

H A B I T

Put First Things First



Will
and Won't
Power

● **PACKING MORE INTO YOUR LIFE**

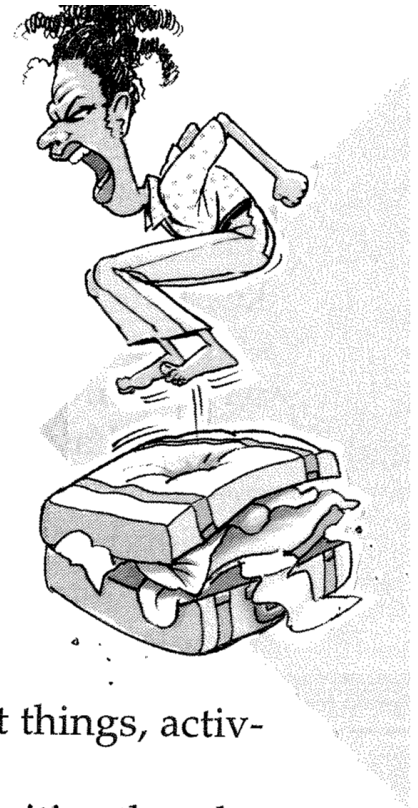
Have you ever packed a suitcase and noticed how much more you can fit inside when you neatly fold and organize your clothes instead of just throwing them in? It's really quite surprising. The same goes for your life. The better you organize yourself, the more you'll be able to pack in—more time for family and friends, more time for school, more time for yourself, more time for your first things.

I'd like to show you an amazing model called the Time Quadrants that can help you pack more in (especially important things). It's made up of two primary ingredients, "important" and "urgent."

Important—your most important things, your first things, activities that contribute to your mission and your goals.

Urgent—pressing things, in-your-face things, activities that demand immediate attention.

In general, we spend our time in four different time quadrants, as shown below. Each quadrant contains different kinds of activities and is represented by a type of person.



The Time Quadrants

	URGENT	NOT URGENT
IMPORTANT	<p>1 THE PROCRASTINATOR</p> <ul style="list-style-type: none"> • EXAM TOMORROW • FRIEND GETS INJURED • LATE FOR WORK • PROJECT DUE TODAY • CAR BREAKS DOWN 	<p>2 THE PRIORITIZER</p> <ul style="list-style-type: none"> • PLANNING, GOAL SETTING • ESSAY DUE IN A WEEK • EXERCISE • RELATIONSHIPS • RELAXATION
NOT IMPORTANT	<p>3 THE YES-MAN</p> <ul style="list-style-type: none"> • UNIMPORTANT PHONE CALLS • INTERRUPTIONS • OTHER PEOPLE'S SMALL PROBLEMS • PEER PRESSURE 	<p>4 THE SLACKER</p> <ul style="list-style-type: none"> • TOO MUCH TV • ENDLESS PHONE CALLS • EXCESSIVE COMPUTER GAMES • MALL MARATHONS • TIME WASTERS

● THE COMMON INGREDIENT OF SUCCESS

In the final analysis, putting first things first takes discipline. It takes discipline to manage your time. It takes discipline to overcome your fears. It takes discipline to be strong in the hard moments and resist peer pressure. A man by the name of Albert E. Gray spent years studying successful people in an attempt to figure out that special ingredient that made them all successful. What do you think he found? Well, it wasn't dressing for success, or eating bran, or having a positive mental attitude. Instead, this is what he found. Read it carefully.

Albert E. Gray's Common Denominator of Success:

All successful people have the habit of doing the things failures don't like to do. They don't like doing them either necessarily. But their disliking is subordinated to the strength of their purpose.

What does this mean? It means that successful people are willing to suck it up from time to time and do things they don't like doing. Why do they do them? Because they know these things will lead them to their goals.

In other words, sometimes you just gotta exercise your special human tool called *willpower* to get things done, whether you feel like it or not. Do you think a concert pianist always enjoys hours of practice each day?

Does a person who is committed to earning her own way through college enjoy taking on a second job?

I remember reading a story about an all-American collegiate wrestler who was asked what the most memorable day of his career had been. He replied that it was the one day during his career when practice had been canceled. He hated practice, but was willing to endure it for a greater purpose, his love of being the best he could be.

