

Business Name: _____

Build a Better Business—Week 7 Ref. 6.6

FIRST THINGS FIRST

Things which matter most must never be at the mercy of things which matter least.

Goethe

Write down 3 things, you are not currently doing, that if done regularly would make a tremendous difference to your business.

1.

2.

3.

Build a Better Business

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FIRST THINGS FIRST

The essence of effective time management is to organise and execute around balanced priorities.

S Covey

Make a list of the important matters that should receive your attention on a regular basis. Think beyond your role in the business and include your roles as a family member and your need for recreation.

1.
2.
3.
4.
5.
6.
7.
8.

Build a Better Business

Week 7 Ref. 6.6

FIRST THINGS FIRST

Give Priority to the Important Things

Go to your diary and set aside time for each of the important matters you recorded on the previous page.

In one weeks time, record here those important matters you set aside because of the urgency of other matters.

1.
2.
3.
4.
5.
6.
7.
8.

Write here how you feel after that.

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Repeat this exercise next week.

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References

The 7 Habits of Highly Effective People by Stephen R. Covey

First Things First by Stephen R Covey, A. Roger Merrill and Rebecca R. Merrill

Action Plan

Week 7 Ref. 6.6

No.	Action	Reason	By When	By Who	Comments
1	Write down the important things you need to attend to on a regular basis.	Because effectiveness is deciding what is important and giving priority to important things.			
2	Schedule important things first, and build your week around them.	Because things that matter most must never be at the mercy of things that matter least.			
3	Read the 7 Habits of Highly Effective People or borrow the audio program from Buildabetterbusiness.com	Because you will then appreciate the importance of putting first things first.			