

Today we are talking about Habit #3, Put First Things First.

What does it mean to put first things first? ("Work before play" is a typical answer.)

**(Show empty "How Do You Spend Your Time?")** Everybody has things to do every day. Some things make you feel a lot of pressure to do them right away. Some things are important to you. We have divided this rectangle into four areas to sort what is pressing and what is not pressing, what is important and what is not important. Do you tend to spend your time doing things that are

1. pressing and important
2. not pressing but important
3. pressing but not important
4. not pressing and not important

Those are the ways people spend their time. There are words that describe people and the way they spend their time: **(Show filled in "How Do You Spend Your Time?")**

1. The Procrastinator waits until a project is almost due before he begins working on it. Then he will work through stress and panic to produce the best work he can in the short amount of time that's left.
2. The Prioritizer makes a PLAN to do all the things he should do as well as some activities that are fun. If something is due in two weeks, he works on it every day so that it is done a day or two early.
3. The Yes-Man is so busy doing what other people want him to do that he doesn't have very much time to do the things that are important to him. He follows the crowd instead of following his own dreams. (Peer Pressure)
4. The Slacker spends too much time watching TV, playing video games, surfing the web, texting or using social media. Unless an adult stands over the slacker, assignments and chores don't get done or they are done carelessly.

Which of these four feels the least pressure and is the most productive? (The Prioritizer who does important things before they become pressing.)

How do YOU spend your time? The habits you establish now will determine the kind of person you will be. What kind of person do you want to be?

Some of you might say that chores or homework are not important to you. You might think that doing them will make you be a Yes-Man to your mother or your teacher, but it doesn't:

For example, if you sleep on a bed, it is your responsibility to take care of your bed.

If you eat on dishes, it is your responsibility to clean those dishes.

It is your responsibility to keep your room clean, your clothes clean and in good condition, and so forth. Members of your family share these responsibilities and help each other get the chores done. Doing your part does not make you a Yes-Man. It helps you be a Prioritizer.

It is also your responsibility to nourish your brain by doing your homework, eating good food, exercising, and so forth.

People don't have to own a pet, but if they do, they must accept responsibility to take care of that pet. Do you have the responsibility to take care of a pet?

**Book: A Small Brown Dog with a Wet Pink Nose:** This is a fun book about a girl name Amelia who wanted a dog. As I read it aloud, I would like you to think how this book applies to putting first things first.

Sample Questions:

- Why do you think I would read this book to talk about putting first things first?
- How do you know that Amelia had a plan to take care of her dog?
- What are some of the responsibilities you take on if you own a dog?
- Raise your hand if you think Amelia will do most of the work to take care of Bones. Raise your hand if you think her parents will do most of the work.
- Please share why you think that person will do most of the work.
- If Amelia does most of the work, will her parents still have more work to do as well? Why do you think that?
- Why would some parents not want to get their kids a pet?

**Object Lesson Activity:** (Pass out paper with dog outline and half sheet of brown paper with Tangram square.)

In the book Amelia asked her parents seven questions before she created her imaginary dog. Today each of you will make an imaginary dog with seven Tangram shapes.

This Tangram square has seven shapes: 2 large triangles, 1 medium triangle, 2 small triangles, 1 square, and one parallelogram. Cut out the seven Tangram pieces carefully from the square. Then arrange them inside the outline of this dog. All seven puzzle pieces must be used, the puzzle pieces cannot overlap, and every part of the dog must be covered with one of the seven brown shapes. If you need help, in a couple of minutes, I will tell you the secret to solve the puzzle.

The secret to solve the puzzle: Pick up the two large triangles. Decide where those two large triangles go in the puzzle first. (If you schedule the big things in your life first, it is much easier to figure out where all the smaller things should go.) One puzzle piece fits over the tail exactly so no decision is needed there. Likewise, the exact hours some things are done are sometimes decided by someone else. You will need to figure out where everything else fits. Sometimes you might need an adult to help you figure out your schedule, but with practice, you will be able to do it by yourself.

(Give students one or two more minutes to figure out how to put the dog together before showing them where to place the Tangram shapes to complete the dog.)

Give 4-6 grades the option of completing the more difficult dog puzzle.

Optional: Write something you need to do today (or this week) on each of the five biggest Tangram shapes. Afterwards, on each of the two small triangles write a fun activity you plan on doing today or this week.



# How Do You Spend Your Time?

**PRESSING**

**NOT PRESSING**

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# How Do You Spend Your Time?

## PRESSING

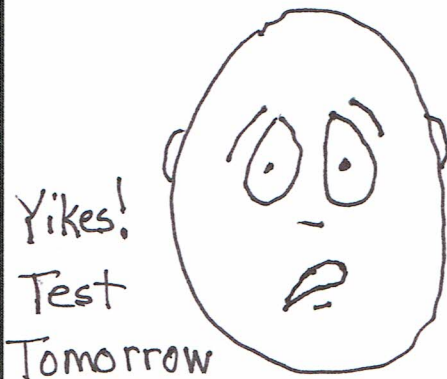
## NOT PRESSING

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### 1. The Procrastinator

waits until a project is almost due before he begins working on it. Then he will work through stress and panic to produce the best work he can in the short amount of time that's left.



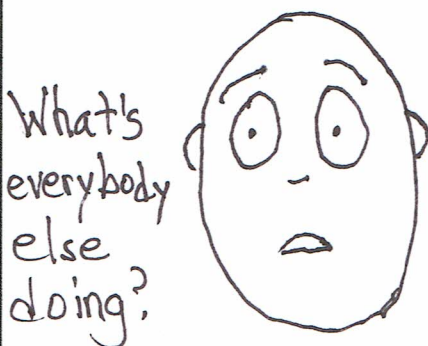
### 2. The Prioritizer

makes a PLAN to do all the things he should do as well as a few activities that are fun. If something is due in two weeks, he works on it every day so that it is done a day or two early.



