

The Leadership Academy at Hope Chapel Kealapono
A Biblical View of The 7 Habits of Highly Effective People

Habit 3: “Put First Things First”

Philippians 3:10-16

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Habit 3, PUT FIRST THINGS FIRST, is putting into practice what we have learned. Specifically, we prioritize our time to the people and things that are most important. The result is a weekly schedule that reflects a commitment to each of my Roles and Long-term Goals. We will discover a useful tool to determine what is both Important and Urgent.

I. What We Have Learned So Far

A. Habit 1 Be Proactive: I am 100% Responsible for My Life [2 Timothy 1:7]

B. Habit 2 Begin with the End in Mind [Proverbs 29:18; 2 Timothy 4:7-8]

1. What Really Matters Most to Me?
2. My Roles and Long-Term Goals
3. Developing a Personal Mission Statement (2)
4. Whatever is at the Center of Our Life will be the Source of Our Security, Guidance, Wisdom, and Power

II. Habit 3 “Put First Things First” [Psalm 34:8; 37:4; Matthew 6:33]

A. Excerpts from The 7 Habits of Highly Effective People (Habit 3)

- Integrity is, fundamentally, the value we place on ourselves. It’s our ability to make and keep commitments to ourselves, to “walk our talk.” It’s honor with self, a fundamental part of the Character Ethic, the essence of proactive growth.
- Effective management is putting first things first. While leadership decides what “first things” are, it is management that puts them first, day-by-day, moment-by-moment. Management is discipline, carrying it out.
- “The successful person has the habit of doing the things failures don’t like to do,” he observed. “They don’t like doing them either necessarily. But their disliking is subordinated to the strength of their purpose.” [E.M. Gray]
- That subordination requires a purpose, a mission, a Habit 2 clear sense of direction and value, a burning “yes!” inside that makes it possible to say “no” to other things. It also requires independent will, the power to do something when you don’t want to do it, to be a function of your values rather than a function of the impulse or desire of any given moment. It’s the power to act with integrity to your proactive first creation.
- Therefore, Organize and Execute Around Priorities

B. Time Management Matrix

- Urgent: things that have to be done ASAP, in-your-face, activities that demand immediate action
- Important: your most important things; activities based on your roles and goals
- We react to urgent matters. Important matters that are not urgent require more initiative, more proactivity. We must act to seize opportunity, to make things happen. If we don't practice Habit 2, if we don't have a clear idea of what is important, of the results we desire in our lives, we are easily diverted into responding to the urgent.

