

Activity Worksheet

Activities are the steps you need to take in order to achieve your goals. From the preceding exercise, “Defining Your Life Goals,”

The first step in time management is learning to set goals – and reach them.

- (1) Take your highest priority goal from each section and write it below. After that top priority goal,
- (2) List the activities which must be accomplished in order to achieve it. After completing this for each of the three sections,
- (3) Go back and ask yourself whether you would be willing to devote 5 minutes to each activity in the next week. If you answered no,
- (4) Cross out the activity. Next,
- (5) Prioritize remaining activities with No. 1 being most important. Finally,
- (6) Set deadlines for completing each activity.

1. Top Long Range Goal: _____

Priority	Activities to Achieve Goal	Deadline (Estimate)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Top Mid Range Goal: _____

Priority	Activities to Achieve Goal	Deadline (Estimate)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Top Short Range Goal: _____

Priority	Activities to Achieve Goal	Deadline (Estimate)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This may seem time consuming, but it will help you reach your goals. Completing each activity will bring you one step closer to achieving your goals.