

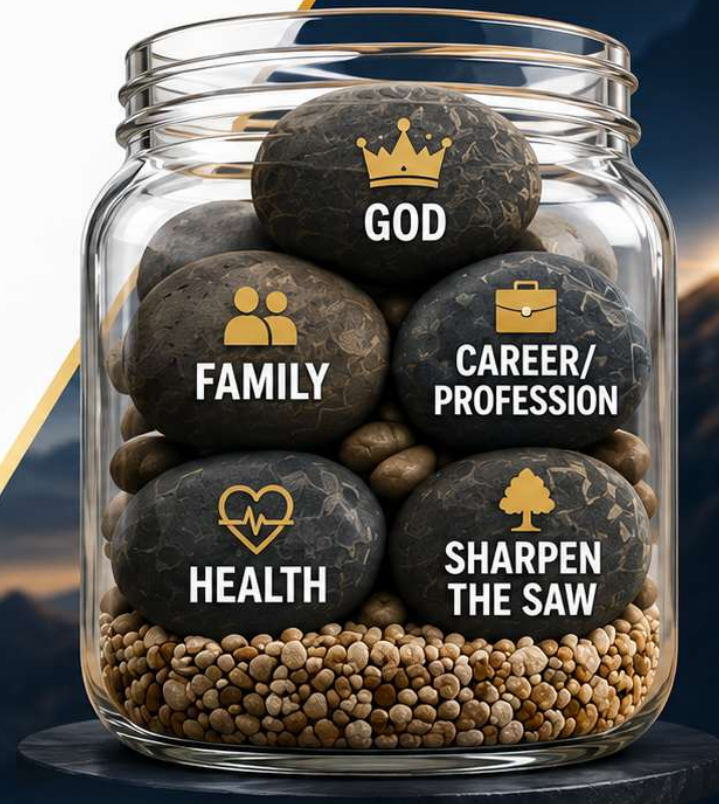


7 HABITS OF
KINGDOM LEADERS

HABIT 3

PUT FIRST THINGS FIRST

LIVING YOUR PRIORITIES EVERY DAY



UCML
KINGDOM LEADERS

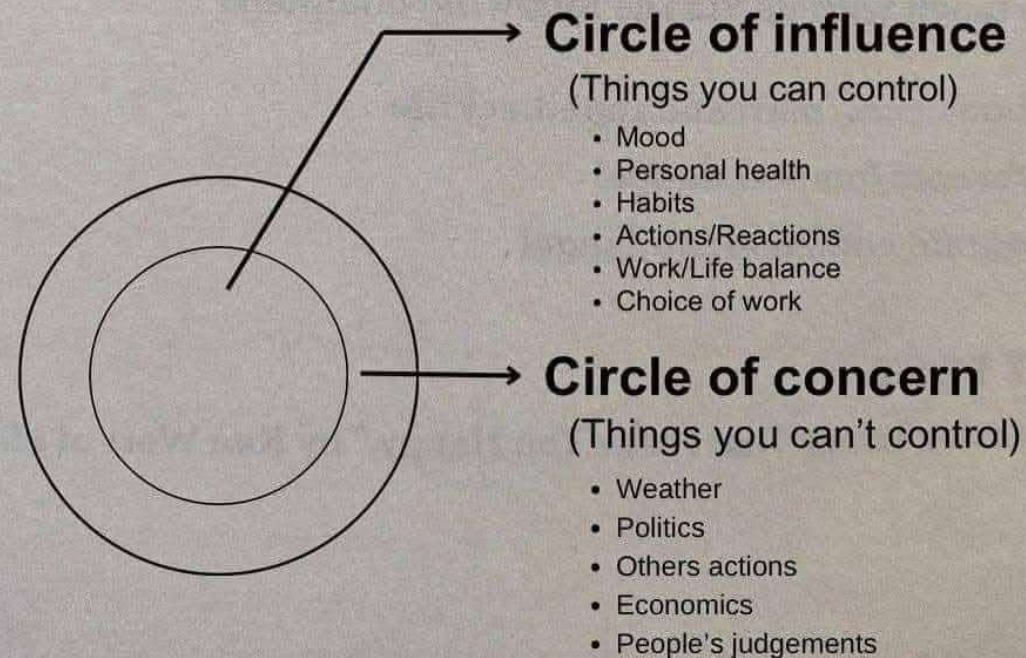


EQUIPPED
TO IMPACT

CLASS 3 OF 7

1. Be Proactive

- ▶ Don't react, RESPOND
- ▶ Take responsibility of your actions.
- ▶ Focus on CIRCLE OF INFLUENCE



