

Priorities: How to Set Them

pri·or·i·ty/prī'ôrətē/

Noun: A thing that is regarded as more important than another.

The fact or condition of being regarded or treated as more important.

List of Priorities	Which is more important to me?	Number of Checkmarks	Priority list
A			1
B			2
C			3
D			4
E			5
F			6
G			7

Step 1: Create a list of your potential priorities

Write a list of what the qualities, values or options you want to place in a priority order are. List them in no particular order like this:

a. Friends

b. Social life

c. Financial security

d. Health and wellness

e. Travel

f. Work

g. Family

h. Personal development

Step 2: Narrow it down

If you have a long list (more than 5) you'll need to narrow it down to the priorities or options that are more relevant and immediate (maximum 5)

Step 3: What's More Important to Me?

Work with two priorities at a time and select the more important priority.

Ask the question: **“Which one of these is more important to me?”** or **“Which one of these options would better serve my need?”**

✓ Place a checkmark beside the priority you voted for in response to each question

a. Friends	✓
b. Social life	
c. Financial security	
d. Health and wellness	
e. Travel	
f. Work	
g. Family	
h. Personal development	

Step 4: Second on the list

Go through this process again but now with whatever the second most important priority was.

a. Friends	✓
b. Social life	
c. Financial security	✓
d. Health and wellness	
e. Travel	
f. Work	
g. Family	
h. Personal development	

Step 5: Tally it Up

Once you've completed this with all of your priorities, tally up the number of check marks and place the number in a 3rd column

List of Priorities	Which is more important to me?	Number of checkmarks
a. Friends	✓✓	2
b. Social life	✓✓	2
c. Financial security	✓✓	2
d. Health and wellness	✓✓ ✓✓✓✓	6
e. Travel		0
f. Work	✓✓✓✓	4
g. Family	✓✓✓ ✓✓✓	6
h. Personal development	✓✓✓✓✓	5

The Result

As a result of taking focused time to think about your priorities, you're now provided with a clear understanding of what your priorities are!

My Priority List:

Priorities
1. Health & Wellness
2. Family
3. Personal Development
4. Work
5. Financial Security
6. Relationships

Summary

- 1. Make a list of all the many aspects of your life**
- 2. Reduce the list to about 5 or 6 of what you consider to be the most important aspects of your life.**
- 3. Conduct the priority exercise for those 5 or 6 aspects of your life**
- 4. Take time in your week to review your priority list, especially when making decisions.**
- 5. Set weekly goals/tasks based on your priorities**

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