

Setting Your Priorities

Priorities are activities we may categorize as what we need to do, would like to do, or would like to do if we have time. Outline your priorities, restate them as goals, and describe how you are going to accomplish them. This process makes your priorities concrete and more achievable.

Think in terms of:

- > Things you have to do.
- > Things you really enjoy and want to do.
- > Things that if you get to them it is great, but if not it is still okay.

Topic	NAME
Learning and School	
	DATE

EXAMPLE PAGE

Top Priority

What do you *have* to do? What task or skill do you need to accomplish or improve?

I need to improve spelling and writing skills.

Goal Restate what you have to do as a goal to accomplish.

I want to improve my spelling and writing skills so that people understand what I have to say on paper.

How? What will you do to accomplish your goal?

I will practice a little bit every day. I will write at least 20 words a day and visualize spelling of words when I speak.

#2 Priority

What would you *like* to do? What do you enjoy and would like to accomplish or improve?

Improve memory skills. I went to summer camp and discovered I love science, but it's hard for me to remember it all.

Goal Restate what you would like to do as a goal to accomplish.

I want to improve my memory skills so that I can get better grades in science.

How? What will you do to accomplish your goal?

I will take notes on science videos and material I read. I will review and practice the material so I build stronger memories of it.

#3 Priority

What would you like to do *if there is time*?

Learn to cook. I love watching the cooking shows. Cooking looks like so much fun... and you get to eat it after!

Goal Restate what you would like to do if there is time as a goal to accomplish.

I want to learn to cook, so my goal is to learn how to make homemade soups: minestrone, pea soup, and cream of broccoli.

How? What will you do to accomplish your goal?

I will ask for help from my Uncle, find recipes, and watch tutorial videos on YouTube.

Priorities Worksheet

