



## First Things First

By Covey, Stephen R.

Book Condition: New. Publisher/Verlag: Simon & Schuster UK | 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) | In the spirit of THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE, the international 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 of your life, and that increased control will bring peace and fulfilment. The authors of...



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