

Prioritization

Write down all your projects, responsibilities and short-term goals. Write roughly a paragraph of description for each. What is this about? What does it entail? What happens if you complete it successfully? Why it is important to you? Once you've written the descriptions, compile a list of the projects, putting them in an order of importance ranging from the most important to the least important. Finally, write down the three most important projects and goals. These are your top priorities.

Project: _____

Description: _____

Project: _____

Description: _____

Project: _____

Description: _____

Project: _____

Description: _____

Project: _____

Description: _____

Project: _____

Description: _____

Project: _____

Description: _____

Project: _____

Description: _____

Project: _____

Description: _____

Project: _____

Description: _____

Project: _____

Description: _____

List of Projects and Goals

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____

Top Priorities:

- 1. _____
- 2. _____
- 3. _____