

Be Proactive • BEGIN WITH THE END IN MIND • Put first things first • Think like Win • Don't first to understand then it's understood • Symonize • Sharpen the Saw

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.

Be Proactive • BEGIN WITH THE END IN MIND • Put first things first • Think like Win • Don't first to understand then it's understood • Symonize • Sharpen the Saw