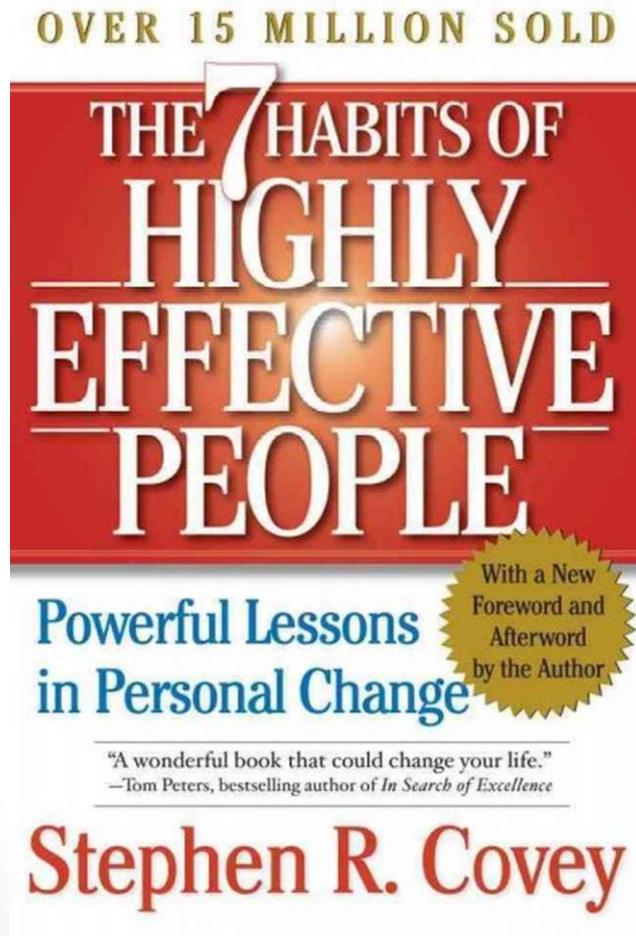


The 7 Habits of Highly Effective People

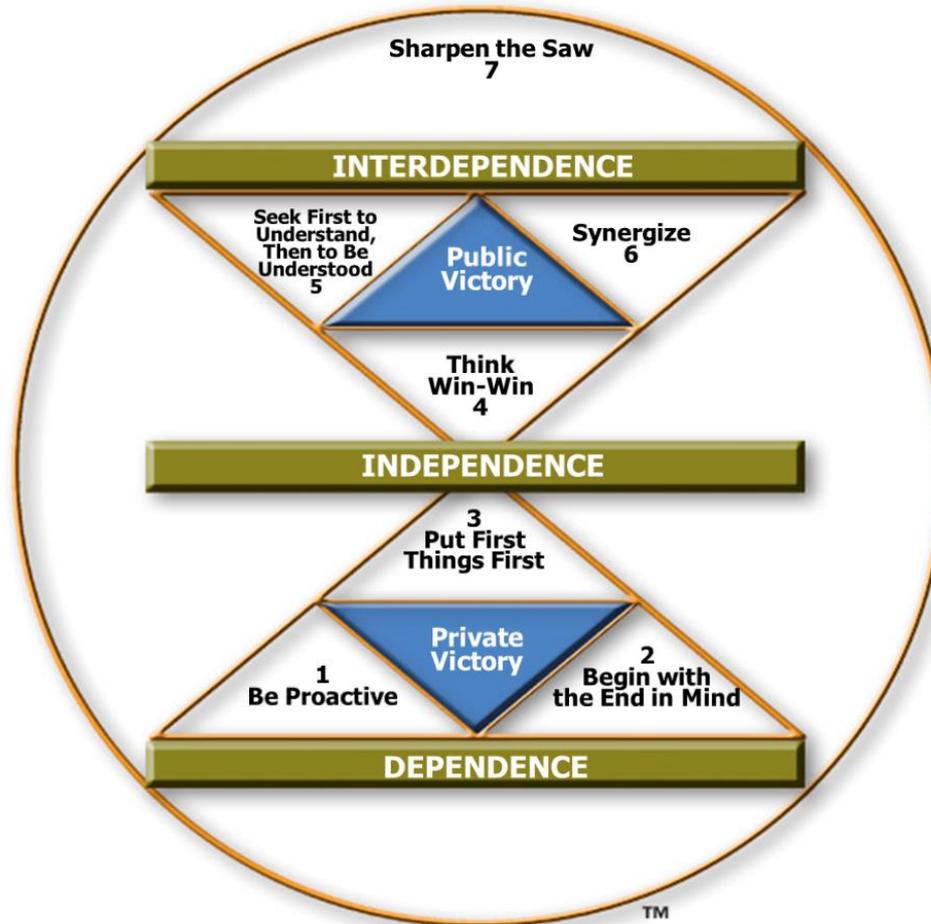
Habit 3: Put First Things First

The Book and Author



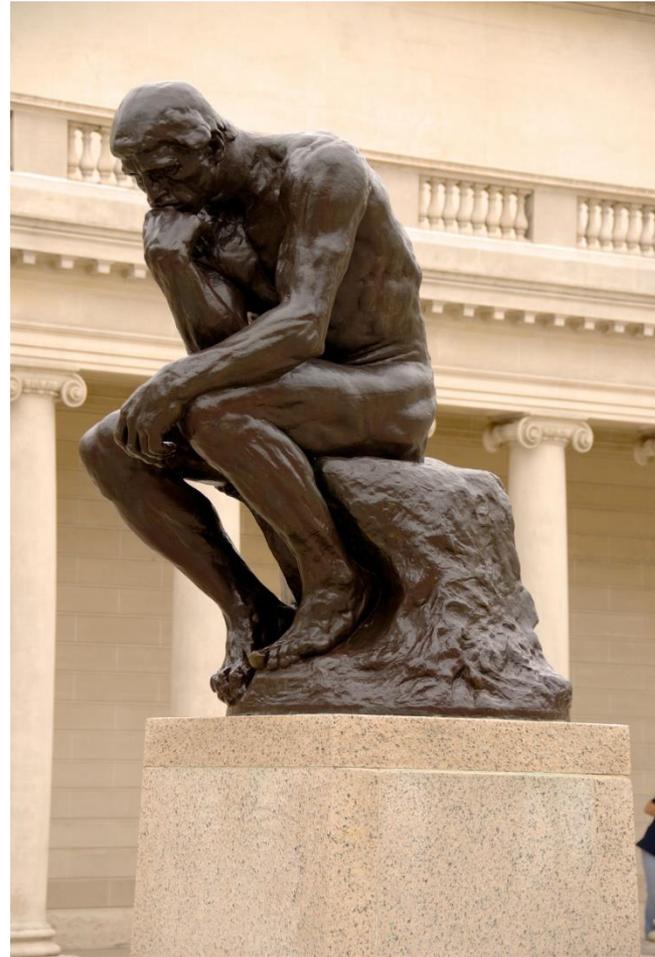
- Written by Stephen R. Covey.
- Graduated from Harvard University with an MBA.
- Chairman of the Covey Leadership Center and the Institute for Principle-Centered Leadership
- Meant to help people solve professional and personal dilemmas through principled living.

Overview



Thought Exercise

- Question: What one thing could you do, that if you did on a regular basis, would make a tremendous positive difference in your personal life?
 - What one thing in your business or professional life would bring similar results?



Executing the Plan

- Habit 1 was about having the mental will to make a plan.
- Habit 2 was about making a plan.
- Habit 3 is now about actually carrying out that plan.
 - This is about managing the self.
 - The power of human independent will is limitless.
 - Therefore, we must be worthy of it and actually carry it out.

Time Management

- This is a bit of a misnomer. True effectiveness is not about managing *time*.
 - Generation 1 time management is about lists and objectives.
 - Generation 2 time management is about itineraries and schedules.
 - Generation 3 time management is about priorities and goals.
- Many people have come to realize that these don't work.
 - Lifeless, deny the spontaneity of life, completely impersonal.
- Generation 4 time management is the key. Focuses on relationships and results.

The Time Management Matrix

	URGENT	NOT URGENT
IMPORTANT	I ACTIVITIES: Crises, pressing problems, deadline-driven projects	II ACTIVITIES: Exercise, long-range planning, preparation, preventive maintenance, relationship building, personal growth activities, some leisure
NOT IMPORTANT	III ACTIVITIES: Interruptions, some calls, some mail, some reports, some meetings	IV ACTIVITIES: Trivia, busy work, some mail, some calls, time wasters, some pleasant activities

