

Name _____

Date _____

Set Your Priorities

Directions: After one week of keeping track of your activities, complete the exercise below. Write in three tasks or goals that you would like to accomplish. Note how long you spent on each. Then answer the questions that follow.

Three Goals

List three goals or objectives that are most important to you and indicate whether they are long range, medium range, or immediate:

1. **Goal one:**

(long range)

(medium range)

(now!)

2. **Goal two:**

(long range)

(medium range)

(now!)

3. **Goal three:**

(long range)

(medium range)

(now!)

How much time have you set aside to meet each goal during your week?

1. **Goal one:**

2. **Goal two:**

3. **Goal three:**

1. Does your time allocation reflect the priority of your goals?

2. Can you change your hourly commitments to meet your priorities?

3. Where do you have the most flexibility: weekdays or weekends?

4. Can you change one or the other? or both?

5. Can you change your goals? What are your options?

6. Can you postpone any goals until school breaks?

7. How will assignments and tests affect your time allocation?

8. What can you change to meet your class responsibilities?