

HABIT 3 – PUT FIRST THINGS FIRST

APPLICATION SUGGESTIONS:

1. Identify a **Quadrant II activity** you know **that has been neglected in your life**- one that, if done well, would have a significant impact in your life, either personally or professionally. Write it down and commit to implement it.
2. Draw a **time management matrix** (see below image as guide and draw your own) and try to estimate what percentage of your time you spend in each quadrant. Then log your time for three days in fifteen-minute intervals. How accurate was your estimate? Are you satisfied with the way you spend your time? What do you need to change?
3. Make a **list of responsibilities you could delegate and the people you could delegate** to or train to be responsible in these areas. Determine what is needed to start the process of delegation or training.
4. **Organize your task next week (and try every week)**. Start by writing down your roles and goals for the week, then transfer the goals to a specific action plan. At the end of the week, evaluate how well your plan translated your deep values and purposes into your daily life and degree of integrity you were able to maintain to those values and purposes.
5. **Commit yourself to start organizing on a weekly basis and set up a regular time to do it.**

QUADRANT II is the heart of effective personal management. It deals with things that are not urgent, but are important. It deals with those things we know we need to do, but somehow seldom get around to doing, because they aren't urgent like building relationships.

TIME MANAGEMENT MATRIX – the 4 Quadrants

	Urgent		Not Urgent	
Important	Quad I		Quad II	
	<u>Activities</u> <ul style="list-style-type: none"> • Crisis • Pressing Problems • Deadline Driven 	<u>Results</u> <ul style="list-style-type: none"> • Stress • Burn-out • Crisis management • Always putting out fires 	<u>Activities</u> <ul style="list-style-type: none"> • Prevention, capability improvement • Relationship building • Recognizing new opportunities • Planning, recreation 	<u>Results</u> <ul style="list-style-type: none"> • Vision, perspective • Balance • Discipline • Control • Few crisis
Not Important	Quad III		Quad IV	
	<u>Activities</u> <ul style="list-style-type: none"> • Interruptions, some callers • Some email, some reports • Some meetings • Proximate, pressing matters • Popular activities 	<u>Results</u> <ul style="list-style-type: none"> • Short term focus • Crisis management • Reputation – chameleon character • See goals/ plans as worthless • Feel victimized, out of control • Shallow or broken relationships 	<u>Activities</u> <ul style="list-style-type: none"> • Trivia, busy work • Some email • Personal social media • Some phone calls • Time wasters • Pleasant activities 	<u>Results</u> <ul style="list-style-type: none"> • Total irresponsibility • Fired from jobs • Dependent on others or institutions for basics

