



Habit 3 – Put First Things First

“Work First, Then Play”

I spend my time on things that are most important. This means, I say “No” to things I know are not important. I am organized and disciplined.

Parent Corner: Suggested Tips for your child

Putting First Things First means getting organized, deciding what is most important and then doing those things first.

This is a hard habit to keep because it often feels good to do the urgent or easiest thing first. However, when we put off doing the most important things, like studying for a big math test, it feels worse not being prepared.

- 1). Make a List** – Create a list of things your child needs to accomplish throughout a week. With your child, rank the tasks in importance. Then rewrite the list in order of importance. Use a planner or calendar to schedule time so that the important things are done first.
- 2). Role-Play** – Role play about the consequences of forgetting to study for a test. How will your child feel? What are the consequences? Then role-play how it will feel to be well prepared and get a great score!
- 3). Get Organized** – Have a ‘place’ for important things like homework, shoes, backpacks, etc. Create a supply box to use throughout the year (pencils, erasers, markers, crayons, glue, etc).
- 4). Family Time** – This is especially important as your children get older and want to spend more and more time with friends. Set aside a couple of hours once a week as family time. Watch a movie, go out to eat, play games, cook dinner together – whatever fits your family. Protect this time and make it a tradition. **Be sure to have your child write this activity on their calendar too!**
- 5). Time-Wasters:** Ask your child to make a list of what he or she thinks is his or her biggest time-wasters. Make a plan together to avoid these activities or set a time for them when their important things are accomplished.

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