

Prioritize Your Life

Regain **CONTROL** of your **TIME**

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Hey, I'm Kate!

I'm a lifestyle blogger interested in a holistic approach to meaningful life writing for growth-seeking creatives who want to live with intention and become the best version of themselves!

I'm so stoked that you can use this workbook for your self-improvement journey! I hope you will have fun transforming your goals into reality!

Find a peaceful place where you can feel comfortable and relaxed, take some time to reflect on the current version of yourself and start filling out the workbook below!



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Re-Prioritize Your Life



"Nobody is too busy, it's just a matter of priorities."

We live on the run. Our schedules are insanely overbooked with things that were due yesterday. Our brains are incredibly overloaded by too much irrelevant information that we cannot even process. We eat in a hurry. We listen instead of reading. We write instead of talking. We literally don't have time for anything besides work. We live a sedentary lifestyle far away from purest nature. It's time to change this negative pattern!

It's time to self-reflect, reevaluate our life and re-prioritize our values.

It's time to focus on what's really important and move toward a more fulfilling and meaningful life.



'Time is a currency you can only spend once, so be careful how you spend it.'

- Are you constantly running out of time?
- Are you struggling to manage your to-do list?
- Are you failing to meet deadlines?
- Are you struggling to prioritize your tasks because everything is urgent?
- Do you feel overwhelmed by your workload?
- Are you struggling to find a work-life balance?
- Are you finding hard to let go of the things that don't add value to your life?
- Do you wish you had time to relax?
- Are you eating your lunch in a hurry?
- Are you sleep-deprived?



Bali Barbz

"To change
your life you
need to change
your priorities"

LET'S GET STARTED.

Focus on what is most meaningful

Obtain absolute focus

Maximize your productivity

Work smarter not harder

Become highly effective

Eliminate small or unnecessary decisions

Eliminate time-wasters

Use time-blocking methods to maximize your productivity

Increase your assertiveness

Prepare Yourself For

- Simplifying & prioritizing your life
- Reaching your full potential
- Making your productivity skyrocket
- Managing your time wisely and effectively
- Increasing self-motivation
- Improving your critical thinking skills
- Enhancing your problem-solving skills
- Learning to stay ridiculously focused on your goals
- Taking strategic action that moves you directly toward your main goals
- Taking control of your life, day and time

Regain Control Of Your Time

How does your typical day look like? How much time do you spend or waste on mindlessly scrolling through social media, binge-watching Netflix, checking your emails, focusing on judging others, choosing what to cook for dinner, trying to figure out what to wear and doing other stuff that just doesn't matter? And more importantly, how much time you could save if you just stop doing the things you really don't need to do and focus on what really matters? Do some quick math, look at the numbers and see how many hours do you waste each day on things that don't add value to your life? Numbers don't lie, people lie with numbers. While creative accounting can make you feel better, bear in mind that you are only lying to yourself.

If you want to succeed you need to ditch bad habits that prevent you from reaching your goals. You need to stop wasting your time on useless things and improve your personal effectiveness. If you want to succeed in almost everything you need to learn how to obtain absolute focus and maximize the time you have so that you will be able to get more things done in less time. It's that simple!

Success is not about having specific skills, secret knowledge or decades of experience but about the right priorities and effective time management. Both of these things, mixed with a little bit of positive energy and personal happiness are the key to success. And believe me or not, you already have everything you need to reach your professional and personal goals: You just need to unlock the full potential of your mind and start maximizing results.



Wanna know the secret
to getting things off
your plate?

You need to
prioritize & simplify
your life!

5 Steps To Prioritize & Simplify

- Decide on what is most important to you
- Choose your priorities and ruthlessly eliminate the rest
- Be effective rather than efficient
- Be assertive
- Create progress through focus



It's Time For Self-Reflection

Self-reflection questions that will help you to re-prioritize your life:

- What is most meaningful for me in my life?
- What can I do to add more value to my life?
- What values do I want to embody?
- What do I want to achieve in the next future?
- How do I want to feel?
- How do I want to present myself to the world?
- How do I want to live my life experience?
- What do I wish to contribute?
- What do I need to change right now to make my life more meaningful, fulfilling and satisfying?
- What can I change, improve or adjust right now to make my life easier?

It's Time For Self-Reflection

Answers:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



Create A Vision For Your Life

Everything begins with clarity of vision. Having a clear vision is crucial for success in both professional and personal life. You need to identify your destination first to be able to choose the right path. Otherwise, you will be going in circles with no purpose. Your vision is your life guidance, a life compass that will help you to move forward in the right direction. Of course, you don't need to have everything figured out to the last detail but you should create a clear vision of what you want in life in order to achieve it.

