

Defining Your Life Goals

The 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:

- Personal
- Career
- Family
- Spiritual
- Leisure Time

Education

1. Long Range

List your lifetime goals and prioritize them.

Priority	Goal
_____	_____
_____	_____
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