

Habit 3: Help for Parents 😊

Put First Things First, Have a Plan

Habit 2 focuses on the importance of setting goals by Beginning With the End in Mind (Direction).

Habit 3 emphasizes how to work toward our goals (Schedule).

Of all the habits, Habit 3 is the most difficult one to maintain. It is always easier to do simple or fun tasks first, so Having a Plan to complete lengthy or difficult assignments can be a challenge.

Understanding the Habit

Putting First Things First means:

- Spending time on things that are most important.
- Saying “No” to things I know I shouldn’t do.
- Setting priorities, making a schedule, and following a plan.
- Being disciplined and organized.

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

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

“He who fails to plan, plans to fail”

“Leaders don’t make excuses”

Putting the Habit into Practice

- Read “Pokey and the Spelling Test” from ***The 7 Habits of Happy Kids*** with your children. Have a discussion about what Pokey did and what he could have done differently. See “Parents’ Corner” in book.
- Use objects/pictures as springboards for discussions about Putting First Things First.

Flip-Flops-Don’t “Flip-Flop”, Put First Things First

Socks-have to put socks on before your shoes.

Bread-no sandwich without bread.

Dough-no pizza without dough.

Paddleball, “If you do something good, good things will come back to you”.



Use a compass for direction. (Goals act like a compass)



Use a clock for a schedule.

The Little Red Hen

Use this picture book to springboard a discussion about long-term planning (Habit 2) and work before play (Habit 3). Include children when planning and planting a garden.

Jar of Life

Have you ever gotten to the end of a busy day and realized that you wasted most of it and only accomplished a fraction of what you had hoped to do? If you find you are busy most of the day, but don't accomplish the things that really matter to you, you may be spending too much time with lesser priorities. One common reason for this is trying to FIND time for the important projects in an already busy and overcrowded schedule. The fact is, you already have all the time you are ever going to get. Charles Bixton said, "You will never find time for anything. If you want time, you must make it." If you feel like you don't have enough time to do something important you want to do, you have to learn how to MAKE time for it, even if that means delaying or eliminating other less important items from your schedule. You can't find more time, but you can always change the way you use the time you already have.

A favorite training aid in many time management seminars is the demonstration of *Big Rocks*. The presenter has big rocks, gravel and sand that are put into a jar. The entire point of the presentation is to show that the order in which you put things into the jar makes a big difference in the results. If you put the sand and gravel in first, you can't fit all the rocks in the jar. There simply isn't enough room.



In order to fit all the big rocks into the jar, you must put them in first. Then you can fit the gravel and sand between the rocks.



If you haven't guessed already, the jar represents your schedule. The big rocks represent your important projects and tasks. The gravel and sand represent less important tasks.

The moral of the story is that you can **MAKE** time for your big rocks, but **ONLY** if you put them into the schedule first, then allow other activities or tasks to fill in the gaps.

Identifying My Big and Small Rocks (attachment)

Time Wasters

www.youtube.com/watch?v=0YrHI7X7cOE

Brainstorm some things you do that waste a lot of time. Sometimes these are fun and relaxing. If you're not careful, though, they may get in the way of the important priorities.

Time Quadrants: *The Three Questions*

- We spend our time in 4 quadrants. Each contains different kinds of activities and is represented by a type of person.
- The time quadrants are made up of two primary ingredients: "Important" and "Urgent".
- Important items are those that contribute to your mission and your goals.
- Urgent are pressing tasks 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 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, gets things done ahead and Puts First Things First
 SPEND MORE TIME HERE*

Pigsty

Read *Pigsty* by Mark Teague to foster a discussion on Putting First Things First. Possible connections include:

- Create a Venn-Diagram of Wendell's room before and after. The middle section is for things that stayed the same in both scenarios.
- Set aside times for child to organize folders, backpack, drawers, closet, room... Create a plan to maintain.

Daily Planner (attachment)

What Should I Do?

Read the poem, "Stopping by Woods on a Snowy Evening" by Robert Frost. Discuss the meaning and how it illustrates Putting First Things First. The woods represent getting distracted by people or things, thus taking our attention away from more important tasks. The speaker demonstrates will and won't power by having promises to keep, and miles to go before sleeping.

Stopping by Woods on a Snowy Evening By [Robert Frost](#)

Whose woods these are I think I know.
His house is in the village though;
He will not see me stopping here
To watch his woods fill up with snow.

My little horse must think it queer
To stop without a farmhouse near
Between the woods and frozen lake
The darkest evening of the year.

He gives his harness bells a shake
To ask if there is some mistake.
The only other sound's the sweep
Of easy wind and downy flake.

The woods are lovely, dark and deep,
But I have promises to keep,
And miles to go before I sleep,
And miles to go before I sleep.

Make the Best Choice (attachment)

Other Parent/Child Activities

- Create a list of things 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. Then 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.

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

Mahatma Gandhi

Book List

Habit 3: Put First Things First, Work First Then Play

The Little Red Hen by Jerry Pinkney (or other version)
Pigsty by Mark Teague
The Very Hungry Caterpillar by Eric Carle
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
The Dot by Peter H. Reynolds
The Three Questions by Jon J. Muth
A Place for Everything by Sean Covey
Berenstain Bears: Trouble at School by Stan and Jan Berenstain