Defining Your Life Goals

he first step in time management is learning to set goals – and reach them. Writing goals on paper helps clarify what's important to you. This activity provides both a clearer view of your priorities and an organized approach to handling daily events. Unwritten goals tend to be vague and easy to forget. Identify your goals and then write them down in each category.

Consider the following areas when writing goals:

- PersonalCareer
- Family
- Spiritual Leisure Time •

Education

1.	Long	Range
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List your lifetime goals and prioritize them.

Priority	Goal	
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2. Mid Range List and prioriti	ze vour o	pals for the next 3 - 5 years.
Priority	ze jour go	Goal
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3. Short Term		
	ze your go	oals as if you had just six months to live
Priority		Goal
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