

Take a few minutes to consider your regular activities in the following categories. Rate each in terms of value to you and your priorities or impact on your personal goals. You should make more time for everything in the High column.

	High Value or High Impact	Moderate Value or Moderate Impact	Low Value or Low Impact
Self-care (includes physical, mental, and emotional - what Stephen Covey refers to as “Sharpen the Saw”)			
Family (Spouse, children, siblings, parents, etc.)			
Career			
Extracurricular commitments			