

From the 7 Habits of Highly Effective People

Habit 3: Put first things first

That is, PRIORITISE and take control of your time (or the urgent will)! In order to live a more balanced life, you have to realise that not doing everything that comes along is okay. You are the steward of your time, not others, not circumstances. This may also mean dealing with the Fear Of Missing Out (FOMO). Highly effective people do not really manage time, *they manage themselves*. The things you could do today will fit into one of the following 4 quadrants... depending on where you spend most of your time depends on the nickname you deserve...

	High Urgency	Low Urgency
High Importance	<i>"The Procrastinator"</i>	<i>"The Prioritiser"</i>
Low Importance	<i>"The Yes-Man"</i>	<i>"The Slacker"</i>

You need to Be Proactive (Habit 1), remember what you're trying to achieve (Habit 2), and plan to fit in your "Big Rocks" first... planning is key, "wishing doesn't fill the puku". This is the hard work habit (!), *do the mahi, get the treats...*

A basic plan for the week...

Prioritise your time; put the different things you could be doing this week where they belong! Consider also how you *tend* to spend your time – those things that you allow to creep in, where should they be?

Big Rocks		Your most important things – you really ought to get these done. Some may have a degree of urgency (star the urgent ones)
Stones		Your next most important things (again, star the urgent ones)
Pebbles		Much lower in importance – you may need to establish boundaries to not spend time on these
Sand		These things are not important and not urgent and are likely complete distractions

