



First Things First, Stephen R. Covey, A. Roger Merrill, Rebecca R. Merrill, Free Press, 2012, 1451639635, 9781451639636, 378 pages. The updated edition of the Stephen R. Covey classic that has sold millions while launching the time management revolution—now with a new Introduction from the author. An astonishingly successful blockbuster whose ideas formed his first habit of The 7 Habits of Highly Successful People, First Things First continues to change the way readers organize their lives. Traditional time management suggests that working harder, smarter, and faster will help you gain control over your life, and that increased control will bring peace and fulfillment. But Covey and his coauthors, drawing on the first real breakthrough in time management in years, apply the insights of The 7 Habits of Highly Effective People to offer new solutions to the daily problems of struggling with ever-increasing demands of work and home. Rather than focus on time and things, they emphasize relationships and results, favoring effectiveness over efficiency. Offering a principle-centered approach, First Things First empowers readers to define what is truly important, to accomplish worthwhile goals, and to lead rewarding and balanced lives..

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Choice Choosing the Proactive Life You Want to Live, Franklin Covey Company, Stephen R. Covey, Dec 1, 1999, Self-Help, 128 pages. .

Take Your Life Off Hold , Ted Dreier, Oct 1, 1987, Self-Help, 224 pages. Shares excerpts from interviews with eighty-nine people who made abrupt changes in their lifestyle and tells how to identify and achieve one's goals in life.

The 8th Habit From Effectiveness to Greatness, Stephen R. Covey, Nov 9, 2004, Business & Economics, 409 pages. A leading management consultant draws on his seven organizational rules for improving effectiveness to present an eighth principle, voice, that is based on the right balance of

One Year to an Organized Life From Your Closets to Your Finances, the Week-by-Week Guide to Getting Completely Organized for Good, Regina Leeds, Dec 31, 2007, Business & Economics, 309 pages. Offers tips and ideas for organizing each room of the house in a week-by-week guide that focuses on large and small projects, including creating routines, preparing for holiday

Ice cream for breakfast if you follow all the rules, you miss half the fun, Leslie Levine, 2001, , 177 pages. .

First Things First , Khalid Baig, 2007, Islam, 421 pages. .

The 7 Habits of Highly Effective People , Dr Stephen R Covey, Sep 25, 2000, , 95 pages. The priceless wisdom and insight found in the bestselling The 7 Habits of Highly Effective People (more than 10 million sold!) is distilled in this palm-size Running Press

The Tao of Zen , Ray Grigg, 1994, , 357 pages. Zen is Taoism disguised as Buddhism. When twelve hundred years of Buddhist accretions are removed from Zen, it is revealed to be a direct evolution of the spirit and philosophy

Life Matters Creating a Dynamic Balance of Work, Family, Time, & Money, A. Roger Merrill, Rebecca Merrill, Aug 17, 2004, Business & Economics, 262 pages. The secret to achieving balance is revealed in this groundbreaking new take on an ancient subject, with advice on how to use technology effectively, align resources, and

The Power Principle Influence With Honor, Blaine Lee, Jun 4, 1998, Business & Economics, 384 pages. A guide on how to influence people without coercion or fear explains how to get people to respect who you are, what you stand for, and where you want to get in life.

The 7 Habits of Highly Effective People Powerful Lessons in Personal Change, Stephen R. Covey, Nov 9, 2004, Business & Economics, 372 pages. A leading management consultant outlines seven organizational rules for improving effectiveness and increasing productivity at work and at home..

JobShift How to Prosper in a Workplace Without Jobs, William Bridges, 1995, Business & Economics, 257 pages. Describing recent trends in layoffs, restructuring, and temporary labor, the author argues that the steady job is out of sync with companies of the future, and shows how

Principle Centered Leadership , Stephen R. Covey, Oct 1, 1992, Business & Economics, 334 pages. The author invites business readers to center their professional lives around principles of excellence and quality and discusses the six conditions of effectiveness and the

Does this nagging question haunt you, even when you feel you are being your most efficient? If so, First Things First can help you understand why so often our first things aren't first. Rather than offering you another clock, First Things First provides you with a compass, because where you're headed is more important than how fast you're going.

What are the most important things in your life? Do they get as much care, emphasis, and time as you'd like to give them? Far from the traditional "be-more-efficient" time-management book with shortcut techniques, First Things First shows you how to look at your use of time totally differently. Using this book will help you create balance between your personal and professional responsibilities by putting first things first and acting on them. Covey teaches an organizing process that helps you categorize tasks so you focus on what is important, not merely what is urgent. First you divide tasks into these quadrants:

Most people spend most of their time in quadrants 1 and 3, while quadrant 2 is where quality happens. "Doing more things faster is no substitute for doing the right things," says Covey. He points you toward the real human needs--"to live, to love, to learn, to leave a legacy"--and how to balance your time to achieve a meaningful life, not just get things done. --Joan Price --This text refers to the Paperback edition.

