

Habit Help

Habit 3: Put First Things First

Do you ever feel like you have too much to do and not enough time?

What do you do when you have too much to do and not enough time?

Is it possible to do it all?

Understanding the Habit

Someone who puts first things first says, "I spend time on things that are most important. This means I say no to things I know I shouldn't do. I set priorities, make a schedule, and follow a plan. I am disciplined and organized."

Future skills that can be learned by putting first things first:

- 1 Demonstrate time management skills
- 2 Cultivate a strong work ethic, flexibility, and adaptability
- 3 Develop intrapersonal skills of self-management
- 4 Be accountable and responsible for actions and results
- 5 Begin to cultivate analytical skills

"He who fails to plan, plans to fail"

"Leaders don't make excuses"

Putting the Habit into Practice

Getting started

- Read the Habit 3 story from 7 Habits of Happy kids with your class. Have a discussion about what Pokey did and what he could have done differently.
- **Introduce the habit with an object:**
- Socks, you have to put your socks on before your shoes.
- No sandwich without bread.
- No pizza without dough. (If you contact Dominoes, they can come in to your class or grade and show the kids how to make a pizza.)

Use the Paddleball- “If you do something good, good things will come back to you”, “What you “put out” will come back to you”.

- Read other books from the school library that go along with this habit, or a few of these books:
The Little Red Hen by Paul Galdone (or other version)
The very Hungry Caterpillar by Eric Carle
Pigsty by Mark Teague
Froggy gets dressed by: Jonathon London
Alejandro’s gift by: Richard E. Albert
Jamaica’s find by: Juanita Havill
The week mom unplugged the TV’s by:Terry Wolfe Phelan
Irving Black’s strange snack by: Roz Rosenbluth
Esperanza Rising by: Pam Munoz Ryan
The TV kid by: Betsy Byars
Justin and the Best Biscuits in the world by: Mildred Pitts Walter
- BIG things and LITTLE things:
Putting first things first means planning your time around the most important things, the BIG things in your life. Then, you can get to the little things that take your time.
Show a jar with large rocks, these rocks represent the most important things that need to be finished in a day. You could add smaller rocks and even sand to show the least important and non important things.
- Time wasters: Brainstorm some things that you do that wastes a lot of your time. Sometimes these things are fun and relaxing. If you do them too much though, they may get in the way of the important things. (See Handout)

Points to Ponder, thanks to Pokey the Porcupine:

- What are some of your most important jobs or responsibilities? Practicing the piano? Making your bed? Doing your homework? Taking out the garbage? Talk about them.
- Tomorrow surprise your parents and do your chores before they even ask.
- The next time you have a lot of homework to do, do the hardest part first.
- Think of something you have been putting off for a long time, like cleaning up your room, pumping up that tire on your bike, or fixing that broken dresser drawer. Go do it right now!

Parent/child activities

- Create a list of things that your child needs to accomplish throughout the week. With your child rank the tasks by importance. Rewrite the list in order and post it by the calendar or some place that will be seen throughout the week.
- Design and decorate your own planner.
- Role-play consequences of studying as opposed to not studying. The role-play how it feels to be prepared.
- Set goals as a family.
- Design a board game based on goals and real obstacles.
- Discuss with your child what he/she thinks is his/her biggest time waster and what to do about it.
- Plan time as a family. This is especially important as your children get older and want to spend more and more time with friends. Set aside a couple of hours once a

week as family time. Watch a movie, go out to eat, play games, cook dinner together- whatever fits your family. Protect this time and make it a tradition. Everyone in the family should block it out on their calendars.

News Flash...

Everyone in the world has the same amount of minutes in a day! But why do some people get so much more done than other people?



They use a compass for direction. (Goals act like a compass)



They use a clock for a schedule.

In Habit 2 we learned how important goals are by beginning with the end in mind (direction). In Habit 3, Putting First Things First shows us how to work toward our goals (schedule).

Putting first things first is hard. Of all the habits, Habit 3 is the hardest one to keep. Mostly because it is always easier to do the easy things first, and it becomes a hard habit to break as an adult if it was never taught or learned as a child. Understanding is the key.

Mahatma Gandhi said, “Happiness is when what you think, what you say, and what you do are in harmony.”

Habit 3 Update:

Putting the Habit into practice

Getting Started:

- **Introduce the habit with an object:**
Flip Flops- Don't flip flop, put first things first.
- Read books from the school library that go along with the habit, or a few of these books:
The Dot by Peter H. Reynolds
The Three Questions by Jon J. Muth
A Place for Everything by Sean Covey
Berenstain Bears: Trouble with Pets by Stan and Jan Berenstain
Berenstain Bears: Trouble at School by Stan and Jan Berenstain

Points the Ponder:

Time Quadrants

- We spend our time in 4 quadrants- each contains different kinds of activities and represented by a type of person.
- The time quadrants are made up of two primary ingredients, "important" and "urgent".
- Important- Important things are those that contribute to your mission and your goals.
- Urgent- Pressing things, in-your-face things, activities that demand immediate attention.

	URGENT	NOT URGENT
IMPORTANT	The Procrastinator Exam tomorrow Friend gets hurt Late for work Project due today Car breaks down	The Prioritizer Planning, Goal setting Essay due in a week Exercise Relationships Relaxation
NOT IMPORTANT	The Yes-Man Unimportant phone calls Interruptions Other people's small Problems Peer pressure	The Slacker Too much TV Endless phone calls Excessive computer games Mall marathons Time wasters

- Quadrant 1: The Procrastinator- Put things off until they become urgent.
 - Quadrant 2: The Prioritizer- Plans, get things done ahead and does first things first.
**** SPEND MORE TIME HERE****
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