

# Putting First Things First

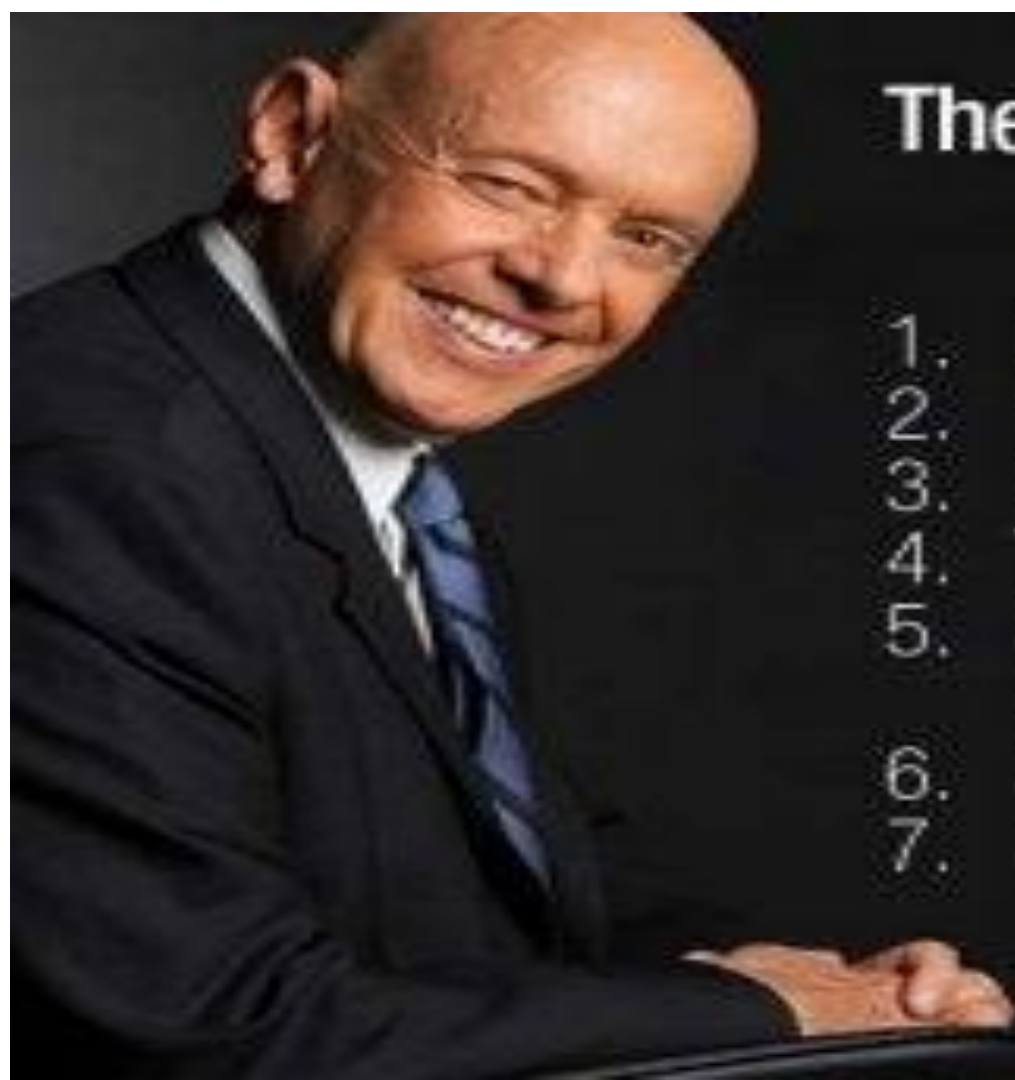
Helping Students Prioritize Their Own Learning

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# Five Major Challenges Students Face

1. Sleep Deprivation
2. Disorganization/Time Management
3. Unhealthy Relationships
4. **Bullying**
5. Anxiety/Depression



# The **7** Habits of Highly Effective People

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand, and then to be understood
6. Synergize
7. Sharpen the saw

**Stephen Covey**

## HABIT #2:

Begin with the  
End in Mind

*“If you don’t know  
where you’re going,  
any road will take  
you there.”*

–Lewis Carroll

Alice: "Would you tell me, please, which way I ought to go from here?"

Cheshire Cat: "That depends a good deal on where you want to get to."

Alice: "I don't much care where--"

Cheshire Cat: "Then it doesn't matter which way you go."



*Robert Marzano's (2009) review of research finds goal setting can produce student learning gains of between 18 and 41 percentile points.*

**Once set, goals should drive priorities!**

# Habit #3:

## Putting First Things First

	URGENT	NOT URGENT
IMPORTANT	<p><u>Quadrant I</u> <i>urgent and important</i> <b>DO</b></p>	<p><u>Quadrant II</u> <i>not urgent but important</i> <b>PLAN</b></p>
NOT IMPORTANT	<p><u>Quadrant III</u> <i>urgent but not important</i> <b>DELEGATE</b></p>	<p><u>Quadrant IV</u> <i>not urgent and not important</i> <b>ELIMINATE</b></p>

# The Time Quadrants

	URGENT	NOT URGENT
IMPORTANT	<p><b>1</b> THE <b>PROCRASTINATOR</b></p> <ul style="list-style-type: none"><li>• TEST TOMORROW</li><li>• FRIEND GETS INJURED</li><li>• LATE TO CLASS</li><li>• ESSAY DUE TODAY</li><li>• CAR BREAKS DOWN</li></ul>	<p><b>2</b> THE <b>PRIORITIZER</b></p> <ul style="list-style-type: none"><li>• PLANNING &amp; GOAL SETTING</li><li>• ESSAY DUE IN A WEEK</li><li>• WORKING OUT</li><li>• RELATIONSHIPS</li><li>• RELAXATION</li></ul>
NOT IMPORTANT	<p><b>3</b> THE <b>YES-MAN</b></p> <ul style="list-style-type: none"><li>• TEXTING ENDLESSLY</li><li>• DISTRACTIONS</li><li>• OTHER PEOPLE'S SMALL PROBLEMS</li><li>• PEER PRESSURE</li></ul>	<p><b>4</b> THE <b>SLACKER</b></p> <ul style="list-style-type: none"><li>• STUCK ON FACEBOOK</li><li>• NONSTOP XBOX</li><li>• MALL MARATHONS</li><li>• MINDLESS GOSSIP</li><li>• TIME WASTERS</li></ul>



# GOAL SETTING and TIME PRIORITIZATION TIPS

1. Put your plan into words (we need to remind young people over and over that they are the authors of their own stories).
2. Scaffold up to your goals. Think of goal-setting as a ladder: short-term goals are the rungs, and long-term goals are what the ladder leads to...
3. Respect the Law of Inertia: a body in motion stays in motion.
4. Map out your week every Sunday.
5. And the smartest thing that Captain Obvious ever said...

*The easiest way  
to finish a project  
is to start it!*

