Life Hacks: Prioritizing for Personal Productivity

Presented by Casey Simon
Learning Outcomes

● Know Stephen Covey, his 7 habits, and his 4 quadrants
● Understand a new framework for time management
● Want to start new habit or maintain an old habit
Road Map

1. Introduction to Stephen Covey
2. 7 Habits of Highly Effective People
3. Explanation of the 4 Quadrants
4. Activity/Reflection

Materials Needed for this Presentation:

- Worksheet: “Covey Time Management Quadrants (DOC)” - Found at: http://kortschakcenter.usc.edu/tools-resources/
• Just a suggestion
• What works for you, works for you
• Whatever you choose to help you improve time management, organization, and overall life... you got to choose something!
• Use it, lose it, or fix it™
Covey was the author of acclaimed books, including the international best-seller, The 7 Habits of Highly Effective People and other successful books.

- His main messages center around leadership and principle-centered living
- Covey earned a Bachelor of Science degree in business administration from Brigham Young University, an MBA from Harvard University, and a Doctorate from Brigham Young University in Religious Education
The Seven Habits

Habit 1: Be Proactive
Habit 2: Begin with the End in Mind
Habit 3: Put First Things First
The Seven Habits cont.

Habit 4: Think Win-Win
Habit 5: Seek First to Understand, Then to be Understood
Habit 6: Synergize
Habit 7: Sharpen the Saw
The Four Quadrants
Activity!!

Please take a moment to answer the following three questions:

1. What are some long term and short term goals for yourself?

2. What are some of your top priorities in life right now?

3. What are some of your daily habits? What are things you do on a consistent basis?
Thank you!

- Kortschak Center for Learning and Creativity
- Located on the third floor of the Student Union in Suite 311
- Open Monday-Friday during regular business hours