

# Study Skills

## Introduction

**Notes on taking charge of your life to gain success in your purpose in life: do all to the glory of God — I Cor. 10:31**

*Basically, do the A's first, the B's next, and the C's last, and avoid the D's for your success in meeting your life's goals!*

## A — Demand Zone

### Important and Urgent

This zone can become dominant if not planned, and bring crises and more deadlines.

Do the right things in the right way, and think about your life's purpose, and your goals.

Of course, people come before things — and God comes first in your life!

## B — the Planning Zone

### Important but not urgent

A behind the scenes activity, in which you preview your day, list activities — “worry list”, then pray over them, and task them out, or write out a schedule of how to accomplish your list.

Staying in this zone keeps you out of the zone below!

## C—Illusion Zone

### Unimportant but seemingly urgent

These are interruptions, phone calls, emails, meetings, and may take much of your time because it looks important since it is “urgent” — which may be an illusion. Some folks even have “urgent addictions” — which must be managed!

## D — the Escape Zone

### Not urgent and not important

These are things that tend to be “time wasters” such as TV watching, video/ computer games, surfing the web, lengthy phone calls, and unnecessary activities — window shopping — facebook cruising even!