



# Goals Worksheet

This exercise is designed to help you explore and clarify your goals. We want to develop a sense of direction so that we can decide on the best 1st step to take on your Defined Life journey. Nothing you write here is set in stone. Feel free to revise (or even completely re-do) your work if you find your path needs to change.

You are creating a map for your life. Clarify your destination and begin moving.  
The path won't always be obvious but keep moving in the correct direction and it will become clearer.

## Step 1:

List your current 10-year goals. You may list as many or as few as you want. Be sure to include both personal and professional goals.

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## Step 2:

From this list above, select 5 that matter above everything else.

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Step 4:  
Place the items listed in “step 3” in their respective bucket.

1	2	3	4
5			

- 1. Critical - Daily actions necessary to live or immediate emergencies the need resolution before anything else
- 2. Urgent - Actions required to be completed immediately to meet my goals
- 3. Important - Actions in line with my goals that can be scheduled
- 4. Routine - Actions that happen regularly and contribute to my quality of life
- 5. Not important/Distractions - Actions that steal time from 1-4.



Step 5:

This page is designed to help you organize, prioritize, or even eliminate what you wrote down in the previous steps. Don't be afraid to be honest with yourself. No judgement here!

5a. Highlight or underline any activities in Step 4 that most closely align with the goals you identified as being most important in Step 2. These are your priority actions.

5b. Cross out activities listed in any column of Step 4 that you want to stop doing ASAP. These are distractions that steal your time and drain your energy.

5c. What activities in the "critical" and "urgent" buckets of Step 4 do not align with your goals from Step 1? These also steal from you. Can you delegate these activities or stop doing them all-together? Keep in mind, you don't have to stop immediately. Can you develop a plan to stop doing these activities, or at least de-prioritize them, so they don't interfere with your goals?

5d. Of what's left in columns 1-3, does anything else compete with what you have identified as a priority? Can you move them to columns 4 or 5? How can you keep these obligations from stealing your priority time?

5e. Priorities remaining in columns 1-3 should get your focused attention. What personal changes can you make so that items appearing in columns 1, 2, and 3 are handled before anything else?

5f. We often let mundane tasks take priority because it feels good to get things done. Our goal should be to schedule routine tasks during lower value times of the day. Can you schedule your items in column 4 during the end of the day, during breaks, on the weekends or days off? If not, why?

5g. What items appear in column 5 are good for you? Many times, we devalue relaxation, education, or socialization because we've been programmed to work-work-work. Is there anything in column 5 that would help you have more energy to tackle your priorities? If so, move it to another column and make it happen!

This process is designed to help you gain awareness of a few things. How much you have to do, how much (or little) time you have to do it, and how priority actions can take a back-seat to things that don't matter. You may find yourself re-thinking how you ordered your activities. That's good! The more you go over this process, the stronger your awareness of how you spend your time and energy.