

The 7 Habits of Highly Effective Teens
Part 2: The Private Victory
Chapter 4: Habit 3: Put First Things First

Due:

Directions: Read Part 2 Chapter 4 of *The 7 Habits of Highly Effective Teens* pg. 106-128. Then please think about and answer the following questions on your own paper. (Answers should be in paragraph form and reflect thought.)

Things which matter the most must never be at the mercy of things which matter least
- Johann Wolfgang von Goethe, German Poet

1. Look back at the list of baby steps from the last chapter (pg. 104). You resolved to do at least 4 last time. Discuss how successful you were at keeping this promise to yourself. Which baby steps were you able to achieve? If you didn't achieve all of your steps you resolved to, explain why? How do you feel about your progress? Compare your progress this time with your progress from last time. (Please be very detailed in your discussion!)
2. Covey explains his idea of a "Time Quadrant." Please list and explain the 4 different time quadrants, make sure you include the kinds of activities that are included and the type of person who represents each of the quadrants, also what are the results of living in each of the quadrants.
3. (Refer to the blank Time Quadrant sheet I gave you.) Make a list of all of the things you did yesterday. Decide where they fit in the time quadrants and write them in their squares.
4. Look at your completed Time Quadrant sheet. Which quadrant did you spend most of your time in yesterday? Think about your activities in general. Is this the quadrant you spend the most time in? What impact does this have on your life? Do you want to change what quadrant you spend the majority of your time in? Discuss.
5. Start using your agenda. Each week identify your big rocks. I will check your agenda every week for a month. You can use the month section or the week section.
6. Review Covey's ideas about "The Courage Zone" and "The Comfort Zone." Identify and explain things in your life that put you in each of these zones.

Look at the 8 baby steps at the end of the chapter (pg. 128). Resolve to accomplish at least 5 of them.