

The Leadership Academy at Hope Chapel Kealapono
A Biblical View of The 7 Habits of Highly Effective People
Habit 3: “Put First Things First, Part II”

John 13:1-17

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Habit 3, PUT FIRST THINGS FIRST, is putting into practice what we have learned. Specifically, we prioritize and **schedule** 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. I will share what I do each Sunday night as I plan into my weekly **schedule** time for my roles.

I. What We Have Learned So Far

- A. Habit 1 Be Proactive: I am 100% Responsible for My Life [2 Tim 1:7]
- B. Habit 2 Begin with the End in Mind “Roles & Goals” [Prov 29:18; 2 Tim 4:7-8]
- C. Habit 3 Put First Things First [Psalms 34:8; 37:4; Matt 6:33]
 - 1. Organize and Execute Around Priorities
 - 2. The Time Management Matrix
 - a. Urgent: things that must be done ASAP, in-your-face, activities that demand immediate action
 - b. Important: your most important things; activities based on your roles and goals
 - 3. A Quadrant II Focus
 - a. 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, long-range planning, and preventive maintenance —all those things we know we need to do, but somehow seldom get around to doing, because they aren’t urgent.
 - b. To say “yes” to important Quadrant II priorities, you must learn to say “no” to other activities, sometimes apparently urgent things. And the way you do that is by having a bigger “yes” burning inside. The enemy of the “best” is often the “good.”

II. Weekly Planning Based on Roles and Goals

- A. My Roles and Goals
- B. A Practical Exercise using Q1 and Q2
- C. Block out times on my Calendar/Planner
- D. Keep 100% of My Commitments!

III. Put First Things First [John 13:1-17]

A. [13:1] A Priority of Unconditional, Loyal Love of the People in Each of My Roles

4 Love is patient and kind. Love is not jealous or boastful or proud 5 or rude. It does not demand its own way. It is not irritable, and it keeps no record of being wronged. 6 It does not rejoice about injustice but rejoices whenever the truth wins out. 7 Love never gives up, never loses faith, is always hopeful, and endures through every circumstance. 8... love will last forever! [1 Corinthians 13:1-8 nlt]

B. [13:2] Some May not Share Your Priorities

15 Let all who are spiritually mature agree on these things. If you disagree on some point, I believe God will make it plain to you. 16 But we must hold on to the progress we have already made. [Philippians 3:15-16]

C. [13:3-5] Importance on Knowing Who You Are and Why You Are Here

14 For all who are led by the Spirit of God are children of God.
15 So you have not received a spirit that makes you fearful slaves. Instead, you received God's Spirit when He adopted you as His own children. Now we call Him, "Abba, Father." 16 For His Spirit joins with our spirit to affirm that we are God's children. 17 And since we are His children, we are His heirs. In fact, together with Christ we are heirs of God's glory. But if we are to share His glory, we must also share His suffering. [Romans 8:14-17 nlt]

D. [13:6-11] "we can have nothing to do with each other" EXB

"Fear not, for I have redeemed you; I have called you by name, you are Mine" [Isa 43:1 esv]

Let us then approach God's throne of grace with confidence, so that we may receive mercy and find grace to help us in our time of need [Heb 4:16 niv]

"Serve, Unwrap, and Give Back to God – Glorious!" [Eph 5:25-32]

E. [13:12-17] Be Proactive

"Now all has been heard; here is the conclusion of the matter: Fear God and keep His commandments, for this is the duty of all mankind." [Ecclesiastes 12:13 niv]