

What Are Your Priorities?

INSTRUCTIONS

- Simply answer the questions below, then complete the section to identify your priorities.
- You can use this exercise weekly or simply whenever you feel overwhelmed!
- NOTE: The questions are deliberately vague – don't think, just trust and write down whatever comes into your head.

☀ What needs less attention? _____

☀ What needs more attention? _____

☀ How would you like to spend more time? _____

☀ Where would you like to spend less time? _____

☀ What is missing in WORK that should be there? _____

☀ What is missing in LEISURE that should be there? _____

☀ Would your work colleagues agree? _____

☀ Would your family agree? _____

☀ What is most important to you right now? _____

☀ If you could do ANYTHING with no limits, what would it be? _____

PART 2: You cannot do everything at once. So now, using your answers to the above questions, write the three that are most important to you. Put the most important first, then the next and then the third in order.

1st Priority _____

2nd Priority _____

3rd Priority _____

Now copy these out on *post-it notes* or *postcards* and stick them in your car, wallet, locker, fridge door, desk drawer and *any place where you will see them often*.