

Prioritizing Activity: List the activities that are important to you or you feel to be required of you in the following areas. If an area that is important to you is not included in the listed categories, substitute your area or add it to the back of the paper.

Personal Time	Family Life	School/Career
Finances/Work	Friends/Relationships	Spiritual Life/Community Involvement

Directions: Identify your top three priorities from the previous page and write one long-term goal and two short-term goals that will support the achievement of your long-term goal.

Priority #1	Priority #2	Priority #3
LTG:	LTG:	LTG:
STG #1	STG #1	STG #1
STG #2	STG #2	STG #2

Directions: Approximate the number of hours you need to spend in each area per week. Using the following circle representing a week, divide it into sections representing the % of time you will need to spend with your priority activities. Be sure to include essential items like sleeping, eating, grooming, shopping for essentials, etc. ***Remember, this is just a guide! Your priorities may change due to time and circumstance.***

