

## Speedy Priority-Finder! 5 Minutes to Identify Your Top 3 Priorities

### INSTRUCTIONS

- **Take just 5 minutes** to answer the questions below, then identify your priorities.
- You can use this exercise to feel more in control - weekly or simply whenever you feel overwhelmed!
- These questions look across work, home and life and are deliberately vague. So, don't think, just trust and write down whatever comes into your head.

### Know Yourself:

- What needs LESS attention? \_\_\_\_\_
- What needs MORE attention? \_\_\_\_\_
- How would you like to spend MORE time? \_\_\_\_\_
- Where would you like to spend LESS time? \_\_\_\_\_
- What is missing in WORK that should be there? \_\_\_\_\_
- What is missing in LEISURE that should be there? \_\_\_\_\_
- Would your work COLLEAGUES agree? \_\_\_\_\_
- Would your FRIENDS and FAMILY agree? \_\_\_\_\_
- What is MOST IMPORTANT to you right now? \_\_\_\_\_
- If you could do ANYTHING with no limits, what would it be? \_\_\_\_\_

### Your Top 3 Priorities are:

You cannot do everything at once. So now, using your answers above, write the three things that are most important to you right now. Put the most important first, then the next and then the third in order:

**1<sup>st</sup> Priority** \_\_\_\_\_

**2<sup>nd</sup> Priority** \_\_\_\_\_

**3<sup>rd</sup> Priority** \_\_\_\_\_

Now copy these out onto a *post-it note* or *postcard* and stick them in your car, wallet, locker, fridge door, desk drawer or *any place where you will see them often* until you feel back on top of things.

**Finally**, now you know your current priorities, **what one thing will you do next/going forwards?**