

Instructions

Use the sections below to identify the essential tasks in your daily routine and establish corresponding goals. Take your time to reflect and write down your thoughts.

1. Identify Your Daily Routine

List the main activities you engage in on a typical day. Consider work, personal care, meals, leisure, and any other significant tasks.

Write your daily activities here...

2. Categorize Your Activities

Review the activities listed above and categorize them into three groups: Necessary, Important, and Optional. Use the table below:

Necessary	Important	Optional
List necessary activities...	List important activities...	List optional activities...

3. Reflect on Necessity

For each necessary activity, reflect on why it is a necessity in your life. Write your thoughts below:

- Activity 1:

Why is this necessary?
- Activity 2:

Why is this necessary?
- Activity 3:

Why is this necessary?

4. Establish Corresponding Goals

Now, set specific goals corresponding to each necessary activity. Use the table below to define your goals:

Necessary Activity	Goal	Action Steps
List necessary activity...	Set your goal...	Outline action steps...
List necessary activity...	Set your goal...	Outline action steps...
List necessary activity...	Set your goal...	Outline action steps...

5. Review and Adjust

Take a moment to review your goals and action steps. How will you keep yourself accountable? Write your plan below:

Accountability plan...

6. Reflection

At the end of the week/month, reflect on your progress with the goals you've set. What worked well? What would you change? Write your reflections below:

Your reflections...