Setting Your Priorities

1. Write down an item in your life you give an effort to because you want to or have to in the "Priorities" column.

2. In the "Values" column, write down the reason(s) why the item is a priority to you.

3. Once you've completed your list of priorities, use the "Rank" column to mark each item from 1-10 *(1 being the most important/10 least important)*

Take your time and think your items through, do not try to put them in any order. Remember it's your list of priorities, no one else's. *(Be honest with your items)*

RANK	PRIORITIES	VALUES

Sample

RANK	PRIORITIES	VALUE
#	*Call to schedule appointment with…..*	*New business lead*

Priorities & Values Worksheet