**HABIT 3**

***The 7 Habits of Highly Effective Teenagers***

**Key Concept**

Prioritize and manage your time—don’t let roadblocks knock you off course.

**Key Words**

Big Rocks

Comfort Zone

Courage Zone

Little Rocks

Procrastinator

Prioritizer

Slacker

Success

Yes-Man

Will Power

**HABIT 3 —Put First Things First**

*HABIT 3 is all about learning to prioritize and manage your time, so your first things come first, not last. Putting first things first can also help you learn to overcome your fears and be strong during hard moments.*

***Directions:*** Read the chapter on Habit 3. Complete the packet. Your grade will be based on completion up to 100 points.

**Define the Terms Activity:**

Define the following terms. Provide an example for each of when you might have exhibited that behavior.

* **Procrastinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Prioritizer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Yes-Man:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Slacker:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prioritizer Activity:**

|  |  |
| --- | --- |
|  | Call your grandma; it’s her birthday today |
|  | Watch a TV show |
|  | Work on a project that is due next week |
|  | Babysit your little sister after school |
|  | Go to a movie with a friend |
|  | Play video games |
|  | Do homework for tomorrow |
|  | Practice for rehearsal on Friday |

A prioritizer is a leadership tool that helps you organize your time. Look at the list below. Use the Prioritizer to put a(n):

**A** next to the most important things

**B** next to the things that are important, but not urgent

**C** next to the things that you could do if you had time.

**There’s a lot to fit into a day, isn’t there?** The good news is, when you prioritize your day, you are able to get a lot more done and still have fun. Sometimes you have to say no to things, but in the end it is worth it. Is there anything on the list above that you might say no to?

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