

# Goals vs Priorities Instruction Sheet

Marguerite Crespillo

1. Print all the sheets. Color is best but not required.
2. On the Rate your Priorities. Start by Rating how you feel about those areas of your life RIGHT NOW! Be honest with yourself. Remember this is only for you! No judgements... no criticisms.
3. Next cut out all the little Category Tags and put them in the order that is most important for you in your life. Glue them down. Keep in mind this may change on a quarterly basis as you redo this. For example I might have rated my relationships with my friends as low right now because I need to work more on that area. Thus I might move them to the top of my list so that I focus on spending more time with them this quarter.
4. Next right down 2 TWO things that are realistic for you to accomplish this quarter. Try not to do too many and make them things that you will make a PRIORITY!
5. Now take it to your office or your local Kinko's and get it laminated! This is an important step because I have found that those that don't laminate them don't keep them in prominent places. You can even make several copies and get them all laminated to post in your car, on your mirror in your bathroom, in your day planner.
6. Then put in your Calendar for 90 days out to re-create these same steps.

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# Rate Your Priorities

**Happiness**

**Family**

**Love Life**

**Spiritual**

**Friends**

**Self**

**Work**

**Money**

1	2	3	4	5	6	7	8	9	10

Total Score: \_\_\_\_\_

Date: \_\_\_\_\_

**Happiness**

**Family**

**Love Life**

**Spiritual**

**Friends**

**Self**

**Work**

**Money**

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# Priorities

Date: \_\_\_\_\_

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