

LIVE YOUR PRIORITIES. LOVE YOUR LIFE.

I hope these priority-setting worksheets will be helpful to you as you determine to ensure that what you say your priorities are lined up with how you spend your time.

The first two pages of this downloadable PDF are for you to work through alone, just between you and God. The third, and final, sheet is for you to print off multiple copies of and use daily. You will notice there are several sections on this daily sheet for you to record various tasks and information that will enable you to focus in on what is important while also use your time wisely.

Here are the various sections of the daily sheet, along with what to write in them.



"MY MAIN FOCUS" FOR TODAY:

This is your highest priority focus for the day; That one item of importance you simply must zero in on. It can be a work project. Or it might be focusing on uninterrupted time with one of your family members or a hurting friend. Other days, you may need to spend your energy on doing a household chore like re-organizing your kitchen. Do not include smaller components here, such as tasks that make up the entire project. Just list your main focus--the most important objective you want to accomplish.

MY SCHEDULE:

This section gives you time slots from 7AM until 9PM to list your appointments and commitments.

DON'T FORGET:

Use the section to record any things that come to your mind that you need to take care of in the future, but not right now. Maybe you'll write: "Ask Aunt Patty for pineapple cheesecake recipe" or "Thaw out chicken for weekend cookout." Or, if there is a particular television program or social media "Live" event you don't want to miss, write it here until you can put it on your main calendar.

MY HEALTH:

When taking care of the duties and people in your life don't forget yourself! Here you can keep track of the glasses of water you consume, make sure you remember to take your vitamins, and log in the type of exercises you did, along with the length of time you worked out.

WHAT'S COOKING?:

Here you can write down what you plan to make for dinner that evening.

Okay. Are you ready? it is time to start ensuring that what you say your priorities are lined up with how you spend your days. Because, when you live your priorities--faith, family, and then everything else--you can learn how to love your life.

MY TOP THREE TASKS:

Here list in order your top three tasks for the day. Typically, these will be the smaller tasks that fall under what you listed as your one "My Main Focus" of the day. For example, if in your "My Main Focus" you wrote "Margaret's birthday party," your top three tasks might read: "Create online invites," "Order birthday cake," and "Plan party menu." Other days, your top three tasks may be in various areas unrelated to each other. Let's say your "My Main Focus" that day reads: "Get caught up at home." So, your top three tasks are: reorganize the pantry, clean the showers and tubs, and plan the herb garden.

TO CONTACT:

In this space, you can jot down anyone you need to text, call, email, or write a personal letter to.

TO BUY:

This is not an exhaustive grocery list. This is just a small space for you to place any items that pop into your mind that need purchasing, such as when you run out of sticky notes or remember you need to buy a card for your friend's upcoming birthday.

GLIMPSES OF GOD IN MY DAY:

This final section is for you to journal where you get a glimpse of God in your day. Perhaps it was a blue jay out your window. Or the joy of seeing your child jump in a mud puddle. Maybe you saw Jesus in the hot meal on your kitchen table. Record your gratitude, mentioning at least one--if not a few--blessings you are thankful for.

I BELIEVE IN YOU!

Karen Ehman

TEACH US TO NUMBER OUR DAYS CAREFULLY SO THAT WE MAY DEVELOP WISDOM IN OUR HEARTS.

PSALM 90:12 (CSB)

We hear a lot of talk about priorities these days, don't we? We long to keep our priorities straight, but it isn't always easy to do with our busy scheduled and in our frenzied culture. These worksheets are designed to help you clearly determine your priorities. They will also equip you to remove any tasks, activities, or responsibilities that are on your plate but shouldn't be so they can stop crowding out time for what is truly important.

If someone were to ask you to list out your priorities, most likely you would put God first, your close family members second, followed by work, friends, and so on down the list. However, often the reality of our behavior-how we spend our time and where we focus our energies--depicts quite a different scenario.

Fill in the list below with your people, tasks, and responsibilities you have, ranking them in order of greatest priority. Don't forget to include your relationship with God.

MY PRIORITIES

1

2

3

4

5

6

7

8

9

10

TAKE AN HONEST GLANCE AT THE LIST YOU CONSTRUCTED ON THE PREVIOUS PAGE. Do what you claim to be your top priorities line up with how you spend your time? Of course, you can't determine this merely by the number of minutes or hours you spend with each one. If you must put in 40 hours a week at a job, you don't have any wiggle room on that. Pay closer attention to the amount of focus, energy, and prayer you place on each one and how attentive you are to the needs and feelings of the people on the list. Does your list lineup with how you spend your time?

Write your answer here.

- Glance back over the list you generated. Underline any that you believe are getting the proper measure of your focus, time, and energy.
- Next, circle any of the priorities you recorded above that you feel are not getting the right amount of attention.
- Finally, place a star next to the one you most want to focus on improving in the coming weeks.

Why did you choose the one you starred? What specifically would you like to see change when it comes to that priority in your life?

Next, let's examine the commitments you have said yes to that are outside your four walls. Are you involved in activities at church? In the community? At your children's schools? Is there a hobby or outside interest that takes up your time each month? List out all your various commitments in the space below. Then, do the exercise following it.

Examine the list you generated. Prayerfully ask the Lord if there is anything from the list that you should bow out of? The world will still go on. If you sense something needs to go, place an X through it. Circle any commitments you confidently feel God calling you to keep. Place a question mark beside any you are unsure of. Commit to praying about those responsibilities for the next week, asking God if they should stay or go. Also ask God to reveal to you whether you should carry out a commitment for the remainder of the year or term, but not sign up to do it again.

Finally, take a few moments to craft out a prayer to God about living priorities, making sure how you spend your time lines up with what you say in the priorities are. He is faithful to listen and help you in this endeavor.

MY PRAYER:

Today's Date: __/__/__

LET THE FAVOR OF THE LORD OUR GOD BE ON US; ESTABLISH FOR US THE WORK OF OUR HANDS.

PSALM 90:17 (CSB)

MY MAIN FOCUS:

MY TOP THREE TASKS:

TO CONTACT:

MY SCHEDULE:

6:00

7:00

8:00

9:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00

DON'T FORGET:

TO BUY:

MY HEALTH:

GLIMPSE OF GOD IN MY DAY:

WHAT'S COOKING?