

A person wearing a blue and brown zip-up hoodie. A compass and a map are attached to their chest. The background is a light blue and white pattern of swirling circles.

Fundamental 4

WEEKLY COMPASS EXERCISE

USING GOALS TO GUIDE TASKS

This exercise sheds light on which weekly priorities align with your ultimate goals. You may find that tasks you originally considered absolutely necessary actually aren't. When scheduling tasks in your calendar, refer to this list. Prioritizing is all about decisions.

LIST YOUR WEEKLY ACTIVITIES.

For example:

- Two yoga classes
- Two grocery store trips
- Laundry
- Two home-cooked dinners
- Cleaning
- Studying
- Watching TV
- Walking the dog

UNDERLINE YOUR NON-NEGOTIABLE ACTIVITIES.

For example, two yoga classes, two grocery store trips, laundry, two home-cooked dinners, cleaning, studying, watching TV, walking the dog

WRITE YOUR TOP THREE GOALS FOR THIS YEAR.

List all the weekly activities that are bringing you closer to those goals in the spaces below.

Goal 1: _____	Goal 2: _____	Goal 3: _____

Anything you haven't underlined or written in the chart is a negotiable task. When your calendar becomes full, what do you do about negotiable tasks? Delegate responsibilities? Re-prioritize? Reevaluate?

If you are still overbooked, reconsider the "non-negotiable" activities. Are they truly non-negotiable? If so, do you have to be the one undertaking them? Perhaps a few tasks could be delegated to someone else in your support circle.

Be creative and open to re-prioritizing weekly activities. As life shifts, so will your priorities. Use this exercise often to stay focused.

Condition yourself to write out plans – seeing them on paper often changes your perspective.