

[PDF] First Things First

Stephen R. Covey, A. Roger Merrill, Rebecca R. Merrill - pdf download free book



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Description:

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:

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)

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*

From Publishers Weekly This is the latest time-management book from the author of *The 7 Habits of Highly Effective People*.

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