

How to Take Control of Your Life

- List your priorities on the Priorities worksheet
- Under each priority, list the activities and tasks related to them
- Next to each priority, assign a number with 1 denoting your MOST IMPORTANT priority
- Using the Task Consolidation worksheet, identify activities or tasks that can satisfy more than one priority
- Starting with your lowest priority (highest number in the priority order), cross off tasks and activities that are not necessary and that you can eliminate
- Add all remaining activities and tasks to your monthly and weekly calendars
- Create a to-do list of things you must do to break free of the tasks you've identified are unnecessary