

CONSIDER YOUR PRIORITIES

- What needs less attention?
- What needs more attention?
- How would you like to spend more time?
- Where would you like to spend more 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?

You cannot do everything at once. So 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

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