down and think about what you want to accomplish for the upcoming week. Ask yourself, "What are the most important things I need to do this week?" These are your Big Rocks. They are like 'mini' goals and should be tied into your mission statement and longer-term goals. Most of them will be Q2's.

Your Big Rocks may look something like this:

*Study for chemistry test *Finish 'The Great Gatsby' for English *Attend Carly's game

*Finish summer job application *Party at Anjali's *Workout 3 times

So, how do you know which are your big rocks? Think through the key roles of your life ----

Student, friend, family member, employee, individual, and whatever else you do. Then then come up to one or two important things you want to get done in each role.

Role

My Big Rocks For The Week

*Student

*Get started on history report

*Friend

*Julio's birthday **Be more complimentary

*Family

*Get Mother's Day gift at the mall **Call Grandma

*Job

*Get to work on time

*Me

*Go to Jayden's Gig **Write in journal every night

*Debate Team

*Research arguments **Practice openings

Always be realistic! Always narrow your focus to no more than Seven to Ten Big Rocks!

Step 2: Block Out Time for Your Big Rocks! If you do not schedule your big rocks first, then won't get done. Example: In a bucket, put your Big Rocks in first. Then add the pebbles on top of the big rocks. If you fill bucket with pebbles first, then add the big rocks, they won't fit. Big Rocks represent your most 'important' things. Pebbles represents all the little everyday things that take so much of your time – such as chores, texting, errands, and interruptions, ect....

If you do not schedule your big rocks first, they won't get done!

Step 3: Schedule Everything Else. Once you have your big rocks booked, schedule in all your other little-dos, daily tasks, and appointments.

ADAPT DAILY: Rearrange some big rocks and pebbles now or then should the need arise. The point is: The simple act of planning ahead each week will help you focus on your Big Rocks and consequently accomplish so much more.

DOES IT WORK?: Does this time-management stuff really work? You bet it does! Teens have had great success when they learn and use 'The Time Quadrants', a planner, and doing weekly planning.

THE OTHER HALF: Time management isn't all there is to Habit 3. It's only half of it. The other half is learning to overcome fear and peer pressure. It takes courage and guts to stay true to your first things, like your values and standards, when the pressure is on.

The Comfort Zone and the Courage Zone: Putting your First Things First takes Courage, and it often cause you to stretch outside your comfort zones.

COURAGE ZONE: *Things I am afraid off*Things that are difficult*Opportunity*Bravery*

Ultimate potential Hard moments*Higher duty*Things I have never tried*

*Unexplored territory*Risk*Higher duty*Adventure*

COMFORT ZONE: *Things I enjoy doing*Relaxation*Safety and Security*Ease*Surety*

*Freedom from risk*Things I am Accustomed to*

Your comfort zone represents things you're familiar with, your regular haunts, friends you're at ease with, activities you love doing. Your comfort zone's RISK FREE. It doesn't cause you to stretch. Within these boundaries we feel safe and secure.

Your courage zone represents risks, adventure, and challenges! Making new friends, speaking before a large audience, or sticking up for your values are examples of the courage zone- Everything that makes us feel challenged (aka uncomfortable). In this territory waits uncertainty, pressure, change, the possibility of failure. It is a place to go for opportunity, and the only place you will ever reach your full potential. Remember, The risk of riskless living is the greatest risk of all.

Never Let Your Fears Make Your Decisions

A few quotes:

Hockey great Wayne Gretzky: "You miss 100% of the shots you do not take!"

Shakespeare: Our doubts are traitors,

**And make us lose the good we oft might win
By fearing to attempt**

Edmund Hillary (first man to climb Mt. Everest: It is not the mountain we conquer, but ourselves.

Dr. Stephen Covey: 'Never let your fears make your decisions.'

As gymnast and Olympic gold-metalist Gabby Douglas put it, "The hard days are the best because that's where champions are made---so if you can push through, you can push through anything!" So, next time you want to: *make a new friend*resist peer pressure*break an old habit*

develop a new skill*try out for a team*audition for a play*ask out the one and only

***change your job*get involved*be yourself*, or even if you want to sing in public. Do it!.. Do it!.. Do it!..DO IT!!... even when all fears and doubts scream out, "You loser," "You'll fail," Don't try." Never let fear make your decisions. You make them. Just Do It!!**

Winning Means Rising Each Time You Fall

It's ok to fail. Many people we most admire failed many times but never ever gave up on themselves.

