

● Your Personal Challenge

On the mini post-it note, write the biggest challenge you are facing right now in your teen life. Place it on the giant post-it note on the back wall.

● Journal Topic:

Do you ever feel overworked? Brainstorm a list of all the things a teen has to do and challenges they face on a daily or weekly basis.

Will and Won't Power

HABIT 3

PUT FIRST THINGS FIRST

Make it a habit

◎ Habit 1 “Be Proactive” says....



- ***“You’re the driver, not the passenger, of your life”***

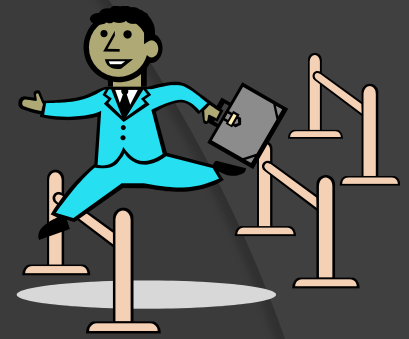
◎ Habit 2 “Begin with the end in mind” says...

- ***“Decide where you want to go and how you’ll get there”***



◎ So now for Habit 3 “Put first things first”...

Habit 3



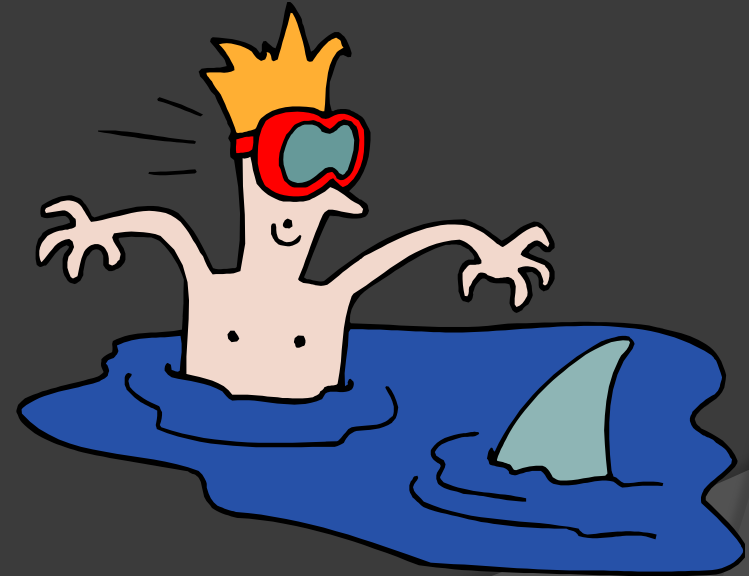
- ◎ Habit 3 “Put first things first” says ...

“Get there! Don’t let roadblocks knock you off course.”

- ◎ This is the habit of *will-power*
 - The strength to say yes to your most important things
- ◎ It’s also the habit of *won’t-power*
 - The strength to say no to less important thing and peer pressure

Made up of two parts

- Learning to prioritize and manage your time
- Learning to overcome fear and peer pressure



Part One: Time Management

Important vs. Urgent

- ⦿ Important- your first things, activities that contribute to your mission and your goals, your most important things.
 - Examples?
- ⦿ Urgent-pressing things, in-your-face things, activities that demand immediate attention
 - Examples?

When we focus on urgent things,
the important things get pushed aside

The 4 Time Quadrants

URGENT

NOT URGENT

IMPORTANT

1
THE PROCRASTINATOR

2
THE PRIORITIZER

NOT IMPORTANT

3
THE YES MAN

4
THE SLACKER

Q1 THE PROCRASTINATOR

Motto: “I’m going to stop procrastinating...sometime soon.”

- ⦿ There will always be Q1 things that we can’t control
 - Last minute meeting
 - Illness
- ⦿ By putting things off, like projects or cramming for tests, people become a “stress case”
- ⦿ Spending too much of your time here causes
 - Stress and anxiety
 - Burnout
 - Mediocre performance



Q3 THE YES MAN

Motto: “Tomorrow, I’m going to be more assertive-if that’s okay with you.”

