

FIRST THINGS FIRST

To Live, to Love, to Learn, to Leave a Legacy

STEPHEN R. COVEY, A. ROGER & REBECCA MERRILL

MAIN IDEA

Putting first things first is a new approach to time management.

The new system focuses on doing what is important rather than what is urgent. It stresses effectiveness rather than simple efficiency as the key to using time management systems to improve the quality of life. In turn, true effectiveness is based on a principle-centred approach - that is, on principles which have been revered throughout history and which have been shown to enhance the quality of a person's life over the experience of many years and many generations.

Putting first things first is not a quick-fix shortcut to business success. Rather, it stresses living a meaningful life rather than a purely efficient life. It is based on the premise that the deepest motivations felt by every person are to live, to love, to learn, and then to leave a legacy for future generations. The key lies in escaping the tyranny of the clock and following your internal compass.

1. THE CLOCK AND THE COMPASS

Time management systems have typically worked on the principle of increasing efficiency - that is, of increasing the amount of tasks that are accomplished each day. However, for most people, being able to do more in the same time is not the major concern. The real issue is doing the right things - tasks that will add value to the quality-of-life.

Therefore, a new time management system is needed which not only aligns with the clock (efficiency) but also aligns with the compass of effectiveness. That is, a new system is required which allows people to spend more of their time efficiently doing those things that will add to the quality of their lives.

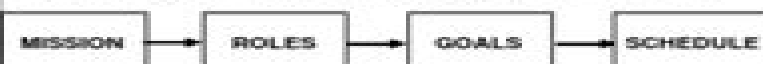
By closing the gap between the way people spend their time and what is most deeply important to them, quality of life can be greatly improved and enhanced.

2. THE MAIN THING IS TO SHIFT THE FOCUS FROM "URGENCY" TO "IMPORTANCE"

Spend 30 minutes a week aligning the clock with your own personal compass.

In other words, have a regular weekly planning session in which you plan ahead the activities of the coming week. This simple process will ensure the things which you consider to be most important are not lost in the daily hustle-bustle of accomplishing the activities which are urgent.

The weekly planning session should follow this sequence:



3. THE SYNERGY OF INTERDEPENDENCE

The real advantage of the 4th generation time management system is that it provides a way for any organization to make a transition from typical to high-performance through the establishment of interdependent business associations.

The concept of interdependency is unique to the 4th generation time management system. It proposes that communicating and dealing with other people is at the very core of effective time management, and that by taking into account the uniqueness and capacity of every individual, an organization can move ahead more effectively than individuals could ever do on their own.

Interdependence applies not only to unifying the efforts of everyone within the organization, but also to the creation of beneficial strategic alliances between one organization and another.

	Urgent	Non Urgent
Important		X
Not Important		

4. PRINCIPLE-CENTRED LIVING

When you have aligned your time management system with the correct principles, the quality-of-life you can enjoy while working towards your ultimate destination is very high. In fact, the journey and the destination become one and the same.

