

Prioritization Worksheet: Balance Your Life

Use the following worksheet to find for yourself which areas of your life you must prioritize. Focus on these to strike a better balance between the different significant parts of your life.

Select 6 spheres of your life that are important to you:

- Physical Health
- Emotional Health
- Wealth
- Family
- Relationships
- Career
- Education
- Spirituality
- Social Life
- Hobbies
- Additional Learnings
- Other _____

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- Rank them in order of importance, 1 being most and 6 being least important:

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- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

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- Rate each sphere as per your life's current situation as 'Excellent', 'Good', 'Average', or 'Below Average':

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- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

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- Finally, based on the analysis, name the 2 spheres of your life that need your attention:
- My _____ & _____
- are of utmost urgency.

Now that you understand why the above named areas of your life are most important to you, you can focus on them better.

Suppose your topmost priorities are your career and your relationships. You have a dance (under Hobbies) recital coming up but your boss has asked to send in an urgent report. What do you do? You now understand that your career is a priority over your Hobbies. Thus, you can focus on your report, even if it means missing one dance rehearsal. Suppose you have rated your Boxing (under Additional Learnings) as 'Excellent' and your health as 'Average'. You have the opportunity to train at a Boxing camp in an area known for insects. You now understand that your health requires more attention than your Additional Learnings. Thus, you can avoid risking your immunity, even if your boxing doesn't improve. In this manner, you can use this chart as a guide to balancing the various aspects of your life & living in a healthy, stress-free way.