2. Begin with End in Mind

- ▶ **Have a clear vision of your future and your goals in your mind.**
- ▶ **Write down your personal mission statement**

The diagram illustrates the components of a personal mission statement. On the left, a clipboard contains three questions, each with a line for an answer. On the right, a list of three components is shown, each preceded by a plus sign. Arrows point from each component to its corresponding question on the clipboard.

What do I want to be?

What do I want to achieve?

What are my principles and values?

Character

+

Contributions and achievements

+

Foundation for your actions

Conquer Your Blind Spots—Johari Window Model



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**MISSION
STATEMENT**



ROLES



GOALS



SCHEDULING

My Personal Mission Statement

My Mission is to _____

I will achieve this Mission by:

Personal Mission Statement:

Your Signature: _____ Date: _____

3. Put first things first

- ▶ Learn time and self-management. Prioritize your tasks on basis of importance and urgency.

	Urgent	Not urgent
Important	1 Very urgent. Try to keep this box empty.	2 Make time for it. Useful and valuable work.
Not important	3 Find someone for whom it matters	4 Pointless, time wasting

1. Do
2. Plan
3. Delegate
4. Eliminate

7 HABITS OF KINGDOM LEADERS

HABIT 3 PUT FIRST THINGS FIRST

LIVING YOUR PRIORITIES EVERY DAY



KEY VERSE

But seek ye first
the kingdom of God,
and his righteousness;
and all these things
shall be added unto you.

– Matthew 6:33 (KJV)



BIG ROCKS

What matters most
must come first.

PEBBLES

Important things
that support
your priorities.

SAND

Distractions and
details of daily life.



KEY PRINCIPLE

Discipline is choosing
what matters most
over what
matters now.



KEY QUESTION

Am I spending
my time on my
highest priorities?



KEY TAKEAWAYS

- Priorities determine direction.
- Schedule your priorities,
don't prioritize your schedule.
- Vision without execution
remains only a dream.



KINGDOM APPLICATION

- God never intended us to be
merely busy. He calls us to
be fruitful.
- Many believers have the right
vision (Habit 2), but never
consistently act on it.
- Urgent things will crowd out
important things if we allow it.
- Vision without execution
remains only a dream.



SUPPORTING SCRIPTURES

- Proverbs 3:5–6
- Ephesians 5:15–17
- Colossians 3:23–24
- Luke 10:38–42
- Psalm 90:12
- 1 Corinthians 14:40



STEPHEN COVEY CONCEPTS

- ✓ Time Management Matrix
- ✓ The Discipline of Weekly Planning
- ✓ Big Rocks First
- ✓ Roles and Goals
- ✓ Live by Principles, not by
Priorities Others Set
- ✓ Learn to Say "No" to Good Things,
so You Can Say "Yes" to the Best Things

THE TIME MANAGEMENT MATRIX

URGENT

NOT URGENT

IMPORTANT
NOT IMPORTANT

QUADRANT I Urgent & Important

- Crises
- Deadlines
- Pressing problems

MANAGE

QUADRANT II Important but Not Urgent

- Planning
- Relationships
- Personal growth
- Discipline
- Prevention

FOCUS

QUADRANT III Urgent but Not Important

- Interruptions
- Some meetings
- Some emails/calls

DELEGATE

QUADRANT IV Not Urgent & Not Important

- Time wasters
- Social media
- Trivia

ELIMINATE

Leaders invest most of their time in QUADRANT II.



