

Name: _____

Hour: _____



Habit 3: *Put First Things First*

Definition: _____

Directions: Create a S.M.A.R.T. goal about a specific area that you need to start putting first things first.

Goal: In the next two weeks, I plan to _____
_____.

I plan to **ACCOPMLISH** this by...

1. Identifying one situation where I consistently procrastinate or slack and explaining why I choose to put first things last
2. Determining what I need to do to be successful in that situation
3. Putting first things first and documenting my progress with self-reflection



Identify Situation

Describe one situation where you consistently procrastinate or slack. Why do you think you struggle with putting first things first for this situation?

Creating Success

Describe three new behaviors that you will start doing to be successful in this situation.

1.)

2.)

3.)

Taking Action and Reflecting

Directions: For the next two weeks you will practice your S.M.A.R.T. goal by using your three new behaviors to help you put first things first. As you work on this habit you are responsible for journaling your progress.

Answer the Following in your Journal Entry:

- Describe how you worked on your S.M.A.R.T. goal during week 1.
- During week 1, how did you remind yourself to work on your goal? (If you forgot, how can you remind yourself for week 2?)
- Were you successful at putting first things first? If yes, provide proof. If no, explain what you can do for week 2 to achieve success?

Journal: Week 1

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

DID I INCLUDE ALL THE QUESTIONS ABOVE IN MY JOURNAL ENTRY?

Answer the Following in your Journal Entry:

-Describe how you worked on your S.M.A.R.T. goal during week 2.

-ANSWER IF SUCCESSFUL: Were you successful at putting first things first? If yes, provide proof. Do you think these new behaviors could be something that you continue to use consistently? Explain.

-ANSWER IF NOT SUCCESSFUL: If you were not successful, why do you think you continue to struggle and what would it take for you to start making better choices?

Journal: Week 2

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

DID I INCLUDE ALL THE QUESTIONS ABOVE IN MY JOURNAL ENTRY?

Rate your Achievement

Directions: If you had to rate how well you achieved your goal on a scale from 1 – 10, what would you give yourself? (1 = Did not achieve it 5= I tried, but I still need work 10 = I did it 😊)

1 2 3 4 5 6 7 8 9 10