First Things First Stephen R Covey Pdf File

David Grambow



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First Things First Stephen R. Covey, A. Roger Merrill, Rebecca R. Merrill, 2015-07-14 The New York Times bestselling time management book from the author of *The 7 Habits of Highly Effective People* Stephen R Covey's *First Things First* is the gold standard for time management books His principle centered approach for prioritizing gives you time management tips that enable you to make changes and sacrifices needed in order to obtain happiness and retain a feeling of security *First Things First* The Interactive Edition takes Dr Covey's philosophy and remasters the entire text to include easy to understand infographics analysis and more This time saving version of *First Things First* is the efficient way to apply Dr Covey's tested and validated time management tips while retaining his core message This guide will help you Get more done in less time Develop and retain rich relationships Attain inner peace Create balance in your life And put first things first Covey is the hottest self improvement consultant to hit US business since Dale Carnegie USA Today Covey has reached the apex with *First Things First* This is an important work I can't think of anyone who wouldn't be helped by reading it Larry King CNN These goals embody a perfect balance of the mental the physical the spiritual and the social Booklist Readers should note that this ebook edition differs slightly from the print edition and does not contain all the same materials *The Wisdom and Teachings of Stephen R. Covey* Stephen R. Covey, 2012-11-13 Stephen R Covey passed away in July 2012 leaving behind a legacy unmatched in his writings about leadership time management effectiveness and success even love and family *The Wisdom and Teachings of Stephen R Covey* is a compilation of his most profound inspiring teachings and sayings Among the topics covered in this book are time management success leadership including principle centered leadership all of the 7 Habits love and family *Die 7 Wege zur Effektivität für starke Familien* Stephen R. Covey, 2020-10-19 Die Familie ist das Fundament unserer Gesellschaft schreibt Stephen R Covey in seinem Vorwort zu diesem Buch Doch allzu häufig werden heute familiäre Bedürfnisse zurückgestellt weil anderes vermeintlich Priorität hat der Job die Schule Freunde Sport soziale Medien Hobbys etc Die Liste ließe sich noch lange weiterführen Und tatsächlich gibt es viele Dinge die wir tun müssen und die Zeit beanspruchen Doch letztlich haben wir es selbst in der Hand welches Gewicht wir den Beziehungen zu den Menschen in unserem engsten Umkreis geben wollen In diesem Ratgeber berichtet Stephen R Covey die universellen Prinzipien seines Weltbestsellers *Die 7 Wege zur Effektivität* auf die besonderen Belange von Familien und gibt Antworten auf die dringendsten Fragen die sich Familien heutzutage stellen unter anderem Wie finden wir gemeinsame Zeit für die Familie insbesondere wenn beide Eltern arbeiten Wie gelingt uns ein harmonisches Zusammenleben in der Familie Wie bewältigen wir negative Emotionen und wie geben wir Feedback Wie können wir unsere Kinder dazu bringen ihre Pflichten aus freien Stücken und gern zu erledigen ohne dass wir sie bestechen oder dazu ermahnen müssen Wie bringen wir Spaß Abenteuer und Abwechslung in die Familie sodass die Bedürfnisse aller erfüllt werden Covey veranschaulicht seine weltberühmten Paradigmen eindrucksvoll anhand zahlreicher wahrer Beispielgeschichten aus dem familiären Alltag und gibt praktische Tipps wie man sie anwendet

um ein stabiles und liebevolles Familienleben aufbauen zu können über mehrere Generationen hinweg. Er zeigt Ihnen wie Sie Ihre ganz persönliche Situation analysieren und praktische Möglichkeiten im Alltag finden das Beste aus Ihrem Familienleben zu machen. Ein inspirierendes und praktisches Buch für alle die sich starke und harmonische Beziehungen wünschen.

Everyday Theology (Cultural Exegesis) Kevin J. Vanhoozer, Charles A. Anderson, Michael J. Sleasman, 2007-03-01
Everyday theology is the reflective and practical task of living each day as faithful disciples of Jesus Christ. In other words, theology is not just for Sundays and it's not just for professional theologians. Everyday Theology teaches all Christians how to get the theological lay of the land. It enables them to become more conscious of the culture they inhabit every day so that they can understand how it affects them and how they can affect it. If theology is the ministry of the Word to the world, everyday theologians need to know something about that world. And Everyday Theology shows them how to understand their culture, make an impact on it. Engaging and full of fresh young voices, this book is the first in the new Cultural Exegesis series.

Your Life in Rhythm Bruce B. Miller, 2011-01-20
Your Life in Rhythm offers a realistic solution to our crazy, overly busy, stressed lives. Miller exposes the myth of living a balanced life and offers rhythmic living as a new paradigm for relieving guilt and stress while accomplishing more of what matters most in life. Rhythmic living details six practical strategies for living a more fulfilling life. Instead of managing time, Miller suggests that we flow with life, living in tune with the natural rhythms of nature. By applying the rhythm strategies, we can reduce stress, frustration and guilt while increasing fulfillment and inner peace. The point is not to balance all of our responsibilities at one time but to focus attention on what matters most at different times. Although this sounds easy enough, the six strategies he outlines are crucial to helping the reader to achieve this goal. Miller helps us to understand the stages and seasons of life we all experience over a lifetime. This new understanding, when applied, will solve time management problems and help readers to let go of misplaced priorities and relieve their overbooked lifestyle. The rhythm solution, in short, brings freedom. In a nutshell, it helps readers think through their overbooked lifestyle. Presents a new way of thinking about life management. Helps readers to let go of misplaced priorities. Helps readers understand the seasons of life and adjust their expectations. Presents a rhythm solution process for common time management issues.

