Time and Priorities Worksheet

Activities	Priority Ranking					Commitment
List All of My Current Activities	(1) Must Do / Non-Negotiable	(2) Important	(3) Really Good to do if possible	(4) Clearly Optional	Is There a Deadline?	Level of Commitment/ How much of my time am I giving to this item?

Which items are my top priorities?	
Which items are getting the bulk of my time?	
Is there any item I should stop or do less?	

Is there any item I need to be doing more?	2