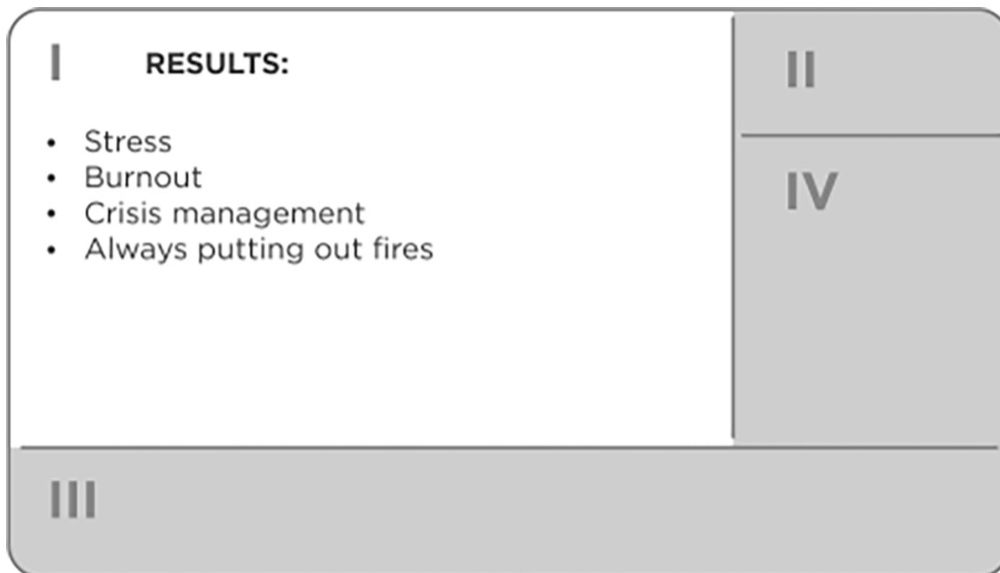
TIME MANAGEMENT MATRIX

	URGENT	NOT URGENT
IMPORTANT	I ACTIVITIES: Crises Pressing problems Deadline-driven projects	II ACTIVITIES: Prevention, PC activities Relationship building Recognizing new opportunities Planning, recreation
NOT IMPORTANT	III ACTIVITIES: Every notification feels urgent Replying instantly to every text Meetings without purpose AI notifications that interrupt deep work Being available 24/7 Living by someone else's priorities	IV ACTIVITIES: Endless YouTube rabbit holes TikTok or Instagram scrolling AI-generated entertainment binges Excessive gaming Gossip websites Mindless web surfing Worrying without taking action

C. Quadrant I Focus

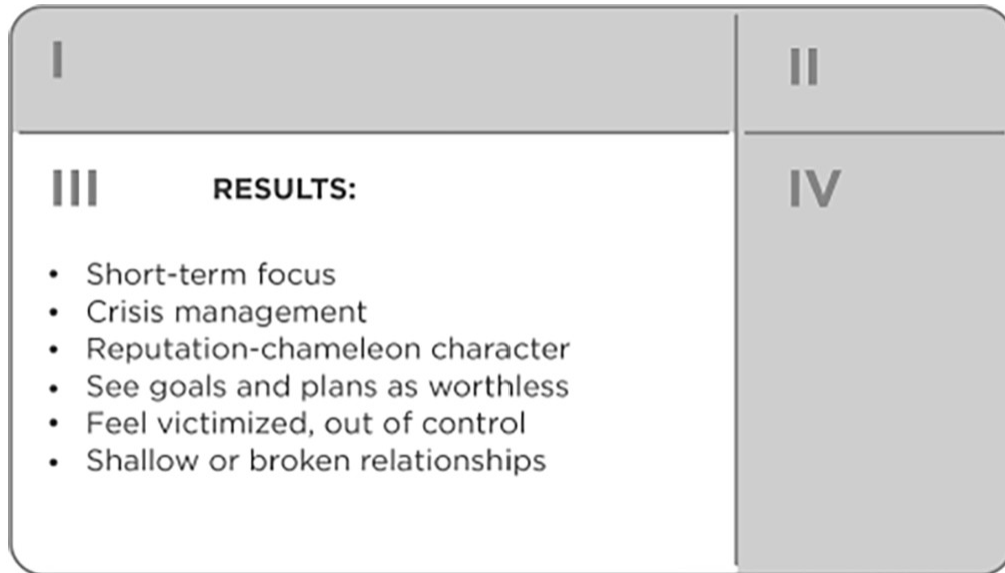
1. Quadrant I is both urgent and important. It deals with significant results that require immediate attention. We usually call the activities in Quadrant I “crises” or “problems.” We all have some Quadrant I activities in our lives. But Quadrant I consumes many people. They are crisis managers, problem-minded people, deadline-driven producers.

Some people are literally beaten up by problems all day every day. The only relief they have is in escaping to the not important, not urgent activities of Quadrant IV. So when you look at their total matrix, 90 percent of their time is in Quadrant I and most of the remaining 10 percent is in Quadrant IV, with only negligible attention paid to Quadrants II and III. That’s how people who manage their lives by crisis live.

