



# PRIORITIES WORKBOOK

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*“Priorities change depending  
on age and life stage.”*

~Kathleen Johnston, Women's Career Specialist

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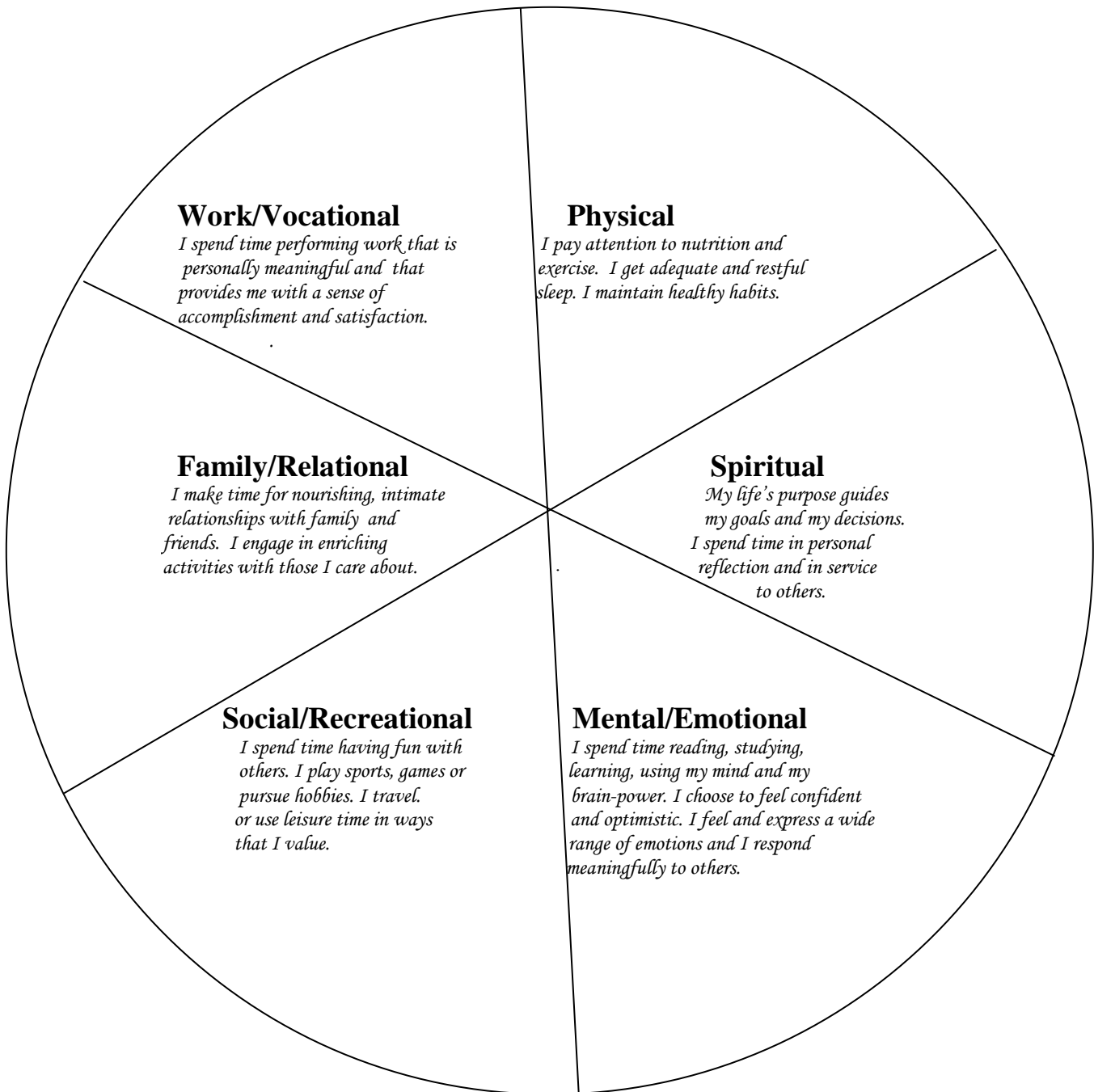


## Your Wheel of Life

The dimensions in your Wheel of Life are seldom equal although they are represented that way in this diagram. Depending on the age and stage of one's life, individuals may place more emphasis on, or spend more time and energy in, some dimensions more than others.

Consider the descriptions in each of the life dimensions in the wheel diagram; feel free to change the words to suit yourself.

Then complete the exercise that follows designed to help you identify your *current* priorities. Reflect on how well you are aligning your behavior with what you believe to be important in your life right now.





## Recognize Your Priorities – What’s Important to You?

It can be very useful to periodically stop and think about what's important in your life. Using the following scale, rate the importance of the items listed below by checking the appropriate column.

