# 7 habits of effective people

## habit 2

- tasks in a to-do list need to have priority assigned to them
  - * It's best to do high priority tasks in the beginning of the day and work with the built momentum of the day

6 Important criteria for a Quadrant II organiser

1. Coherence - there should be harmony, unity and integrity between my vision and mission, my roles and goals, my priorities and plans, my desires and discipline. I should always refer to my 'Vision' so that I constantly can refer to it. There should also be a place for my roles, and for both short and long term goals.

   1.1 Balance - My tool should help me keep balance in my life. It should identify various roles and keep them right in front of me, so that I don't neglect important areas such as my health, my family, professional preparation, or personal development. Many people think that success in one area can compensate for failure in other areas of life but it shouldn't. True effectiveness requires balance, and the tool I use needs to help me create and maintain it.

   1.2 Quadrant II Focus - I need a tool that encourages me, motivates me and actually helps me spend the time I need in Quadrant II, so that I am dealing with prevention rather than prioritising crises. The best way to to do it (in his opinion) is to organise my life on a weekly basis. I can still adapt and prioritise on a daily basis, but the fundamental thrust is organising the week. Organising on a weekly basis provides much greater balance and context than daily planning. Think of a week as a single unit where each day should have its focus. Whilst daily planning may help me prioritise my activities, it only helps me organise crises and busywork. The key is to prioritise what's on my schedule, but to schedule my priorities. This can be done in the context of the week.

   1.3 A 'People' Dimension - I also need a tool that deals with people, not just schedules. While I can think of efficiency when dealing with time, I should think in terms of effectiveness in dealing with people. There will be times when a principle-centered Quadrant II living required subordination of schedules to people. My tool needs to reflect this value, to facilitate implementation rather than create guilt when a schedule is not followed.

   1.4 Flexibility - My planning tool should be my servant, never my master. Since it has to work for me, it should be tailored to my style, my needs and my particular ways

1.5   Portability - My tool should also be portable, so that I can carry it with me most of the time. I may want to measure the value of a new opportunity against something I already have planned. If my organiser is portable, I will keep it with me so that important data is always within reach.