



Put First Things First

December 11, 2017

Students Will Be Able To

1. *Differentiate between priorities and time wasters in their lives*
 2. *Understand how to accomplish the most important tasks first*
-

Materials

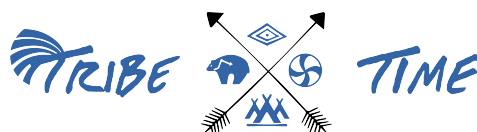
Container with small and large rocks, Copies of the Time Activity, 3x5 card (or half sheet of paper), Comfort Zone Discussion Prompts

Introduction

This habit refers to the idea of prioritizing. Each day whether you know it or not, you prioritize all your daily tasks and routines. The tasks that you spend the most time on shows what you value. If you spend a lot of time on homework and studying, you value your education because you understand the impact it has on your future. If you spend a lot of time on video games or Facebook you value the present time. It is important to remember that the actions you do now will impact you later. Do not procrastinate important tasks. Instead you need to – Put First Things First!”

Activity 1 – Big Rocks, Small Rocks

- Teacher has a small container with a lid, small pebbles, and large rocks. Teacher tells students to pour in small pebbles. Next teacher tells students to place large rocks inside. Finally, the teacher asks students to screw on the lid. It cannot be done. Teacher explains that our priorities were off. “Often it is easier to do the small tasks instead of the large tasks. The small pebbles represent the small daily tasks that we have. The large rocks represent the large projects we have to accomplish.” Teacher asks student to pour out container, place big rocks in first, and then place pebbles around rocks. It should now fit.
- Teacher asks the following questions:
 - How do you know the difference between tasks that are important versus tasks that are time-wasters?**
 - Why is it easier to complete small tasks than large projects?**
 - How can you accomplish large projects without it being so gruesome?**
 - What are large projects you face in the future?**





- Have the students write down the “big rocks” that they need to accomplish this week.

Activity 3 – Time Activity

- Read the following thought:

Value Your Moments...

To realize the value of One Year, Ask a student who failed his or her AP exams.

To realize the value of One Month, Ask a mother who gave birth to a premature baby.

To realize the value of One Week, Ask an editor of a weekly magazine.

To realize the value of One Day, Ask a daily wage laborer who has six kids to feed.

To realize the value of One Hour, Ask the lovers who are waiting to meet.

To realize the value of One Minute, Ask a person who missed their train.

To realize the value of One Millisecond, Ask a person who won a silver medal in the Olympics.

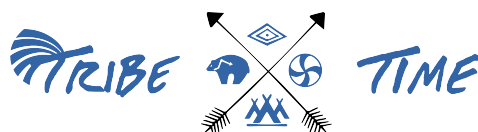
- Give each student a Daily Schedule. Allow time for students to write down what they do for each hour of an average day. This allows students to see when they wasted time and when they were most productive.
- Have students highlight activities during the day that may be holding them back from living up to their potential.

Activity 3 – Think, Pair, Share “Don’t Let Your Fear Decide”

- Teacher projects or distributes the **Comfort Zone discussion prompts**.
- Teacher explains the world is full of emotions, but perhaps one of the worse it fear. Think of some experiences that you may have missed because your fears got the best of you. Fear whispers “You can’t do it” or “they may make fun of you if...” Fear can prevent you from taking new classes without your friends, stop you from making new friends or trying out for teams. Acting in the face of fear is never easy but afterward you will be glad that you did.
- Have students individually read through the prompts and think of their answers silently in their minds only. Divide students into pairs and allow time for them to verbally answer as many of the questions as they can in 5 minutes. If time permits, have each pair get with another pair and discuss what they will do today to step outside of their comfort zone.

Comfort Zone Discussion Prompts

- 1. Some things I am comfortable doing are:**
- 2. Some things that are easy for me but may seem hard or scary for others are...**
- 3. I am afraid of...**
- 4. Things that require courage for me to do are...**
- 5. The worst things that could happen if I face my fear is...**
- 6. The best thing that could happen if I face my fear is...**
- 7. One thing that is outside my comfort zone that I am going to act on today is...**





Time Activity Daily Schedule

Activity 2

Daily Schedule	
Time	What were you doing?
6:00 a.m.	
7:00 a.m.	
8:00 a.m.	
9:00 a.m.	
10:00 a.m.	
11:00 a.m.	
12:00 p.m.	
1:00 p.m.	
2:00 p.m.	
3:00 p.m.	
4:00 p.m.	
5:00 p.m.	
6:00 p.m.	
7:00 p.m.	
8:00 p.m.	
9:00 p.m.	
10:00 p.m.	
11:00 p.m.	
12:00 a.m.	
1:00 a.m.	
2:00 a.m.	
3:00 a.m.	
4:00 a.m.	
5:00 a.m.	





Comfort Zone Discussion Prompts

Activity 3

Comfort Zone Discussion Prompts

1. Some things I am comfortable doing are:
2. Some things that are easy for me but may seem hard or scary for others are...
3. I am afraid of...
4. Things that require courage for me to do are...
5. The worse things that could happen if I face my fear is...
6. The best thing that could happen if I face my fear is...
7. One thing that is outside my comfort zone that I am going to act on today is...

