

Worksheet

Prioritizing Your Dreams



How do you want to spend your time?

Estimated Time to Complete this Guide: 15minutes

Are you spending your time how you should be? Are you using your time to live your dreams? Do you even have time to spend to make your dreams happen? The best way to know is to log your time for a day. How much of what you do each day ISN'T supporting your dream and goals?

Use the worksheet on the following page to evaluate how you are spending your time so that you can create more time in your day to do the things that matter.

What is your DREAM?

What did you do today?

List everything you did today in one of the three buckets. Think about your goals and dream and how what you do everyday relates.

Living my Dream		Not Dreamy, but Necessary		Not sure why I did this!	
Task	Duration	Task	Duration	Task	Duration

After completing the chart, put a star next to the tasks that you need to get off your plate. Figure out how you can delegate or eliminate those tasks. We will work more with this chart in the next few days.