First Things First Stephen R. Covey, A. Roger Merrill, Rebecca R. Merrill, 2015-06-15
1 New York Times bestseller creates a new paradigm for taking control of busy lives, offering a principle-centered approach to time management. Library Journal: Stephen R. Covey's First Things First is the gold standard in time management books. Covey's principle-centered approach for prioritizing gives you time management tips that enable you to make changes and sacrifices needed in order to obtain happiness and retain a feeling of security. First Things First: The Interactive Edition takes Dr. Covey's philosophy and remasters the entire text to include videos, easy-to-understand infographics, analysis and more. This time-saving version is the efficient way to apply Dr. Covey's tested and validated time management tips while retaining his core message. First Things First: The Interactive Edition will help you get more done in less time. Develop and retain rich

relationships Attain inner peace Create balance in your life and put first things first Time management isn't enough the real question is knowing what's important and Covey and the Merrills draw from a variety of sources to guide you toward determining just that Booklist Teachers Who Thrive David Grambow, 2022-07-26 To thrive is to continually grow and flourish Thriving in our current educational landscape is exceedingly challenging Teachers are facing unprecedented demands and expected to do more with less Why do some teachers thrive throughout their teaching careers while others succumb to the ever-changing pressures of the job Why do some teachers embrace the challenges in their schools as opportunities while others begin to experience symptoms of burnout in as little as five years The answer in large part is teacher self-efficacy This book serves as a travel guide for teachers to grow their self-efficacy and thrive Teachers require different supports and opportunities as they progress through their career Teachers and those who support teachers can use this book to illuminate their path to ever-increasing levels of self-efficacy throughout their career They will learn about the four domains of teacher self-efficacy including instruction engagement classroom community and self-care efficacy Furthermore they will explore the Five Thrive Factors that contribute to self-efficacy development including self-reflection feedback collaboration inclusion and student relationships Thriving teachers access all of these factors but the way they employ these factors evolves as they gain experience They will learn how refining their focus on students and expanding their influence can fuel their self-efficacy development Readers will personalize their journey by completing two inventories that will provide a Thriving Teacher Profile describing their affinities and skills related to the factors and domains described in the book All teachers deserve a long and rewarding career Teachers Who Thrive can help us all realize this goal that is more important than ever **Leadership aus christlicher Perspektive** Lukas Lienhart, 2024-03-19 Das Buch nimmt das

wachsende Interesse an Leadership als Ausgangspunkt um dieses Phänomen aus sozial-ethischer Sicht zu untersuchen Auf die Grundlagen welche die humanwissenschaftlichen Zugänge und das Verhältnis zum Management thematisieren folgen im zweiten Teil Trennlinien Diese identifizieren dunkle Seiten Prinzipien und Praktiken die Leadership innerhalb einer Religionsgemeinschaft fördern ebenso wie den Status quo im katholischen Kontext Als Mehrwert werden schließlich die Bedeutung für die katholische Soziallehre sowie Elemente eines personenbezogenen Leadership Modells herausgearbeitet

Change Your World Workbook John C. Maxwell, Rob Hoskins, 2021-04-06 Take action and start making an impact today right where you are John Maxwell and Rob Hoskins have invested their lives as champions of change Maxwell's organizations EQUIP and the John Maxwell Leadership Foundation have transformed communities by training more than five million leaders from literally every country in the world Hoskins's One Hope has transformed the lives of more than one billion children and youth in 120 countries around the globe Now for the first time these two leaders have partnered to write a book about how anyone anywhere can transform their world Offering practical principles based on solid research and real life experience the authors teach how to recognize where and how to get started who to recruit when to mobilize people what to

do how to communicate and how to know when they've really hit the target This accompanying workbook integrates the power of Maxwell's familiar and engaging leadership communication with the research based international insights of Hoskins's and One Hope global experience Transformation is within the reach of anyone who is willing to think speak and act in a way that values people and collaborates with them to bring about lasting positive change This workbook will give them the tools to go through the steps based on the trade book to make that happen in their lives **Confessions of a**

