

Be Proactive • BEGIN WITH THE END IN MIND • Put first things first

Think like Mr. • See first to understand then to understand • Synthesize • Organize by Size

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Name _____



Put First Things First



I spend my time on things that are most important. This means that I say no to things that I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

How can you put first things first?

Illustrate.

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