

Personal Reflection Exercises...

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Organization is the compass that keeps my life on course. I choose to organize myself daily to maximize my productivity. **Each morning, I make a plan for the day by listing my chores, responsibilities, and wishes.** I prioritize my list and start my day as I keep my ultimate goals in mind.

I spend my time doing things that will further my life's goals. I also invest time in renewing my strength so I may continue on my journey. Insignificant activities that simply rob time from my priorities are not listed on my schedule. They have no place in my life.

My time is spent engaging in meaningful activities. Important things in my life, such as my family and my work, have priority status. My big picture excludes things that only serve to distract me from my ultimate purpose.

Every individual step I take is part of a greater journey. **I look at each decision I make today as an investment in my future.** This is a way of telling me that I am serious about my success.

I have made the conscious choice to move forward with every step I take. I keep my future goals in mind and I am able to focus even when others try to entice me.

I plan my activities to minimize wasted time. Having a plan keeps me accountable to myself and to others. Reflecting at the end of the day helps me increase my productivity the next day. When I choose to maintain my priorities, not only do I get closer to my goals, but I also open up to achieve success beyond my imagination.

Self-Reflection Questions:

1. How will I better organize my life, today?
2. What can I do to ensure my task list is focused on my ultimate goals?
3. How can I be more accountable for how I spend my time?

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