Reformation Rev. Mark Driscoll, 2009-05-26 This is the story of the birth and growth of Seattle's innovative Mars Hill Church one of America's fastest growing churches located in one of America's toughest mission fields It's also the story of the growth of a pastor the mistakes he's made along the way and God's grace and work in spite of those mistakes Mark Driscoll's emerging missional church took a rocky road from its start in a hot upstairs youth room with gold shag carpet to its current weekly attendance of thousands With engaging humor humility and candor Driscoll shares the failures frustrations and just plain messiness of trying to build a church that is faithful to the gospel of Christ in a highly post Christian culture In the telling he's not afraid to skewer some sacred cows of traditional contemporary and emerging churches Each chapter discusses not only the hard lessons learned but also the principles and practices that worked and that can inform your church's ministry no matter its present size The book includes discussion questions and appendix resources After reading a book like this you can never go back to being an inwardly focused church without a mission Even if you disagree with Mark about some of the things he says you cannot help but be convicted to the inner core about what it means to have a heart for those who don't know Jesus Dan Kimball author The Emerging Church will make you laugh cry and get mad school you shape you and mold you into the right kind of priorities to lead the church in today's messy world Robert Webber Northern Seminary

Leadership Agility William B. Joiner, Stephen A. Josephs, 2006-10-20 Leadership Agility is the master competency needed for sustained success in today's complex fast paced business environment Richly illustrated with stories based on original research and decades of work with clients this groundbreaking book identifies five levels that leaders move through in developing their agility Significantly only 10% have mastered the level of agility needed for consistent effectiveness in our turbulent era of global competition Written in an engaging down to earth style this book not only provides a map that guides readers in identifying their current level of agility It also provides practical advice and concrete examples that show managers and leadership development professionals how they can bring greater agility to the initiatives they take every day

The Pursuit of Time and Money Sharon L. Spano, 2017-06-09 Recognizing patterns and behaviors Spano provides an effective road map through reflective practice for personal growth and prosperity James Sang Lee four time ISKA World Martial Arts Champion The Pursuit of Time and Money explores the relationship between time and money and how those hidden dimensions impact perspectives and choices The goal is to help people in business transform their relationship with time and money so they can let go of fear and scarcity and experience a more meaningful and prosperous experience of life

Sharon Spano explores the paradox of time and money from a human developmental lens that supports people in transformational change. If you are looking for ways to increase profitability or become more efficient, this book is not for you. If, however, you want to discover a transformative pathway to living a life of radical abundance, prosperity, and freedom, then *The Pursuit of Time and Money* is the place to begin. Matthew Simpson, Founder, Creative Director, Infusion Building, on existing research. Dr. Sharon Spano provides a roadmap for making the transition from a life lived out of a paradigm of scarcity to one of abundance. Gregory L. Holzhauer, Law Partner, Winderweede Haines Ward Woodman P.A. Dr. Spano shows us how time and money are intricately connected windows into the soul of a human being and how they impact both our lives and relationships on a daily basis. Caleb Grover, M.A., M.Div., Agape Counseling Center, Licensed Mental Health Counselor.

Sticky Faith Teen Curriculum Kara Powell, Brad M. Griffin, 2012-01-24. Both national leaders with broad spheres of influence as well as local grassroots practitioners are waking up to the reality that 50% of their graduating seniors struggle deeply with their faith in college. Offering a few special Senior Seminars or giving seniors a graduation Bible and hoping for the best are both too little and too late. FYI, research confirms that it's never too early to start developing faith that continues to grow and lasts. *Sticky Faith* gives youth workers both a theological/philosophical framework and a host of practical programming ideas that develop long-term faith in teenagers. *The Participatory Creativity Guide for Educators* Edward P. Clapp, Julie Rains, 2024-03-14. *The Participatory Creativity Guide for Educators* debunks our outdated cultural understanding that some people are creative and others are not. Offering an embracing approach to creativity that encompasses invention and innovation, this practical guide reframes creativity as a mode of experience that all young people and adults have the opportunity to participate in. Bringing the principles of participatory creativity into the classroom, this book helps educators reframe invention and innovation, democratize the creative process, and leverage the knowledge, skills, background, experiences, and cultural perspectives that students bring with them every day. Key concepts are illustrated through rich vignettes and pictures of practice as chapters walk you through the what, why, and how of incorporating participatory creativity into your teaching and learning environment. Designed for educators in a vast array of settings, including schools, community centers, museums, afterschool programs, and grandpa's backyard workshop, this book is key reading for any educator looking to use creativity to strengthen and expand their teaching and learning.