- ◎ People who spend a lot of time in this quadrant attend to matters that are urgent and may seem important, but are not. For example, a ringing phone. This quadrant is also full of things that are important to other people, but are not important to you
- ◎ Results of spending too much time here:
 - Being a people pleaser
 - Lack of discipline
 - Feeling like a doormat for others to wipe their feet on



Q4 THE SLACKER

Motto: "Let's just hang out."

- ⦿ The Slacker is a professional loafer. He loves anything in excess, like too much T.V., too much sleep, too much time on the phone or Web, and too much time at the mall.
- ⦿ This is the category of waste and excess. There is nothing here that is urgent or important
- ⦿ What appears to be relaxation turns into wasted time
- ⦿ The results of Q4 are
 - Lack of responsibility
 - Guilt
 - Flakiness



Q2 THE PRIORITIZER

Motto: "First things first."

- ⦿ The quadrant of excellence. This person plans ahead for doing first things first.
- ⦿ The Prioritizer has the simple but powerful habit of planning ahead. She does her homework on time, makes time to exercise and makes sure the people that matter most in her life like family and friends, come first. She's learned to say no with a smile.
- ⦿ Results of spending time here are
 - Control of your life
 - Balance
 - High performance



Who does (or doesn't do) what?

- Give examples of the activities of each type of time manager.
- Q1: The Procrastinator
- Q2: The Prioritizer
- Q3: The Yes Man
- Q4: The Slacker

The 4 Time Quadrants

URGENT

NOT URGENT

IMPORTANT

1 THE PROCRASTINATOR

**Exam Tomorrow
Friend gets Injured
Late for School/Work
Project Due Today**

2 THE PRIORITIZER

**Planning/Goal setting
Essay due in a week
Exercise
Relationships
Relaxation**

NOT IMPORTANT

3 THE YES MAN

**Unimportant phone calls
Interruptions
Other people's problems
Peer pressure**

4 THE SLACKER

**Too much TV
Endless phone calls
Too much "tech" time
Mall marathons
Time wasters**

Where do you spend most of your time?

- Self-assessments

How to increase time in Q2

- ⦿ Shrink Q1 by procrastinating less
 - Cut in half by starting on things earlier
- ⦿ Say no to Q3 activities
 - Learn to say no to unimportant things
- ⦿ Cut down on Q4, slacker activities
 - Don't stop, just do them less often

The Glass Jar Parable



PLAN WEEKLY

- ⦿ Take 15 minutes each week to plan your week.
- ⦿ Step 1
 - List the most important things you need to do this week.
 - Limit the number to no more than 10
 - These are the big rocks & connect to your vision and mission.
 - Look at each role you fulfill (student, friend, family member, employee, individual, teammate)

WEEKLY PLAN

- ◎ Step 2 – Block out time for your big rocks in your agenda or on a calendar
- ◎ By seeing the important things listed, you can then plan when you will do them
 - Study for that test on Thursday
 - Volunteer
- ◎ Step 3 – Schedule Everything else
 - Fill in day with the little to-dos like daily tasks, chores, appointments

“Plan It Out” Partner Activity

DAY 2

HABIT 3

PUT FIRST THINGS FIRST

Journal- “My Big Rocks”

- ⦿ What are you're “first” things? What are your most important, “big rocks”?
- ⦿ What keeps you from putting these things first in your life?

“Where Do You Spend Your Time?”

Activity

PART TWO: Overcoming Fear



Stories from “7 Habits of Highly Effective Teens”

- ◉ Never Let Your Fears Make Your Decisions
- ◉ Pgs. 118-119
- ◉ Winning Means Rising Each Time You Fall
- ◉ Pgs. 121-122

◎ COMPLETE “FEARS” WORKSHEET

A Final Word

- ◎ Your teen years can be some of the most exciting and adventurous years of your life. So value each moment, as the poem on page 127 so beautifully communicates.

- ◎ Choose your “Baby Steps”