JESUS—OUR ULTIMATE EXAMPLE

- ✓ Time with the Father before ministry.
- ✓ God's will above public opinion.
- ✓ Disciples over crowds.
- ✓ Eternal impact over temporary popularity.
- ✓ The Cross before the Crown.

"Not my will, but thine, be done."
– Luke 22:42



BIBLICAL EXAMPLES

- Mary & Martha – Priority over activity.
- Nehemiah – Refused distractions
while rebuilding the wall.
- Daniel – Prayer before politics.
- David – Sought the Lord before battle.
- Paul – Pressed toward the mark.
(Philippians 3:13–14)



PRACTICAL APPLICATIONS

- ✓ What are my "Big Rocks" this week?
- ✓ Does my calendar reflect my values?
- ✓ Am I reacting to interruptions or
living intentionally?
- ✓ What must I stop doing to fulfill
God's highest calling?



CLASS ACTIVITY BIG ROCKS DEMONSTRATION

Use a large jar with:

- Big rocks (God, family,
career/profession, health,
sharpen the saw)
- Pebbles (work, hobbies, projects)
- Sand (emails, social media, distractions)

Show that when the big rocks go in first,
everything else fits. When the sand goes
in first, the most important things won't fit.



WEEKLY ASSIGNMENT

- 1 Identify your 6–8 life roles.
- 2 Write one meaningful goal for
each role this week.
- 3 Schedule those priorities before
scheduling anything else.
- 4 Track how much time you spend in
Quadrant II (Important but Not Urgent).



MEMORABLE QUOTE

"The key is not to
prioritize what's on
your schedule, but
to schedule your
priorities."

– Stephen R. Covey



HABIT 1 SAYS "I CHOOSE." | HABIT 2 SAYS "I KNOW WHERE I'M GOING." | HABIT 3 SAYS "NOW I ORGANIZE MY LIFE SO I ACTUALLY GET THERE."
VISION WITHOUT EXECUTION REMAINS ONLY A DREAM.



THE 4 QUADRANT MATRIX

STEPHEN COVEY

A Simple Tool for Prioritizing What Truly Matters



KEY REMINDERS



The goal is not just to get things done, but to spend more time on **what matters most**.



Quadrant 2 is where growth happens. **Plan it. Protect it. Prioritize it.**



Urgency can pretend to be importance. **Don't be fooled.**



What you do today in Quadrant 2 determines what you face tomorrow in Quadrant 1.

“The key is not to prioritize what's on your schedule, but to schedule your priorities.”

– Stephen Covey

HOW TO USE THE 4 QUADRANT MATRIX

1. BRAIN DUMP



Write down everything that is on your mind. Tasks, concerns, ideas, appointments, deadlines—get it all out.

2. ASK TWO QUESTIONS



For each item, ask:

- Is it important?
- Is it urgent?

Answer honestly.

3. PLACE IN A QUADRANT



Use your answers to place each task in the correct quadrant.

4. TAKE ACTION



Q1: Do it now
Q2: Schedule it
Q3: Delegate or set boundary
Q4: Eliminate or limit

5. REVIEW DAILY



Review your list each day. Priorities change. Stay intentional. Move more into Q2.

BEST EXAMPLE: A STUDENT'S LIFE

Q1 Do First

- Tomorrow's exam
- Last date of assignment
- Sudden illness

Q2 Schedule

- Study plan
- Exercise
- Skill development
- Building relationships

Q3 Delegate

- Group project updates
- Rescheduling meetings
- Some phone calls

Q4 Eliminate

- Mindless scrolling
- Binge watching

BRAIN DUMP

meal plan
~~grocery shop~~
hm order
blog - organize
blog - 1000
blog - activity
~~call DR~~
text mom
~~upload receipts~~
Jeff card
pics - organize
clean kitchen
burp cloths
library - plu hold
laundry (sick)
laundry (catchup)
vday pic
playroom - bod
playroom - to
playroom d
vacuum /
wash bed
tidy ma
list on bookmark
wash
spice cabinet
kitchen closet
decorater kitchen
email SP
d apt 2/15
call Marion
content calendar

