



First Things First

By Stephen R. Covey, A. Roger Merrill, Rebecca R. Merrill

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In the spirit of *The 7 Habits of Highly Effective People*, the #1 nationwide 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 over your life, and that increased control will bring peace and fulfillment. 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 of Highly Effective People* 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* emphasizes relationships and results. And instead of efficiency, this new approach emphasizes effectiveness. *First Things First* shows 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; why your inner compass is more important than any clock; how to set and achieve principle-centered goals; how to turn your weeks into an upward spiral of learning and living; how to overcome the tremendous gravity of habit; how to turn your resolutions into reality; how to put people ahead of schedules; and how to lead your life, not just manage your time. *First Things First* offers a principle-centered approach that will transform the quality of everything you do by showing how it involves the need to live, to love, to learn, and to leave a legacy. With the wisdom and insight that made *The 7 Habits of Highly Effective People* a #1 bestseller, *First Things First* empowers readers to define what is truly important; to accomplish worthwhile goals; and to lead rich, rewarding, and balanced lives.

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Editorial Review

Amazon.com Review

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*. Copyright 1995 Reed Business Information, Inc.

From Library Journal

Covey (*The Seven Habits of Highly Effective People* , LJ 3/15/90) and Roger and Rebecca Merrill here create a new paradigm for taking control of busy lives. Unlike the dozens of self-help books that focus on the clock or the way people spend their time, they offer a "principle-centered" approach to time management that emphasizes what "represents our vision, values, principles, mission, conscience, direction--what we feel is important and how we lead our lives." The authors argue that central to our lives are "four needs and capacities--to live, to love, to learn, to leave a legacy." The ideas here are not only clearly explained but are reinforced by scenarios from the authors' lives and self-directed activities for the reader. Introspection and self-reflection play a larger role here than in most time management books. Highly recommended for all types of collections. Previewed in *Prepub Alert*, LJ 5/15/93.

- *Jane M. Kathman, Coll. of St. Benedict Lib., St. Joseph, Minn.*

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Users Review

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