Quadrant II

- Focuses on personal capacity and relationships.
- It is through focusing on this that we become truly successful.
- It is not urgent because there is no immediate consequence for not having it done right now.
- It is important because it gives us real results.
- By focusing on Quadrant II, we prevent Quadrant I from overwhelming us, while advancing at our own pace in life.
- Recognizes how disorganized life is. Opportunity comes at any given time.

The Opportunity Bank.



Say No to the Small Things

- Small Victories are the big trap.
 - Quadrant III
 - They make us feel good because we think they're important because they're urgent, but they're not.
- Pleasurable Activities are the next trap.
 - Quadrant IV
 - They make us feel good because they're designed that way.
- Crises are not a trap, but we often lose focus because of them.
 - Quadrant I
 - We get overwhelmed by them and live reactionary lives rather than proactive ones.
 - Quadrant II helps us manage these.

Delegate by Principle

- We often need the help of others in order to get the task done.
 - Helps in preventing Quadrant III from getting out of hand.
- Big trap. DON'T “gopher delegate.”
 - If you tell someone how to do something every step of the way, how much different is it from you doing it yourself?
 - Wastes everyone’s time.
- Lead by passion and principle.
 - If your teammates want the goal as much as you do, then they’ll get there on their own. You just have to support them.
 - All you have to do is set some guidelines. Be minimalist.
- We suddenly become far more efficient if trust and cohesion are intact.

Credits

- <https://cecd04df9605b630ca29-1241d3348dac2d27e674997029412b55.ssl.cf2.rackcdn.com/6139006fd96d1c1e31b9349d7e298a8f.png>
- <http://blog.adesa.com/wp-content/uploads/2013/04/7-habits-of-highly-effective-people.jpg>