### 3. The Yes-Man

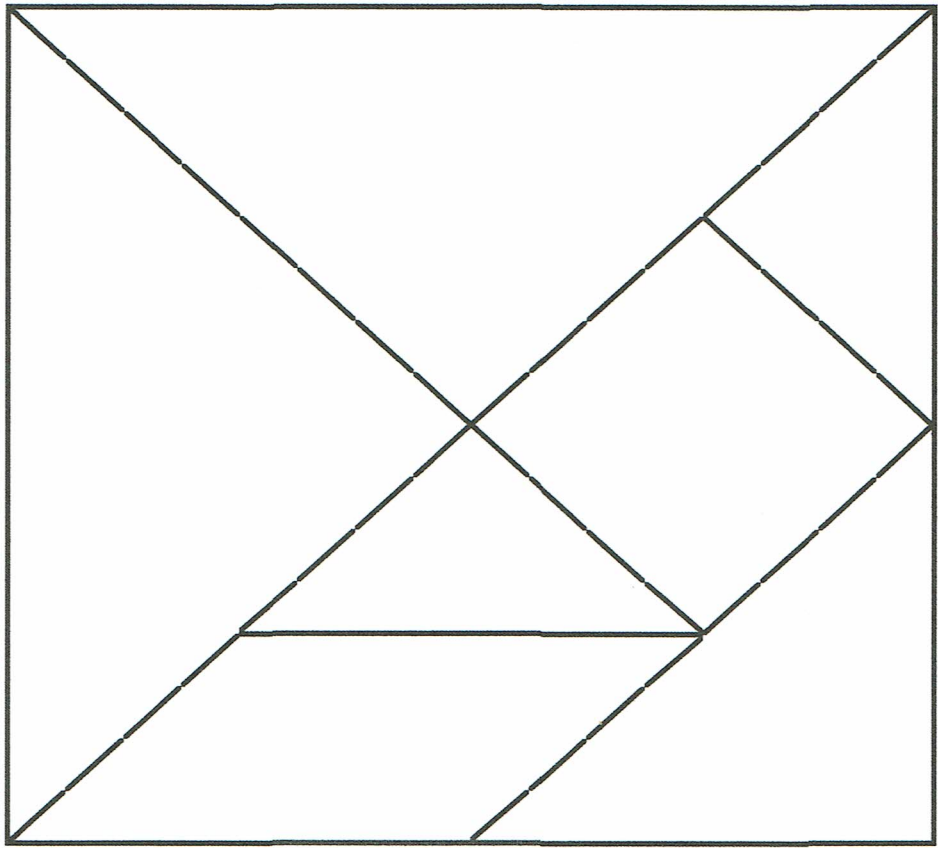
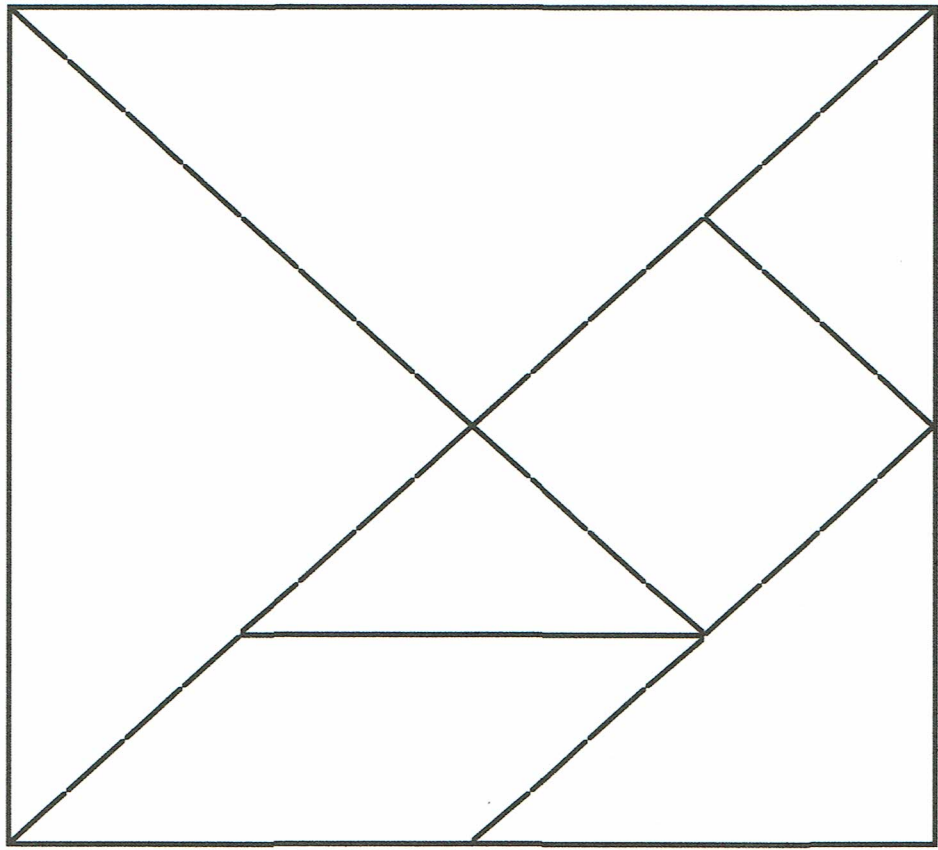
is so busy doing what other people want him to do that he doesn't have very much time to do the things that are important to him. He follows the crowd instead of following his own dreams.



### 4. The Slacker

spends too much time watching TV, playing video games, texting or using social media. Unless an adult stands over the slacker, assignments and chores don't get done, or they are done carelessly.





Put First Things First

