

## REFLECTIONS STUDY GUIDE

**Book:** *First Things First*, Stephen Covey, et al, Simon & Shuster, 1994

Month(s)	Sections/Chapters
<b>Nov/Dec</b>	<b>Introduction, Section 1: Chapters 1, 2, 3 – Pages 11 to 74</b> <ol style="list-style-type: none"><li>1. What methods of time management do you use currently?</li><li>2. Take the quiz on page 34. Are you addicted to urgency?</li><li>3. Make a list of all you did this past week and chart them on the Important/Urgent matrix. Where are you spending most of your time?</li><li>4. Answer the questions listed on page 45. Apply the Law of the Farm to your answers and write about any insights you have.</li><li>5. Take quiz on pages 62-63. Using the suggestions on pages 63-72, how might you develop your endowments of self-awareness, conscience, independent will and creative imagination?</li><li>6. In what areas do you agree or disagree with the material presented in this first section?</li></ol>
<b>Jan</b>	<b>Section 2 Introduction, Chapter 4 – Pages 75 to 102</b> <ol style="list-style-type: none"><li>1. What resistance, if any, came up for you as you read this chapter?</li><li>2. What value do you think would come from you performing each of the six steps described? Write about each step separately.</li><li>3. What judgments, whether accepting or skeptical, do you need to acknowledge and set aside so you can approach this material with a beginner's mind?</li></ol>
<b>Feb</b>	<b>Chapter 5, Appendix A – Pages 103 – 117, 307 – 321</b> <ol style="list-style-type: none"><li>1. Complete exercises on pages 107-109.</li><li>2. Set aside time each week, one to two hours, so you can complete at least four of the seven exercises in Appendix A.</li><li>3. Create a first draft of a personal mission or vision statement.</li></ol>
<b>Mar</b>	<b>Chapters 6, 7 – Pages 118 – 153</b> <ol style="list-style-type: none"><li>1. Review the roles you identified in Chapter 5.</li><li>2. Analyze each role using the chart on page 130.</li><li>3. Craft a mission statement for each role.</li><li>4. Use the what/why/how format to set context goals for each role.</li><li>5. Create a "perhaps" list for each role. After at least a week, review the lists for possible goals.</li></ol>
<b>Apr</b>	<b>Chapters 8, 9, 10 – Pages 154 – 193</b> <ol style="list-style-type: none"><li>1. If you have not already done so, set aside time each week to review and plan.</li><li>2. Review your answers to the questions above for Chapter 4. What if anything has changed?</li></ol>