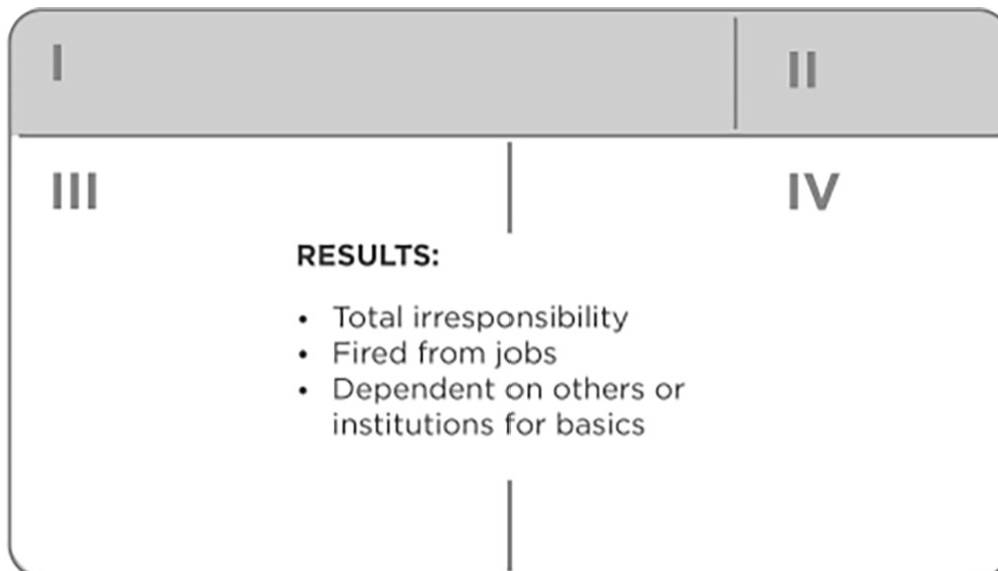


D. Quadrant III

There are other people who spend a great deal of time in “urgent, but not important” Quadrant III, thinking they’re in Quadrant I. They spend most of their time reacting to things that are urgent, assuming they are also important. But the reality is that the urgency of these matters is often based on the priorities and expectations of others.



E. Quadrants III and IV Focus: People who spend time almost exclusively in Q3 and Q4 basically lead irresponsible lives



F. Quadrant II Focus

- Effective people stay out of Quadrants III and IV because, urgent or not, they aren't important. They also shrink Quadrant I down to size by spending more time in Quadrant II.
- Quadrant II is the heart of effective personal management. It deals with things that are not urgent, but are important. It deals with things like building relationships, writing a personal mission statement, long-range planning, exercising, preventive maintenance, preparation—all those things we know we need to do, but somehow seldom get around to doing, because they aren't urgent.
- To paraphrase Peter Drucker, effective people are not problem-minded; they're opportunity-minded. They feed opportunities and starve problems. They think preventively. They have genuine Quadrant I crises and emergencies that require their immediate attention, but the number is comparatively small. They keep P and PC in balance by focusing on the important, but not urgent, high leverage capacity-building activities of Quadrant II.



- The only place to get time for Quadrant II in the beginning is from Quadrants III and IV. You can't ignore the urgent and important activities of Quadrant I, although it will shrink in size as you spend more time with prevention and preparation in Quadrant II.
- To say "yes" to important Quadrant II priorities, you have to learn to say "no" to other activities, sometimes apparently urgent things. You have to decide what your highest priorities are and have the courage—pleasantly, smilingly, nonapologetically—to say "no" to other things. And the way you do that is by having a bigger "yes" burning inside. The enemy of the "best" is often the "good."

III. This One Thing I Do [Philippians 3:10-16]

A. [3:10-11] Number 1 Priority is to become like Jesus

1. Know and Experience the Power of God
2. Perseverance of Character
3. Finish what He has Started in and through Me

B. [3:12] Humility and Life-Long Learning

C. [3:13] Christ-Perspective of Past, Present, and Future; Hitching Post or Mile-Marker?

D. [3:14] Begin and Continue with the End in Mind

E. [3:15] Maturity and My Identity In Christ

F. [3:16] Mentors, Coaches, and Close Friends Who Share this Christ-Mindset