Social-Emotional Learning and the Brain Marilee Sprenger, 2020-09-22. ASCD Bestseller. Today's teachers face a daunting challenge: how to ensure a positive school experience for their students, many of whom carry the burden of adverse childhood experiences such as abuse, poverty, divorce, abandonment, and numerous other serious social issues. Spurred by her personal experience and extensive exploration of brain-based learning, author Marilee Sprenger explains how brain science, what we know about how the brain works, can be applied to social-emotional learning. Specifically, she addresses how to build strong, caring relationships with students to give them a sense of belonging. Teach and model empathy so students feel

understood and can better understand others Awaken students self awareness including the ability to name their own emotions have accurate self perceptions and display self confidence and self efficacy Help students manage their behavior through impulse control stress management and other positive skills Improve students social awareness and interaction with others Teach students how to handle relationships including with people whose backgrounds differ from their own Guide students in making responsible decisions Offering clear easy to understand explanations of brain activity and dozens of specific strategies for all grade levels Social Emotional Learning and the Brain is an essential guide to creating supportive classroom environments and improving outcomes for all our students *The Complete Project Manager's Toolkit* Randall Englund,Randall Englund MBA, BSEE, NPDP, CBM,Alfonso Bucero,Alfonso Bucero CSE, MSc, PMP,2012-04 Here Are the Tools to Achieve Project Management Success Buy both The Complete Project Manager and The Complete Project Manager s Toolkit and save 18 at checkout by entering coupon code COMBO1 This companion to The Complete Project Manager provides the tools you need to integrate key people organizational and technical skills The core book establishes that success in any environment depends largely upon completing successful projects this book gives you the means and methods to meet that goal The hands on action oriented tools in this book will help you develop a complete set of skills the right set for you to excel in today s competitive environment The Complete Project Manager s Toolkit will enable you to implement the easy to understand universal powerful and immediately applicable concepts presented in The Complete Project Manager You may already be aware of what you need to do this book supplies the how through Assessments Checklists Exercises Examples of real people applying the concepts Use these tested methods to overcome environmental personal social organizational and business barriers to successful project management Although The Complete Project Manager can be used as a stand alone book it is designed to complement The Complete Project Manager Integrating People Organizational and Technical Skills

School Improvement for the Next Generation Stephen White,Raymond L. Smith,2010-03-01 Discover a fundamentally different way to improve schools Learn best practices from successful schools that use next generation school improvement methods Focused chapters guide you through the modified planning implementation monitoring and evaluation cycle at the core of this school improvement model Specific strategies empower you to put the knowledge to use *When Texas Prison Scams Religion* Michael G. Maness,2022-01-28 State ordained child torturer Minister prisoner represents the offices of the Lt Gov Dan Patrick TDCJ Director Bryan Collier TBCJ and wardens throughout the prison but the greatest piece of fantasy is how the Executive Culture of cover ups came to see this Fools Parade as good for Texas even God s will to change the world TDCJ destroys records of violence after 7 years and has hired the lowest qualified of the applicant pool many times in the last 25 years even ordered the cleaning of contraband at the Polunsky Prison and all those responsible for covering up a horde were promoted 25 years of this Who thinks a director that allowed that can competently supervise a naive volunteer in a systemwide program of indenturing prisoners Why is the director sponsoring psychopaths counseling

psychopaths Answer MONEY selling the Fools Parade Fantasy that buying faith from prisoners with favor turns them into saints after 4 years of Bible to na ve Evangelicals Who thinks it JUSTICE that 400 000 000 hours of officer contact has zero definitive influence on parole when a commissioner spends **The Spiritual Path** Lisa Kelly,2025-01-07 Embark on a practical transformative journey with this 10 step Ignatian planning process designed to activate your faith and shape your destiny over the coming year **Summary: First Things First** BusinessNews Publishing,2013-02-15 The must read summary of Stephen R Covey A Roger Rebecca Merrill s book First Things First to Live to Love to Learn to Leave a Legacy This complete summary of the ideas from Stephen R Covey A Roger Rebecca Merrill s book First Things First presents a new organising process which focuses on doing what is important rather than what is urgent on the premise that the deepest motivations felt by every person are to live to love to learn and then to leave a legacy for future generations This summary highlights that the real issue is doing the right things at the right time Added value of this summary Save time Understand key concepts Become a time management expert To learn more read First Things First and start with the tasks that will add value to your quality of life allowing you to live a life that is meaningful rather than purely efficient

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