

Put First Things First

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Prioritize

Learning to prioritize can be a hard lesson. Use the ABC steps to prioritize!

Put an "A" next to the most important things.

Put a "B" next to the things that are important, but not urgent.

Put a "C" next to things that you could do if you had time.

There's a lot to fit into a day!

If you prioritize your day, there is usually enough time to have all your responsibilities taken care of and then have fun. Sometimes you will have to say no to things, and that's okay, because it's worth it!