



# Habit #3

## Put First Things First

### Prioritize

- The third habit of happy kids is to Put First Things First.
- It is all about learning to prioritize and managing your time so that your first things come first, not last—think about what are the most important things you need to accomplish.
- It is a strength to say no to *less* important things and yes to *more* important things.

### How Can I Be More Successful in Applying It?

- **By setting goals each week.**
- **By writing down assignments in the order of their due dates.**
- **By studying for tests, not just taking my chances.**
- **By not taking on too many tasks or activities at once.**
- **By balancing out my days ahead of time in an agenda.**

### Time Wasters:

Brainstorm some things that you do that wastes a lot of your time—the small things. Sometimes these things are fun and relaxing. If you do them too much though, they may get in the way of the important things. **DO THE BIG THINGS FIRST!**



## How good are you at putting first things first?



**Why did you rate yourself this way?**

**How could you be better at putting first things first?**