Google 'Abe Lincoln's failures!' Guess how many failures he had in his career before being elected president of the United States? Answer: At least 12 listed by Sean Covey

Babe Ruth struck out 1,330 times *Albert Einstein didn't talk until he was four *Beethoven's music teacher said, "As a composer, he is hopeless.*Louis Pasteur was graded "mediocre" in chemistry*Rocket Scientist Wernher Braun failed ninth-grade algebra*Chemist Madame Marie Curie experienced near financial ruin before creating the field of nuclear chemistry and forever changing the course of science.*Steve jobs was fired by Apple after he founded it and later returned to run the company and to invent the iPhone.*Dr. Suess's first book was rejected by 27 publishers

Be Strong in the Hard Moments

The poet Robert Frost wrote:

Two roads diverged in a wood, and I---

I took the one less traveled by,

And that has made all the difference.

There are certain hard moments, diverging-road moments, that, if we are strong in them, will make "all the difference" down the road. Hard moments are conflicts between doing the right thing and doing the easier thing.

There are the key tests, defining moments of life----and how we handle them can literally shape our lives. They come in two sizes, large and small.

Small Hard moments-*getting up when the alarm rings*controlling your temper*discipling yourself to complete your homework*

Large Hard Moments-*you get cut from a team***dumped by your first love*your parents get a divorce*you may have a death in your family***
To better handle the large hard moments, you should surround yourself with good friends, be able to resist negative peer pressure, and be able to rebound after suffering a major setback.

Be courageous at key junctures! Don't sacrifice your future happiness for one night of pleasure, a weekend of excitement, or a thrilling moment of revenge. If you are ever thinking about doing something stupid, remember these lines from Shakespeare:

What win I if I gain the thing I seek?

A dream, a breath, a froth of fleeting joy.

Who buys a minute's mirth to wail a week?

Or sells eternity to get a toy?

For one sweet grape who will the vine destroy?

The above lines are about sacrificing your future for a brief moment of joy. Who would want to give up the rest of his life or her life for a toy? Or who would want to buy a minute of happiness (mirth) for a week's worth of pain? Or who would destroy an entire vine for just one grape?

WHO WOULD THIS? Answer: Only a stupid person would!

Overcoming Peer Pressure

Some of the hardest moments come when facing peer pressure. Saying "NO" when all your friends are saying "YES" takes COURAGE. However, standing up to peer pressure, is what Covey refers to "WON'T POWER," which makes a massive deposit into your PBA(personal bank account).

****To Overcome Peer Pressure, you've got to care more about what you think of you than what "other people think of you."**

A Poem by Portia Nelson reminds us:

Any day of the week

I would choose to be "out"

with others

and in touch

with myself...

than to be "in" with others

and out of touch

with myself.

The Good Kind of Pressure

If you find yourself wanting to stand up but instead you are continually caving in to peer pressure, Here are two things you can do.

FIRST, build your PBA (Personal Bank Account). If your self-confidence and self-respect are low, how can you expect to have the strength to resist?

Make a promise to yourself and keep it. Help someone in need. Develop a talent. Renew yourself. Eventually, you'll have sufficient strength to forge your own path instead of following the beaten ones.

SECOND, write your mission statement and set goals. Know your values! It will be a whole lot easier to say 'no' if you know what goals you are saying 'yes' to. For example, it's easier to say 'no' to cutting class when you are saying 'yes' to your goal of good grades and making it to college.

The Common Ingredient of Success

In the final Analysis, Putting First Things First takes **DISCIPLINE**.

- discipline to manage your time
- discipline to overcome your fears
- discipline to be strong in the hard moments
- discipline to resist peer pressure

A man by the name of Albert E. Gray spent years studying successful people in an attempt to figure out that special ingredient that made them all successful.

Albert E. Gray's Common Denominator of Success:

"The secret of success of every man who has ever been successful----- lies in the fact that he formed the habit of doing things that failures don't like to do. "

******Sometimes you have to use WILLPOWER to get things done******

A Final Word

Guess which habit of the 7 habits is the hardest one to live! You guessed it! **Habit 3!!**

Don't get discouraged if you struggle with it. You've got company!

Value every moment of your Teen years

****Read the following poem thinking about each moment****

POEM

To realize the value of One Year,
Ask a student who failed his or her AP exams.
To realize the value of One Month,
Ask a mother who gave birth to a premature baby.
To realize the value of One Week,
Ask an editor of a weekly magazine.
To realize the value of One Day
Ask a daily wage laborer who has six kids to feed.
To realize the value of One Hour,
Ask the lovers who are waiting to meet.
To realize the value of One Minute,
Ask the person who missed their train.
To realize the value of One Second,
Ask a person who survived an accident.
To realize the value of One Millisecond,
Ask the person who won a silver metal in the Olympics.

Name _____

Date _____

Habit #3 Quiz (not to be turned in) - Answer the following Questions – place your answers in notebook – checking your understanding of Habit 3

- 1. If you spent more time in Quadrant 2, what more would you be able to accomplish?**
- 2. How can planning provide freedom?**
- 3. What does "It's not the mountain we conquer but ourselves" mean?**
- 4. Why is belonging so important?**