TOP THREE

1. playroom (books)
2. ~~plan + groceries~~
3. clean kitchen

EASY THREE

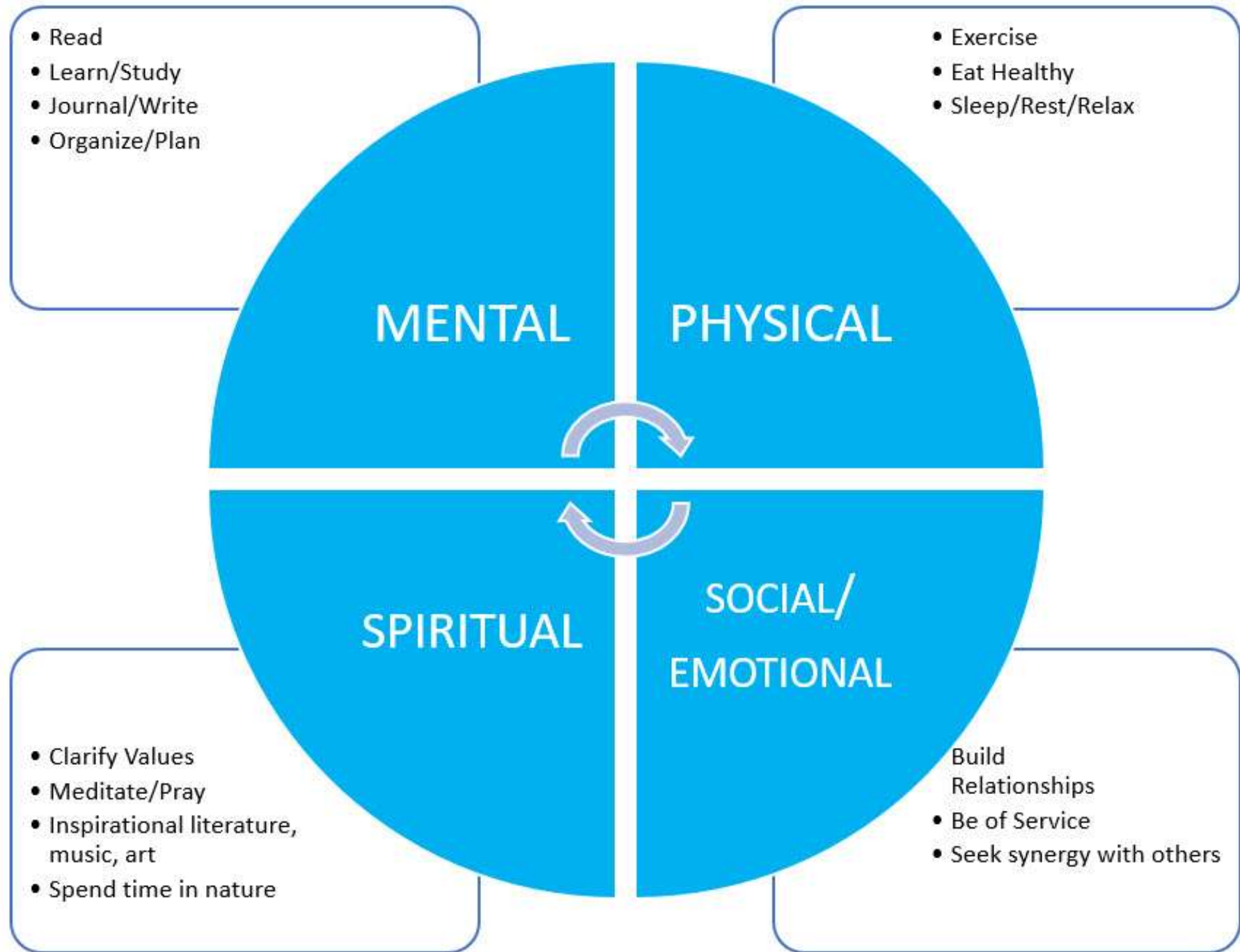
1. H&M order
2. ~~upload receipts~~
3. Jeff card

