



Top 5 Most Important Priorities **in My Life**

Achieving your Life Vision and your Dream Career greatly depends on your clarity on priorities.
Do you know the difference between values and priorities?

Define your Top 5 Most Important Priorities for your Life:

1. _____

2. _____

3. _____

4. _____

5. _____

Now reflect upon how your priorities tie together with your career.

- Is career one of them? Are other priorities supporting your career?
- How about you? Where on the list are you?
- Adjust, if necessary. Juggle around with the order until you feel absolutely sure.

NB: Yes, priorities do and will change depending on your phase in life and your current goals.
What you are looking for is ABSOLUTE CLARITY for the time being.



Honoring Your “Yes” & Your “No” - On Your Calendar

Review the next 7 days on your calendar.

Make a list of activities scheduled that support your top 5 priorities:

ACTIVITY	PRIORITY

Make a list of activities scheduled that do NOT support your top 5 priorities:

ACTIVITY	PRIORITY

Choose and circle at least ONE activity that does NOT support your top 5 priorities that you will cancel in the next 24 hours.

The activity I will cancel in the next 24 hours is: _____

Time Management Tools:

- Be intentional = PLAN! (and plan in planning time)
- Block scheduling – bulk similar tasks together
- Know your WHY – revise your big motivation and connect to anchors, when needed
- Follow your priorities (have them somewhere visible)
- ~~Multitasking~~ → Reduce distractions of any kind
- Take consistent breaks (50 mins is the thumb rule, but everyone is different)
- ~~To-do list~~ → schedule it directly into your agenda
- ... and follow your agenda!
- Try out Eisenhower Matrix: Urgent/Important → Do it, Delegate, Schedule, Remove
- Avoid procrastination
- Ditch overthinking and perfectionism