The Stephen R. Covey engine has kicked out numerous books on self-help, and they consult 200 out of the top 500 Fortune companies. After all of those books and years, they have heard enough stories and waded through enough crisis situations to get a good handle on what works and does not work in all of those environments.

Now, if you've read every book they're written, then undoubtedly you're going to begin this book and say "I've read this all before". Naturally, when they begin a book, they have to assume that some readers haven't read the other books yet. They have to catch them up on the background and basics. If you don't need that primer, then skim for a while. It's not a bad thing, it's a normal thing. It's how book writing works :) If you pick up book 5 of Harry Potter, you still have to go through a little bit of scene setting for the .00002% of the population who skipped the other books and leapt into Book 5.

So now, onto the key points of this specific book. Time management is good. Organizing your goals is good. But all of these things are only good if your goals are actually valid ones. If you spend all your time creating to-do lists, and carefully plotting out weekly goals ... but your goal is to get a "bigger fur coat" while your children are starving and you're miserable at work, something is out of sync. This book is all about making sure that what you do is what you REALLY want to do. It's about a higher level of time management.

So they're not saying the other time management systems are bad. They explicitly say that each has its place in life! However, if you work very hard every day to climb a ladder, and find after many years that the ladder you've climbed was against the wrong wall, then you'll be very disappointed. You should always make sure you are working for a goal that you really feel is important at a basic moral level.

This isn't a book to just plow through in an hour and see what you remember. It's asking you to really think about why you do things in life. Is it because your parents harassed you when you were young, and you want to get a flashy car to prove you're something? Do you try to out-do your co-workers even if it hurts your home life? Sometimes these answers don't come easily. If they did, I imagine we wouldn't need a book to help us sort them out.

Sounds easy, yes? But how many of us get sucked into a ton of "urgent" but really not important tasks for all sorts of reasons? It's the planning - the Quadrant II time - that can help fix those issues. But we have to make time to plan. If your life is full of incessant urgent demands, it may seem impossible to do this. But it can be done.

A hard idea to wrap your mind around is that we all only have 24 hrs a day. Leonardo Da Vinci, Ghandi, every one of us has 24 hrs. You might say "Well but I have 3 kids at home". True! So in your life, you made children your priority. You wanted those kids! So embrace that, and accept that as your mission. Put aside other less important things. We all make choices in life about what is important to us. When we make those choices, we should accept that, be happy with that, and find ways to emphasize our time in those areas. You have to choose to spend the time on things you love - not to divide your time up amongst various things that are "OK". That's what the main lesson is here. Focus on what is most important - don't try to do 80 quadrillion things that are all "OK". It can't work. Read more ›

I have to get a couple of things out of the way right now to make you understand why this book has been so important to me (and could be to you as well). First, I am definitely someone who shuns most self-help tomes--I think most of them are crutches for weak people too lazy to get their acts together or too clueless to embrace a little common sense. Second, my prior experiences with the Covey cult were less than satisfying, as I had a boss (now departed) who talked the Covey talk but did not (I now see) truly walk the walk. This book differs from the 7 Habits texts in that it really deals with taking the general Covey concepts ("principle-centered living") and giving them a practical sheen--in this case by applying them to time management. Learning to divide my activities between "urgent" and "important," planning my life around certain "roles" that I have to fill, and composing a "mission statement" (a much more realistic and helpful version of year 2000 New Year's resolutions for me)--these were the concepts that have really helped me organize my life as efficiently as possible (and I was already pretty organized). I highly recommend buying the book and then following up by getting a Franklin Covey planner, where you can take the lessons from the book and start building your time and life around them. I have loaned the book to several friends and students (I teach high school) and all of them have benefitted from it in some way or another. Buying First Things First will be one of the best things you can do for yourself.

I admit it, I was a Covey cynic. I hadn't read him, but had heard him quoted ad nauseum. Now, I'm a convert. This thoughtful book transforms bland time management techniques into tools for re-examining your life in terms of personalized mission statements. In this rushed world, the idea of deeply knowing what you want out of life and making sure that your activities fit in with that knowledge is radically different. Balance is emphasized, with that balance organized around your

roles in life and real human needs, "to learn, to live, to love and to leave a legacy." Covey divides all activities into four quadrants: 1. Important and Urgent (crises, deadline-driven projects) 2. Important, Not Urgent (preparation, prevention, planning, relationships) 3. Urgent, Not Important (interruptions, many pressing matters) 4. Not Urgent, Not Important (trivia, time wasters)

The idea is to keep your activities primarily in the second category and to consciously choose activities because of what's important, not because of what's urgent. Covey et al also provide a list of the "Wisdom Literature" from around the world to help you ground your personal mission and life goals in the philosophies that have explored these ideas through the centuries. Don't try to read this book without allowing plenty of reflection time. After you've read the book, you'll allow plenty of reflection time for everything.