NEXT THREE

1. blog (organize)
2. playroom (toys)
3. laundry

	Urgent	Not Urgent
Important	<i>Quadrant 1</i> <i>Examples:</i> • Unscheduled rework • Last-minute changes • Dealing with late inputs from stakeholders, team • Forcing decisions & closure	<i>Quadrant 2</i> <i>Examples:</i> • Thoughtful, creative work • High-quality outputs • Productive collaborations • Training & development • Recreation & family time
Not Important	<i>Quadrant 3</i> <i>Examples:</i> • Low-value, but required, reports & presentations • Non-project emergencies • Miscellaneous interruptions • Administrivia	<i>Quadrant 4</i> <i>Examples:</i> • Over-analysis ("analysis-paralysis") • Pointless web-surfing • Gossip, idle speculation • Self-indulgent perfectionism

Important	Urgent	Not Urgent
	I (MANAGE) • Crisis • Medical emergencies • Pressing problems • Deadline-driven projects • Last-minute preparations for scheduled activities	II (FOCUS) • Preparation/planning • Prevention • Values clarification • Exercise • Relationship-building • True recreation/relaxation
	Quadrant of Necessity	Quadrant of Quality & Personal Leadership
Not Important	III (AVOID) • Interruptions, some calls • Some mail & reports • Some meetings • Many "pressing" matters • Many popular activities	IV (AVOID) • Trivia, busywork • Junk mail • Some phone messages/email • Time wasters • Escape activities • Viewing mindless TV shows
	Quadrant of Deception	Quadrant of Waste



“The key is not to
prioritize what’s on your
schedule, but to schedule
your priorities.”

—
STEPHEN COVEY

WHY PLAN AT EVERY LEVEL?



WEEKLY

Your Bridge to Action

The week is where your plans meet your life. It keeps your priorities in front of you so you take intentional action every day.



DAILY

Your Day-to-Day Focus

Daily planning keeps you focused on what matters most right now so you make steady progress and avoid getting distracted by the urgent.



MONTHLY

Your Course Correction

Looking at the month helps you see the big picture, spot conflicts early, and adjust your plan so you stay on track toward your goals.



YEARLY

Your Direction & Vision

The year gives you clarity on where you’re going and why. It helps you set meaningful goals and priorities that guide every other plan.



VISION WITHOUT A PLAN IS JUST A DREAM.
A PLAN WITHOUT PRIORITIES IS JUST BUSYWORK.

*Plan your priorities.
Live your purpose.*

PLANNING YOUR WEEK

If the big rocks don't go in first,



BIG ROCKS

Highest priority projects and tasks.



LITTLE ROCKS

Urgent or important priority projects and tasks.



SAND

Unimportant projects and tasks.

they aren't going to fit in later.

— Stephen R. Covey

Make better & more deliberate life choices.

WEEKLY SCHEDULE

WEEK OF: _____

ROLES

GOALS

WEEKLY PRIORITIES

11/11/2016

Figure 1

[illegible][illegible]

SHARPEN THE SAW

PHYSICAL

MENTAL

SPIRITUAL

SOCIAL/EMOTIONAL

Circumstance	Percentage (%)
If someone is attacking you	85
If someone is threatening you	75
If someone is harassing you	65
If someone is insulting you	55
If someone is annoying you	45

Circumstance	All respondents (%)	Police officers (%)	Non-police officers (%)
Self-defense	~85	~90	~80
To protect others	~75	~80	~70
To stop a crime	~65	~70	~60
To punish someone	~45	~50	~40
To show authority	~35	~40	~30

[illegible][illegible]

WEEKLY SCHEDULE

Week of: _____

Roles	Goals	Weekly Priorities

SHARPEN THE SAW

Physical:

Mental:

Spiritual:

Social/Emotional:

MONDAY	TUESDAY
Today's Priorities	

Appointments and Commitments	
6	6
7	7
8	8
9	9
10	10
11	11
12	12
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8

Daily Recap/Notes:	
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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Today's Priorities				

Appointments and Commitments				
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8

Daily Recap/Notes:				
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