First Things First
To everything - turn, turn, turn
There is a season - turn, turn, turn
And a time for every purpose under heaven

A time to be born, a time to die
A time to plant, a time to reap
A time to kill, a time to heal
A time to laugh, a time to weep

To everything - turn, turn, turn
There is a season - turn, turn, turn
And a time for every purpose under heaven

A time to build up, a time to break down
A time to dance, a time to mourn
A time to cast away stones
A time to gather stones together

To everything - turn, turn, turn
There is a season - turn, turn, turn
And a time for every purpose under heaven

A time of war, a time of peace
A time of love, a time of hate
A time you may embrace
A time to refrain from embracing

To everything - turn, turn, turn
There is a season - turn, turn, turn
And a time for every purpose under heaven

A time to gain, a time to lose
A time to rend, a time to sew
A time to love, a time to hate
A time of peace, I swear it's not too late!

### Another View of Time

<table>
<thead>
<tr>
<th>Important</th>
<th>Not Important</th>
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<tbody>
<tr>
<td><strong>Urgent</strong></td>
<td><strong>Not Urgent</strong></td>
</tr>
<tr>
<td>Quadrant I</td>
<td>Quadrant II</td>
</tr>
<tr>
<td><em>The Procrastinator</em></td>
<td><em>The Prioritizer</em></td>
</tr>
<tr>
<td>- Exam tomorrow</td>
<td>- Planning, Goal Setting</td>
</tr>
<tr>
<td>- Late for work</td>
<td>- Project due in a week</td>
</tr>
<tr>
<td>- Project due today</td>
<td>- Exercise</td>
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<tr>
<td>- Car breaks down</td>
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<tr>
<td><strong>Quadrant III</strong></td>
<td><strong>Quadrant IV</strong></td>
</tr>
<tr>
<td><em>The Yes Person</em></td>
<td><em>The Slacker</em></td>
</tr>
<tr>
<td>- Interruptions</td>
<td>- Too much TV</td>
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<tr>
<td>- Peer Pressure</td>
<td>- Time wasters</td>
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Your Quadrants

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Reflection on Time

To realize the value of One Year,
Ask a student who failed his or her AP exams.
To realize the value of One Month,
Ask a mother who gave birth to a premature baby.
To realize the value of One Week,
Ask an editor of a weekly magazine.
To realize the value of One Day,
Ask a daily wage laborer who has six kids to feed.
To realize the value of One Hour,
Ask the lovers who are waiting to meet.
To realize the value of One Minute,
Ask a person who missed their train.
To realize the value of One Second,
Ask the person who survived an accident.
To realize the value of one Millisecond,
Ask the person who won a silver medal in the Olympics.