

First Things First



Filesize: 6.36 MB

Reviews

Extensive guide! Its this sort of very good study. It is actually full of knowledge and wisdom I found out this pdf from my i and dad suggested this ebook to understand.

(Melany Bogisich)

FIRST THINGS FIRST

[DOWNLOAD](#)

Book Condition: New. Publisher/Verlag: Simon & Schuster UK | 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: Important and Urgent (crises, deadline-driven projects) Important, Not Urgent (preparation, prevention, planning, relationships) Urgent, Not Important (interruptions, many pressing matters) Not Urgent, Not Important (trivia, time wasters) | In the spirit of THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE, the international bestseller, FIRST THINGS FIRST is a revolutionary guide to managing your time by learning how to balance your life. Traditional time management suggests that working harder, smarter and faster will help you gain control of your life, and that increased control will bring peace and fulfilment. The authors of FIRST THINGS FIRST disagree. In the first real breakthrough in time management in years, Stephen R. Covey, A. Roger Merrill and Rebecca R. Merrill apply the insights of the 7 HABITS to the daily problems of people who must struggle with the ever increasing demands of work and home life. Rather than focusing on time and things, FIRST THINGS FIRST emphasises relationships and results. And instead of efficiency, this new approach emphasises effectiveness. Covey offers a principle-centred approach that will empower readers to define what is truly important; to accomplish worthwhile goals; and to lead rich, rewarding and balanced lives....

[Read First Things First Online](#)[Download PDF First Things First](#)

See Also



A Smarter Way to Learn JavaScript: The New Approach That Uses Technology to Cut Your Effort in Half

Createspace, United States, 2014. Paperback. Book Condition: New. 251 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.The ultimate learn-by-doing approachWritten for beginners, useful for experienced developers who want to...

[Read Document »](#)



A Little Look at Big Reptiles NF (Blue B)

Pearson Education Limited. Paperback. Book Condition: new. BRAND NEW, A Little Look at Big Reptiles NF (Blue B), Pauline Cartwright, This title is part of Pearson's Bug Club - the first whole-school reading programme that...

[Read Document »](#)



Three Billy Goats Gruff/The Oak & the Reeds

Discovery Publishing Pvt.Ltd. Paperback. Book Condition: new. BRAND NEW, Three Billy Goats Gruff/The Oak & the Reeds, Discovery Kidz, This book is part of the Aesops Fables (Fun with 2 Stories) Series, titles in this...

[Read Document »](#)



The Wind & the Sun/The Dog & His Shadow

Discovery Publishing Pvt.Ltd. Paperback. Book Condition: new. BRAND NEW, The Wind & the Sun/The Dog & His Shadow, Discovery Kidz, This book is part of the Aesops Fables (Fun with 2 Stories) Series, titles in...

[Read Document »](#)



The Trouble with Trucks: First Reading Book for 3 to 5 Year Olds

Anness Publishing. Paperback. Book Condition: new. BRAND NEW, The Trouble with Trucks: First Reading Book for 3 to 5 Year Olds, Nicola Baxter, Geoff Ball, This is a super-size first reading book for 3-5 year...

[Read Document »](#)

**Oxford First Illustrated Science Dictionary**

Oxford University Press, United Kingdom, 2013. Paperback. Book Condition: New. 241 x 188 mm. Language: English . Brand New Book. The Oxford First Illustrated Science Dictionary supports the curriculum and gives your child a head

[Save PDF »](#)

**Anna's Fight for Hope: The Great Depression 1931 (Sisters in Time Series 20)**

Barbour Publishing, Inc., 2004. Paperback. Book Condition: New. No Jacket. New paperback book copy of Anna's Fight for Hope: The Great Depression 1931 (Sisters in Time Series 20). Publisher recommended for ages 8 to 12

[Save PDF »](#)

**Kindle Fire Tips And Tricks How To Unlock The True Power Inside Your Kindle Fire**

CreateSpace Independent Publishing Platform. Paperback. Book Condition: New. This item is printed on demand. Paperback. 52 pages. Dimensions: 9.0in. x 6.0in. x 0.1in.Still finding it getting your way around your Kindle Fire Wish you had

[Save PDF »](#)

**Meg Follows a Dream: The Fight for Freedom 1844 (Sisters in Time Series 11)**

Barbour Publishing, Inc., 2004. Paperback. Book Condition: New. No Jacket. New paperback book copy of Meg Follows a Dream: The Fight for Freedom 1844 by Norma Jean Lutz. Sisters in Time series book 11. Christian

[Save PDF »](#)

**Twitter Marketing Workbook: How to Market Your Business on Twitter**

Createspace Independent Publishing Platform, United States, 2016. Paperback. Book Condition: New. Workbook. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Twitter Marketing Workbook 2016 Learn how to market your

[Save PDF »](#)