**VI – Very Important    SI – Somewhat Important    NI – Not Important**

<b>Work/Vocation – What’s important to me?</b>	<b>VI</b>	<b>SI</b>	<b>NI</b>
1. Steady income with fringe benefits	—	—	—
2. Chance for advancement; increased pay	—	—	—
3. Travel	—	—	—
4. Doing a variety of tasks	—	—	—
5. Respect and recognition	—	—	—
6. Compatible colleagues (boss, peers, subordinates)	—	—	—
7. Pleasant physical surroundings	—	—	—
8. Having authority; supervising/managing others	—	—	—
9. Persuading others	—	—	—
10. Motivating and inspiring others	—	—	—
11. Teaching/training others	—	—	—
12. Flexible hours—control over time	—	—	—
13. Regular hours (little over time)	—	—	—
14. Leaving my mark on the world	—	—	—
15. Chance to use my own ideas/creative expression	—	—	—
16. Working as part of a team	—	—	—
17. Being my own boss	—	—	—
18. Working on one project at one time	—	—	—
19. Time and energy for “other” life	—	—	—
20. Opportunity to learn new things	—	—	—
21. Financial security	—	—	—
22. Having clearly defined tasks	—	—	—
23. Spirit of competition; chance to “make it big”	—	—	—
24. A lot of responsibility; important necessary work	—	—	—
25. Physical activity	—	—	—
26. Producing a tangible product	—	—	—
27. Working with details, data, numbers	—	—	—
28. Working with things, machines	—	—	—
29. Opportunity to use my special skills/knowledge	—	—	—
30. Job security	—	—	—
31. Desired salary (amount \$_____)	—	—	—
32. Seeing results of work; accountability	—	—	—
33. Working with people; helping/serving others	—	—	—
34. A lot of good contacts, people who would be helpful if I needed career assistance	—	—	—
<b>Physical Well-Being - What is important to Me?</b>			
1. Maintaining a regular exercise program	—	—	—
2. Eating a healthy and well-balanced diet	—	—	—
3. Maintaining my weight within 10 lbs. of the ideal weight for my height and build	—	—	—
4. Getting adequate and restful sleep	—	—	—
5. Monitoring and maintaining my health	—	—	—
6. Controlling and managing the stress in my life	—	—	—
7. Moderate use of alcohol	—	—	—
8. Not smoking or being exposed to smoke	—	—	—



**Mental & Emotional Well-Being – What’s Important to Me?**

	VI	SI	NI
1. Fitting fun, play and laughter into my schedule	—	—	—
2. Maintaining a realistic and positive self-image	—	—	—
3. Spending time reading for pleasure	—	—	—
4. Knowing that I am growing intellectually	—	—	—
5. Opportunity for learning and studying	—	—	—
6. Growing toward emotional maturity, learning to understand and control my emotions	—	—	—
7. A good solid one-to-one emotional relationship	—	—	—
8. Feeling useful to others	—	—	—
9. Liking myself, being assertive, having boundaries	—	—	—
10. Having consistent contact with people I care about	—	—	—

**Family/Relational – What’s important to me?**

1. Living in a specific location	—	—	—
2. A strong family circle	—	—	—
3. An exciting romantic partner/spouse	—	—	—
4. Having consistent contact with family I care about	—	—	—
5. Knowing that I am well-loved by my family`	—	—	—
6. Being in control of my home environment	—	—	—
7. Sharing daily tasks with other family members	—	—	—
8. Knowing that I am appreciated by my family	—	—	—
9. Having a quiet place to retreat to	—	—	—
10. Opportunity to have fun	—	—	—
11. Having at least one person with whom I can share almost anything	—	—	—
12. Having nourishing intimate relationships	—	—	—

**Spiritual Well-Being – What’s Important To Me?**

1. Working for a “cause”; being of service to others	—	—	—
2. Experiencing a sense of purpose	—	—	—
3. Serenity – having peace of mind	—	—	—
4. Growing spiritually, having religious strength	—	—	—
5. Offering my time and resources in service to others	—	—	—
6. Time for daily prayer or meditation	—	—	—
7. Participating in spiritual rituals with people who share my beliefs	—	—	—

**Social/Recreational – What’s Important To Me?**

1. Ability to have fun	—	—	—
2. Being able to enjoy a number of hobbies	—	—	—
3. Being involved with sports, recreational activities	—	—	—
4. Opportunity for travel	—	—	—
5. Knowing lots of people, a big circle of acquaintances	—	—	—
6. A strong support system, e.g. community group	—	—	—
7. A few deep, close personal friends	—	—	—
8. Being able to attend artistic/musical functions	—	—	—

**Important Life Needs: Priorities**



Now go back and re-visit your list. Ask yourself whether each of the needs you have checked as **“Very Important” exists in your life right now**. And if not, do you want to make it a priority at this point in your career/life?

In the boxes below list your priorities for each of the six dimensions in your life. Remember that your priorities shift and change depending on your age and stage of life. You can use this tool regularly as a means of aligning your priorities with your behavior.

**Top Needs/Priorities In Work/Vocational**

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**Top Needs/Priorities in Physical Well-Being**

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**Top Needs/Priorities in Mental & Emotional Well-Being**

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**Top Needs/Priorities in Family & Relational**

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**Top Needs/Priorities in Spiritual Well-Being**

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**Top Needs/Priorities in Social/Recreational**

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**Important Life Needs: Priorities**

**Now record your thoughts/ideas on the following questions:**



1. What are the **very most important** priorities you have identified for yourself at this stage of your career/life?

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2. What areas in your life do you think might need **more attention** from you? (e.g. partner, health, friendships, lifestyle, finances)

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3. What, if anything, might need **less attention** from you?

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4. Are there any areas where you find **incongruence** between “what’s important to you” and “how you are living every day?”

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5. What changes might you need/want to put in place so that you will begin to experience your life feeling more harmonious, balanced or personally satisfying?

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**Important Life Needs: Priorities**



**Record self-reflection notes here:**



***Kathleen Johnston, MA** is an experienced and credentialed career coach, stress consultant, and clinical counsellor. Her passion includes working primarily with women who desire success in their careers without the compromise of health and well-being. Comments, questions, and inquiries can be made directly with Kathleen via:*

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