

Habit 3 - Put First Things First "Work First, Then Play"

I spend my time on things that are **most important**.
This means, I say "No" to things I know are not important.
I am **organized** and disciplined.

Parent Corner - Suggested Tips for your Child

Putting **First Things First** means getting organized, deciding what is most important and then doing those things first.

This is a hard habit to keep because it often feels good to do the urgent or easiest thing first. However, when we put off doing the most important things, like studying for a big math test, it feels worse not being prepared.

- 1) **Get Organized** - have a 'place' for important things like homework, shoes, backpacks, etc. Create a 'school projects' supply box to use throughout the year (poster boards, markers, crayons, glitter, glue, etc.)
- 2) **Make a List** - write down everything you have to do and want to do.
- 3) **Prioritize your List** - while urgent things must be done, ensure time for your "Important/Not Urgent" things (see examples in the shaded box below)

	Urgent	Not Urgent
Important	<ul style="list-style-type: none"> • Home work due tomorrow • Crises or pressing problems • Tests 	<ul style="list-style-type: none"> • Homework/studying due in a few days • Building relationships (family/friends) • Exercising, creative play, reading • Helping others, chores, service work • Talents: sports, music, dance, art, etc.
Not Important	<ul style="list-style-type: none"> • Unimportant phone calls or emails • Other people's minor problems 	<ul style="list-style-type: none"> • Excessive. . . TV, video games, texting, internet surfing • Complaining, excuse making

***Younger Children (5-8)** - Do homework first, than play. Getting ready for school - dressed, breakfast, teeth brushed, backpack ready; then, play or TV, if time.

***Older Children (9-11)** - Use a planner or weekly checklist for their 'First Things First' activities - discuss what choices they will make. For homework, do the hardest part first. Share that highly effective people spend most of their time on the "Important/Not Urgent" activities (shaded box).