Franklin Covey on Brilliance Audio presents First Things First: Understand Why So Often Our First Things Aren't First by Stephen R. Covey, A. Roger Merrill, and Rebecca R. Merrill, performed by Stephen R. Covey, A. Roger Merrill, and Rebecca R. Merrill. To see and hear more go to: www.snaptolisten.mobi

Recognized as one of Time magazine's™s twenty-five most influential Americans, Stephen R. Covey was an internationally respected leadership authority, family expert, teacher, organizational consultant, and author. His books have sold more than 25 million copies in thirty-eight languages, and *The 7 Habits of Highly Effective People* was named the #1 Most Influential Business Book of the Twentieth Century. After receiving an MBA from Harvard and a doctorate degree from Brigham Young University, he became the cofounder and vice chairman of FranklinCovey, the leading global professional services firm.

A. Roger Merrill, co-founder of the Covey Leadership Center (now FranklinCovey), has more than 40 years of experience as a line manager, senior executive, executive coach, consultant, and teacher. Roger is the author of *Connections: Quadrant II Time Management*, coauthor of *The Nature of Leadership and Life Matters: Creating a Dynamic Balance of Work, Family, Time, and Money*.

Emphasizing relationships and results rather than increased control, this revolutionary guide to managing your time teaches you how to balance your life. Learn why focusing on efficiency often makes things worse, how to put people ahead of schedules, more. "...shines a brilliant light into the semi-darkness of time-management techniques."--Success Magazine.

Stephen R. Covey writes in his blockbuster self-improvement tome, *The 7 Habits of Highly Effective People*, about the "social band-aid" effect of much recent success literature, the tendency to create personality-based solutions to problems that go deeper. "Success became more a function of personality, of public image, of attitudes and behaviors, skills and techniques, that lubricate the processes of human interaction," he wrote. Covey acknowledges the importance of the "personality ethic," but he sought to go deeper and emphasize the "character ethic," something Covey saw as a fading concept. He went back further and found inspiration in figures such as Benjamin Franklin, Thoreau, and Emerson.

Indeed, everything old is new again in Covey's works. The author himself would admit that nothing he is saying is terribly new; but Covey's synthesis of years and years of thinking about effectiveness resulted in a smash personal growth title -- one that continues to be a top seller nearly 15 years after its first publication. The title, *The 7 Habits of Highly Effective People*, makes it sound like a quick-fix path to power, but Covey's philosophy is rooted in exactly the opposite notion: There are no quick fixes, no shortcuts. He is writing about habits, after all, which can be as tough to institute as they can be to break. His list: Be proactive; begin with the end in mind; put first things first; think win-win; seek first to understand, then to be understood; synergize; sharpen the saw.

Covey's subsequent titles are based in some way or another on this seminal book. *First Things First* offers a time-management strategy and a new way of looking at priorities. *Principle-Centered Leadership* is an examination of character traits and an "inside-out" way of improving organizational leadership. Covey, a Mormon, also wrote two religious contemplations of human effectiveness and

interaction, *The Spiritual Roots of Human Relations* and *The Divine Center*. These were Covey's first two titles; his esteem for spirituality is not absent from subsequent work but appears as just one more tool that can be applied in self-improvement.

Like Spencer Johnson's *Who Moved My Cheese?*, *7 Habits* has been able to achieve astonishing sales success by espousing ideas applicable beyond an office setting. Covey's books are about self-improvement more than they are about corporate management, which has enabled him to create a successful version of the philosophy for families (entitled, of course, *The 7 Habits of Highly Effective Families*) in addition to attracting people who just want to be more efficient in their lives, or bolster that diet.

Most attractive about Covey is his versatility in conveying his ideas. His books are structured in appealing, number-oriented groupings ("Three Resolutions," "Thirty Methods of Influence," four quadrants of importance in time management) and big umbrellas of ideas, but within these pockets Covey draws from a wide range of resources: anecdotes, business school exercises, historical wisdom, and diverse metaphors. Sometimes, Covey uses himself as an example. He knows as well as anyone that practicing what he preaches is tough; but he keeps trying, which makes him an inspiring testimonial for his own books.

We're constantly making choices about the way we spend our time, from the major seasons to the individual moments in our lives. We're also living with the consequences of those choices. And many of us don't like those consequences — especially when we feel there's a gap between how we're spending our time and what we feel is deeply important in our lives.

My life is hectic! I'm running all day — meetings, phone calls, paperwork, appointments. I push myself to the limit, fall into bed exhausted, and get up early the next morning to do it all again. My output is tremendous; I'm getting a lot done. But I get this feeling inside sometimes, "So what? What are you doing that really counts?" I have to admit, I don't know.

There is simply too little of me to go around. The board and shareholders are on me like a swarm of bees for our declining share prices. I'm constantly playing referee in turf wars between members of my executive team. I feel tremendous pressure to be leading our organization's quality improvement initiative. The morale among our employees is low and I feel guilty for not getting out with them and listening more. On top of all this, despite our family vacations, my family has all but written me off because they never see me.

I don't feel in control of my life. I try to figure out what's important and set goals to do it, but other people — my boss, my work associates, my spouse — continually throw wrenches into the works. What I set out to do is blocked by what other people want me to do for them. What's important to me is getting swept away in the current of what's important to everybody else.

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