



HABIT

The 7 Habits of Happy Kids Your child is learning the 7 Habits of Happy Kids as a tool for developing personal leadership.

Habit 3- Put First Things First, Then Play

To Put First Things First means getting organized, deciding what is most important, and doing those things first.

I spend my time on things that are most important. This means I say "No" to things I know are not important. I am organized and disciplined.

This is a hard habit to keep because it often feels good to do the urgent or the easiest thing first. However, when we put off doing the most important things, like studying for a big math test, it feels worse not being prepared.

1. *Get Organized:* have a place for important things, like homework, shoes, backpacks, etc. Create a "school projects" supply box to use throughout the year (poster board, markers, crayons, glitter, glue, etc..).
2. *Make a List:* write down everything you have to do and want to do.
3. *Prioritize Your List:* while "urgent" things must be done, ensure time for "important/non-urgent" things.

	Urgent	Not Urgent
Important	Homework due tomorrow Tests Crisis or pressing Problem	Homework due in a few days Building relationships (family/friends) Exercising, creative play, reading Helping others, chores, service work Talents, sports, music, dance, art, etc.
Not Important	Unimportant phone calls or emails Other people's minor problems	Excessive TV, video games, texting, internet surfing Complaining, excuse making

Younger children (5-8): Do homework first, then play. Getting ready for school- dressed, breakfast, teeth brushed, backpack ready, then play or TV if time.

Older children (9-11): Use a planner or weekly checklist for their "First Things First" activities- discuss what choices they will make. For homework, do the hardest part first. Share that highly effective people spend most of their time on the Important/Not Urgent activities.

"Opportunity is missed by most people, because it is dressed in overalls and looks like work."

- Thomas Edison