Having a clear destination in sight will help you to avoid confusion and align your goals with your purpose.

- Start with the big picture and visualize where do you want to be in 1 year
- Create a clear vision for what you want to achieve in the short-term and long-term future
- Set your priorities straight
- Set Your SMART Annual Goals
- Brake your big goals into small achievable steps
- Plan out how do you want to improve in both your professional and personal life in every quarter of the year and start working on yourself.
- Organize your life around your goals by creating an effective action plan



Define Your Top Priorities in Life

First:

- Make a list of all the things that you WANT & NEED to achieve or accomplish within the next 3 months
- Decide what is most important to you out of this list
- Cross of your list everything you decided is not a priority

Then:

- Set SMART goals
- Turn your goals into monthly, weekly and daily To-Dos
- Organize your daily life around your goals
- Create a daily routine that works for you

Set Your Priorities STRAIGHT

in Every Area of Your Life

Physical Health

Mental Wellbeing

Career

Finances

Self-Improvement

**Personal
Development**

Family & Friends

Hobbies/Fun

Plan & Prioritize

- Set realistic expectations for yourself and your career
- Set SMART goals (and deadlines)
- Plan and organize your time for maximum results
- Reduce, eliminate or delegate all the things that don't add value to your life
- Prioritize tasks efficiently with a to-do list
- Make a NOT to-do list (or declutter your to-do list once you realize what's NOT a priority)

Are Your Goals SMART?

Do you ever question if you are on the right path
to success in achieving your goals?

Are you're trying to make a meaningful and
permanent change in your life but it's not
happening?

Isn't that you're overly focused on finishing your
never-ending to-do list instead of looking at the
big picture and creating a clear vision of what you
want to accomplish in the upcoming months?

If you have answered "yes" to any of these
questions, it's time to improve your method.

So without further ado,
Let's set your SMART goals!

Are Your Goals SMART?

SMART

Well-Defined Specific & Hard To
Misinterpret

MEASURABLE

Quantifiable So That Progress Can Be Measured

ATTAINABLE

Challenging But Achievable

REALISTIC

Possible To
Accomplish

TIME-BOUND

Specific On Date & Timeframe

Set SMART Quarterly Goals

JANUARY - MARCH

Family & Friends

Career

Finances

Health & Wellness

Fitness

Mental Wellbeing

Fun & Hobbies

Social Life

Personal Development

Self-Improvement

Set SMART Quarterly Goals

APRIL - JUNE

Family & Friends

Career

Finances

Health & Wellness

Fitness

Mental Wellbeing

Fun & Hobbies

Social Life

Personal Development

Self-Improvement

Set SMART Quarterly Goals

JULY-SEPTEMBER

Family & Friends

Career

Finances

Health & Wellness

Fitness

Mental Wellbeing

Fun & Hobbies

Social Life

Personal Development

Self-Improvement

Set SMART Quarterly Goals

NOVEMBER - DECEMBER

Family & Friends

Career

Finances

Health & Wellness

Fitness

Mental Wellbeing

Fun & Hobbies

Social Life

Personal Development

Self-Improvement

Set SMART Monthly Goals

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

Set SMART Weekly Goals

WEEK:

TASK:	DATE:	START:	END:

Maximize Your Time

I used to think that 24 hours in a day weren't enough to finish my work. I was constantly running out of time desperately trying to finish my never-ending to-do list. I was sacrificing my sleep to accomplish more during my workday, eating in a hurry usually in front of a computer screen, skipping up my workouts because who's got time for that and of course not taking care of my mental wellbeing... As you can imagine, that didn't work out so well. I've reached the point of burnout. I was so exhausted that I slept for 5 days in a row with short awake periods to drink some water, take a shower and eat. That never happened to me before.

That situation forced me to go within and examine what was really going on with me. And believe me or not, but it took me a while to understand that I wasn't using my time wisely, I was extremely confused with my life goals and I definitely had the wrong priorities. No wonder 24 hours in a day weren't enough for me...

How can you be able to finish your work on time and have some extra time for your personal life if everything's urgent and most of it is due yesterday? That's crazy, right?

I knew by then that I couldn't continue in this way. I needed a major lifestyle change. So I started spending time learning about time-management skills and techniques that would help me to optimize my daily schedule for maximum productivity. My main goal was to maximize my time.

