

First Things First

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A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

01 Plan from roles before tasks

Write your key roles for the week, then choose one meaningful contribution for each before opening your task list.

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02 Schedule one Quadrant II block

Put a 90-minute important-not-urgent block on the calendar for prevention, creation, renewal, or relationship repair.

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03 Place the big rocks first

Choose three commitments that would make the week feel faithful to your values, then schedule them before filling errands and admin.

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04 Write a principled no

Draft one sentence that protects a priority without apology: name the commitment, offer a smaller yes, or decline cleanly.

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05 Run a weekly compass review

At week's end, ask which roles received real attention, which urgencies hijacked the plan, and what to protect earlier next week.