

**The TIC tip for May addresses how Habit 3, Put First Things First, supports the TIC initiative.**

What does “first things first” look like through a TIC lens in a school setting?

How do you put “first things first” at work and at home? Is your life balanced?

FCS employees must put “first things first” so that the school district can accomplish the mission statement: Empowering and educating for life. Keep in mind, for students who have experienced trauma, “first things first” includes safety, food, and shelter.

Relationship come first in a trauma-informed school.

Using a TIC lens, reflect on how you use your time during the school day. Set priorities, make a schedule, and follow a plan. Be disciplined and organized so that you are predictable. People who have experienced trauma need predictable people and environments to feel safe. Which quadrant do you spend most of your time in while at work? The goal is to spend your time on important things, to be proactive, and attempt to avert crises.

	<b><i>Urgent</i></b>	<b><i>Not Urgent</i></b>
<b><i>Important</i></b>	Time spent managing crises, deadlines, always putting out fires. Results in stress. Using a TIC lens – may result in secondary trauma.	Focus is on being proactive, setting goals, relationships, self-care. Plans ahead to avert potential crises. Results in a balanced and disciplined life, few crises to overcome, feels like you have control of your life.
<b><i>Not Important</i></b>	Time spent on unimportant phone calls, interruptions (doesn't say no), small problems. Activities may overshadow student and/or self needs. Results in feeling out of control, short-term, broken relationships.	Time spent on unimportant matters, wasting time, fun activities. Too much time “socializing” versus putting first things first. Results in others having to do your work.

As you reflect on the things that are within our circle of influence (the time we have while students are in school) versus the things that are out of our control (student time outside of school, economic status of families), reflect on the quote by Peter Drucker: “Effective people are not problem-minded; they’re opportunity-minded” (p. 163). We have the opportunity to put “first things first” and to make a real difference in the lives of our students!



Use the TIC lens of OPPORTUNITY!