And this is what I've learned:

Maximize Your Time

- Separate your professional and private life to create a balance between work and family and you will live a healthy, happy and fulfilling life
- Not everything is urgent nor important that's why you should prioritize your to-do list and complete MIT's first
- Getting your priorities straight is the only way to achieve your professional and personal goals
- A goal without a plan is just a wish. That's why you need to set smart goals with deadlines and create an action plan to achieve them
- Powerful and productive morning routine sets the tone for the entire day and cut all the unnecessary decisions and non-critical choices from your daily life
- Multitasking is a bulls*it because the human brain is incapable of focusing on two things at once
- Distractions are everywhere and you need to learn to overcome them
- Time-wasters kill your productivity
- You cannot focus on your work with your phone next to you
- The act of mindlessly scrolling through social media is much more time consuming and addictive than I thought it was
- Taking powerful breaks at work can make you happier, more focused and more productive.
- Time blocking techniques are extremely effective (I highly recommend The Pomodoro Technique)
- Workspace has to be clean, organized and clutter-free otherwise you will not be able to focus on your work
- If you're not organized, you are disorganized
- If you're not oriented towards something, you are disoriented and chaotic
- Human beings are more productive in the morning
- Don't eat in front of your computer
- Single-tasking is a key to extreme productivity
- Planning meals in advance is a life-changer
- You are in control of your life, time and day

Where Does My Time Go?

Unnecessary Decisions I Make
Every Day

Non-Critical Choices I Make
Every Day

Procrastinating?

My Time-Wasters

My Main Distractions

It's all about Strategy

	Urgent	Non Urgent
Important	DO IT	PLAN IT
Not Important	DELEGATE IT	DELETE IT

Focus on importance, not urgency



	Urgent	Non Urgent
Important		
Not Important		

Quantify Your Tasks

MUST Haves

SHOULD Haves

GOOD to Haves

Schedule Like A Pro

Schedule means getting things done. That is why you should NEVER underestimate its importance, especially if you consider the monetary value of your time.

And let me tell you, even if you are not at the working place in a particular moment, your time has still monetary value because you either saving money or investing them in your future.

Trust me, I know exactly what I am talking about. Because whether you're setting financial goals like paying off debt or relationship goals like spending more quality time with your significant other you need to create an action plan and put your actions into a schedule to maximize your chances of success.

So come on, let's not waste any more time!

It's time to schedule for success!

Schedule Like A Pro

- Plan Your Days According to the 3 x 8h rule (8h of work, 8h of productive "me time", 8h of quality rest. The 3 x 8h rule is a great way to achieve work-life balance.
- Set 3 Daily Priorities (You can use the 20/80 Pareto Principle to set your priorities, eliminate your distractions and focus on personal and professional growth. 24 hours a day can be enough to get the most important things done if you eliminate distractions and time-wasters (in every area of your life).
- Set realistic but challenging daily goals
- Break down your goals into more realistically achievable steps and set deadlines for any of them
- Use the Pareto Principle to track your success and optimize what really matters in your life (According to the Pareto Principle, 20% of your work produces 80% of the result. This means that if you manage to identify that 20% correctly you will spend more time doing the right things that will produce the greatest outcome.)
- Create space in your schedule for unexpected opportunities that will emerge at some point especially in the course of developing a new capability
- Schedule time to relax - recharging batteries is crucial to our wellbeing and it's the only way to be able to feel energetic again. If you deprive yourself of rest, sleep, food or other essential things in life you act against your body and as we all know it's just a road to nowhere.
- Plan for an ultra-effective and productive day the night before
- Make a prioritized to-do list
- Track your progress

Schedule Like A Pro

	M	T	W	T	F	S	S
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Weekly Schedule Planner

MONTH

WEEK NO.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

NOTES

Daily Schedule Planner

DAY

MORNING

AFTERNOON

EVENING

TO-DO LIST



NOTES

Prioritized Daily To-Do List

DATE

MITs

Important

Important BUT Not Urgent

Daily Prioritized To-Do List

MITs



Prioritized To-Do LIST

Urgent & Important



Important



Important BUT Not Urgent



Calendar Like A CEO

- Important Meeting
- Social Events
- Medical appointments
- Bill Payments
- Workouts
- Grocery Shopping
- Days Off
- Relaxing Activities
- Solo dates
- Fun activities
- Your family member's and friends' birthdays

Calendar Like A CEO

	MON	TUE	WED	THU	FRI	SAT	SUN
WEEK 1							
WEEK 2							
WEEK 3							
WEEK 4							

Achievements



Notes



Prioritize Your Life

You are in **CONTROL** of your **LIFE**

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