



CLARIFYING PERSONAL PRIORITIES

Indicate Status with an **X** under the appropriate heading below.

	“None” 1	“Regressing” 2	“Status Quo” 3	“Improving” 4	“Highly Perfected” 5
RELATIONSHIPS					
1. Spouse/Significant Other					
2. Children					
3. Friends					
4. Social Life					
CAREER					
5. Co-workers					
6. Subordinates					
7. Upper Management					
8. Team/Project Work					
PERSONAL					
9. Education					
10. Financial Security					
11. Health/Wellness					
12. Hobbies					
13. Personal Goals					
14. Self-Image					
15. Spirituality					

Conclusions: To Act On:

1. Watch for the dips (1’s and 2’s) that are lower than what really matters to you.
2. Know that 3’s and 4’s are good and means you probably have some goals in those areas.
3. A rating of a 5 means highly “perfected” and time to set new goals to get to a new level!



PRIORITIZING CAREER PROJECTS

Evaluation Criteria: Choose five key “evaluation criteria” that will help you assess the ranking of projects,

- i.e.:
- customer urgency
 - management priority
 - lifestyle
 - financial importance
 - impending deadline

Project/Procedure	Evaluation Criteria (1-5)					Total	#	Re-Priorized Project List
List top 30 projects and/or procedures you are currently working on.								Re-list projects in order of evaluation criteria points (highest # to lowest #)
							1	
							2	
							3	
							4	
							5	
							6	
							7	
							8	
							9	
							10	
							11	
							12	
							13	
							14	
							15	
							16	
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							20	
							21	
							22	
							23	
							24	
							25	
							26	
							27	
							28	
							29	
							30	

Questions to ask yourself to keep on track:

- 1.
- 2.
- 3.
- 4.
- 5.



The Priority Matrix - Getting Set For Prime Time

Prime Time projects

“To Do” Lists

<i>Quadrant #</i> 1	<input type="checkbox"/> important <input type="checkbox"/> urgent	<input type="checkbox"/> not important <input type="checkbox"/> urgent	<i>Quadrant #</i> 3
	<ul style="list-style-type: none"> ♦ Long Range ♦ Not Fun ♦ Seems Big ♦ Not Routine ♦ Easy to Procrastinate ♦ Challenging ♦ High Rewards 	<ul style="list-style-type: none"> ♦ Short Term ♦ Can Check Off ♦ Quick ♦ Like Housework ♦ Easy to do ♦ Little rush ♦ Feel busy 	
<i>Quadrant #</i> 2	<input type="checkbox"/> not urgent <input type="checkbox"/> important	<input type="checkbox"/> not urgent <input type="checkbox"/> not important	<i>Quadrant #</i> 4

Long Term / Planning

Not To Do / Ditch / Delegate / Defer

My Own Quadrant Examples:

1. _____
2. _____
3. _____
4. _____

1. _____
2. _____
3. _____
4. _____



TIME LOG

	ACTIVITY	BUSINESS FUNCTION	NOTES
TOTAL			
7:00-7:15			
7:15-7:30			
7:30-7:45			
7:45-8:00			
8:00-8:15			
8:15-8:30			
8:30-8:45			
8:45-9:00			
9:00-9:15			
9:15-9:30			
9:30-9:45			
9:45-10:00			
10:00-10:15			
10:15-10:30			
10:30-10:45			
10:45-11:00			
11:00-11:15			
11:15-11:30			
11:30-11:45			
11:45-12:00			
12:00-12:15			
12:15-12:30			
12:30-12:45			
12:45-1:00			
1:00-1:15			
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1:30-1:45			
1:45-2:00			
2:00-2:15			
2:15-2:30			
2:30-2:45			
2:45-3:00			
3:00-3:15			
3:15-3:30			
3:30-3:45			
3:45-4:00			
4:00-4:15			
4:15-4:30			
4:30-4:45			
4:45-5:00			