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First Things First



Synopsis

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 over your life, and that increased control will bring peace and fulfillment. But in the first real breakthrough in time management in years, the authors of First Things First apply the insights of The 7 Habits of Highly Effective People to our daily problems of struggling with the ever-increasing demands of work and home life. Rather than focusing on time and things, First Things First emphasizes relationships and results. And instead of efficiency, this new approach emphasizes effectiveness. It tells us:

- * Why we feel a gap between how we spend our time and what's deeply important to us
- * How focusing on efficiency and control increases the gap instead of closing it
- * How to determine if what you're doing is really important -- or only urgent
- * How to overcome the tremendous gravity of habit
- * How to put people ahead of schedules
- * How to lead your life, not just manage your time

Offering a principle-centered approach and the wisdom and insight that made The 7 Habits of Highly Effective People a #1 bestseller, First Things First empowers listeners to define what is truly important; to accomplish worthwhile goals; and to lead rich, rewarding, and balanced lives.

Book Information

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> [Authors, A-Z](#) > (C) > Covey, Stephen R. #78 in [Books > Books on CD > Business > Sales](#)
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Customer Reviews

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) 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 an out of print or unavailable edition of this title.

This is the latest time-management book from the author of The 7 Habits of Highly Effective People. Copyright 1995 Reed Business Information, Inc. --This text refers to an out of print or unavailable edition of this title.

The kindle version is missing sections of the book. As I was reading there were references to Appendix A for example, and the kindle version has no appendix a. There are also sections that suggested looking at particular pages to look back on, and when I do, the page is not what was indicated it would be. My rating is based in what I paid for but did not receive. I can't use th book to the fullest potential and I don't want to purchase the hardcopy and pay again. It is disappointing that th description doesn't include a arming that parts of th book are not included in the kindle version!!

Great book for Graduate students stressed by their lack of focus. Tis book is great for that. Every business owner would be more successful if they followed this book's model and advice.

This book will challenge and equip you to rethink what's most important in life, as well as give you practical tools to use on the journey of fulfilling the destiny and purpose put inside each of us.

A friend and community leader recommended this to me, and as a person who appreciates the work of Covey, I decided to pick up a pre-owned copy. In the end, it was a nice little refresher and brought to mind some tips I'd let fall by the wayside over time. I ended up sharing a few excerpts with students and I think we had some solid discussions about it. If it has been a while since you

read Covey, it is a nice revisit.

I read "7 Habits" about a year ago and have gone back to it many times. "First Things First" expands on the first part of "7 Habits," going into depth about how to achieve a private victory. I feel that it has helped me to prioritize and organize myself, understand what is really important to me, and bring an overall balance to my life. If you have read and liked "7 Habits," or are simply interested in improving your own life, you have to read this book!

perfect item

I cannot write enough about the personal benefit this book will bring if you implement them in your life. However, I must warn you of one flaw in the book...The book drones on and on. It has great ideas, but towards the end of the book, the ideas were thoroughly used up, yet the authors kept vomiting them back at me.

This book will challenge and equip you to rethink what's most important in life, as well as give you practical tools to use on the journey of fulfilling the destiny and purpose put inside each of us.

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