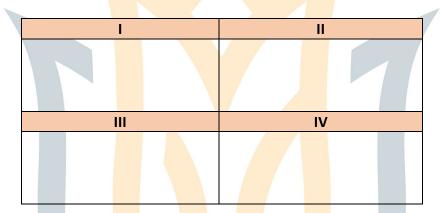# Priorities

Now you have defined your goals and have a tentative timeline. The next step is to determine some priorities, as it would be complicated to execute all activities simultaneously. This framework will help you decide those priorities.

1. Basic information

From your quadrant II framework (Q2), how much additional time will you have available?

I	II
III	IV

New % of time on Q2 – _____ %

Additional hours per week – _____ hours

Write once again your motivation statement.

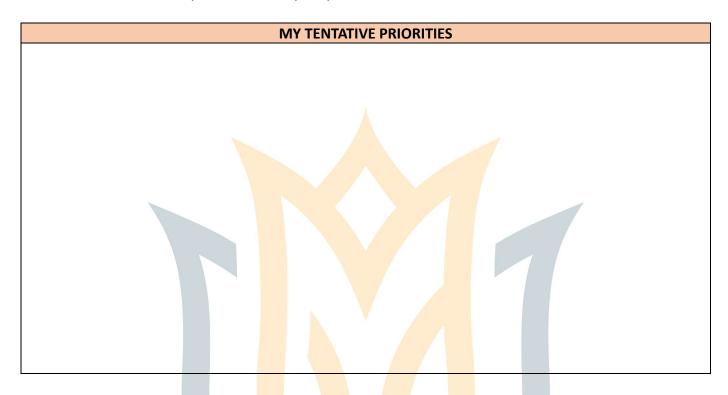| MY MOTIVATION STATEMENT |
|---|
| |

Remember the goals you mentioned in your five-year plan.

	ADJUSTED GOALS & OBJECTIVES
CAREER	
PRIVATE FINANCE	
HEALTH	
FAMILY	
OTHERS	

From the milestone's framework, summarize the activities needed to achieve your goals, then mark with an X the ones that generate more impact and those that are even milestones.

ACTIVITIES	GENERATES IMPACT	MILESTONES

2. Defining priorities

Based on the list above, try to enumerate your priorities.

MY TENTATIVE PRIORITIES

You may have a long list of possible priorities, but perhaps not all of them could be considered as priorities. Can you remove some of the list above?

MY PRIORITIES

Now you have a list of activities that are priorities to achieve your goals. Can you think of an action plan to execute them?

PRIORITY	ACTION PLAN

Only some activities (now priorities) would be under your control. Can you separate them from those you don't have control over?

PRIORITY	CONTROL	NO CONTROL

In one of the first frameworks, you discover your core values. Write them below.

YOUR TOP 5 CORE VALUES
1.
2.
3.
4.
5.

When you look at the list of activities you will be focusing on (now called priorities) and at your core values, do you see any misalignment that could potentially demotivate you or jeopardize your action plan?

MISALIGNMENT BETWEEN CORE VALUES AND PRIORITIES

Some elements could distract you or compromise your effort to execute your priorities and achieve your goals. Can you identify them and set an action to mitigate their impact?

DISTRACTOR	ACTION
MONEY	
PEOPLE	
TIME	