

# Prioritize Your Life



## With Four Simple Exercises

“Twenty years from now you will be more disappointed by the things you didn’t do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sail. Explore. Dream. Discover.”

- Mark Twain

Carlton SooHoo, PhD  
Business & Personal Coach



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## Introduction

This self-guided workbook is designed to help you assess what is truly important in your life. Use it over and over again to help yourself manage the circumstances that life constantly throws at you over the years. The exercises in this workbook will help you:

- Articulate your priorities in life
- Evaluate what is currently taking room in your life and identify changes that you want to make
- Think about how to make room in your life for desired change
- Develop a simple strategy to support your making changes

The exercises are self-explanatory and can be completed in about one hour, one day, or one week, depending on how deeply you reflect. If you are a trainer, teacher, workshop leader, manager, or coach, feel free to lead people in discussions using this workbook as a basis for a learning session.

I hope that this workbook can help you bring about the changes that you have wanted, but have not yet figured out how to make room for. Please forward this workbook to anyone who could benefit from gaining clarity about his or her life priorities.

### The four exercises in this workbook are:

Exercise 1 – Identify the results you want in your life

Exercise 2 – Take inventory of your current life status

Exercise 3 – Know how much time you have

Exercise 4 – Get support for your goals

### ***About Carlton:***

Carlton SooHoo, PhD, is a business & personal life coach who specializes in growing entrepreneurs & career development. He brings to his coaching 20+ years of work experience that includes academic biochemical research, biotechnology product management, and scientific sales & marketing. The common thread of passion, however, has always been his ability to listen and affect others profoundly in the areas of career and life satisfaction. By coaching with a whole life perspective, Carlton recognizes that change in one area of life affects all other areas of life. He focuses on values clarification as the basis for achieving more success and passion in life. Carlton has a private practice whose clients come from diverse industries such as chemical engineering, banking, alternative medicine, network marketing, food products, software programming, and veterinary medicine. He is trained from Coach University, and is currently working towards master coach certification from the International Coach Federation. What Carlton wants for all his clients is to wake up full of energy and impatient for the day to begin!

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## Exercise 1 –Identify the results you want in your life

Having an idea of your goals is the first step in thinking about how to get them. From the list below, identify and rank your top four results for what you want in your life now. If what you want is not listed, write it in the space provided.

- |   |   |
|---|---|
| <input type="checkbox"/> Committed to a significant other     | <input type="checkbox"/> Developing my intuition          |
| <input type="checkbox"/> Solidifying my integrity             | <input type="checkbox"/> Having a great leisure life      |
| <input type="checkbox"/> Being spiritual                      | <input type="checkbox"/> Parenting with wisdom & love     |
| <input type="checkbox"/> Reverence for life                   | <input type="checkbox"/> Planning & designing my life     |
| <input type="checkbox"/> Being a caring sibling               | <input type="checkbox"/> Volunteering & Community service |
| <input type="checkbox"/> Having more freedom                  | <input type="checkbox"/> More adventure & excitement      |
| <input type="checkbox"/> Expressing my sensuality & sexuality | <input type="checkbox"/> Getting regular exercise         |
| <input type="checkbox"/> Being a close family                 | <input type="checkbox"/> Caring for the environment       |
| <input type="checkbox"/> Career satisfaction                  | <input type="checkbox"/> Feeling my work counts           |
| <input type="checkbox"/> Having alone time                    | <input type="checkbox"/> Using my abilities               |
| <input type="checkbox"/> Being a friend                       | <input type="checkbox"/> Simplifying my life              |
| <input type="checkbox"/> Having close friends                 | <input type="checkbox"/> Living a healthy lifestyle       |
| <input type="checkbox"/> Owning a home                        | <input type="checkbox"/> Making a difference              |
| <input type="checkbox"/> Being playful & having fun           | <input type="checkbox"/> Connecting & caring              |
| <input type="checkbox"/> Sports and recreation                | <input type="checkbox"/> Exploring & discovering more     |
| <input type="checkbox"/> Organizing & prioritizing            | <input type="checkbox"/> Leaving the world a better place |
| <input type="checkbox"/> A positive retirement                | <input type="checkbox"/> Becoming an entrepreneur         |
| <input type="checkbox"/> Enjoying my home                     | <input type="checkbox"/> Better networking                |
| <input type="checkbox"/> Getting more recognition             | <input type="checkbox"/> Reaching goals                   |
| <input type="checkbox"/> Working toward diversity             | <input type="checkbox"/> Financial independence           |
| <input type="checkbox"/> Forgiving others                     | <input type="checkbox"/> Trusting beyond myself           |
| <input type="checkbox"/> Living in the present                | <input type="checkbox"/> Recognizing opportunity          |
| <input type="checkbox"/> Using my creativity                  | <input type="checkbox"/> Achieving inner peace            |
| <input type="checkbox"/> New training & learning              | <input type="checkbox"/> Getting my needs met             |
| <input type="checkbox"/> Personal growth & development        | <input type="checkbox"/> Being a mentor                   |
| <input type="checkbox"/> Being visionary                      | <input type="checkbox"/> Being a leader                   |
| <input type="checkbox"/> Working with a team                  | <input type="checkbox"/> Creating my legacy               |
| <input type="checkbox"/> Feeling appreciated                  | <input type="checkbox"/> Living in my values              |
| <input type="checkbox"/> Managing my life transition          | <input type="checkbox"/> Improving my self-care           |
| <input type="checkbox"/> Developing more confidence           | <input type="checkbox"/> Ending procrastination           |

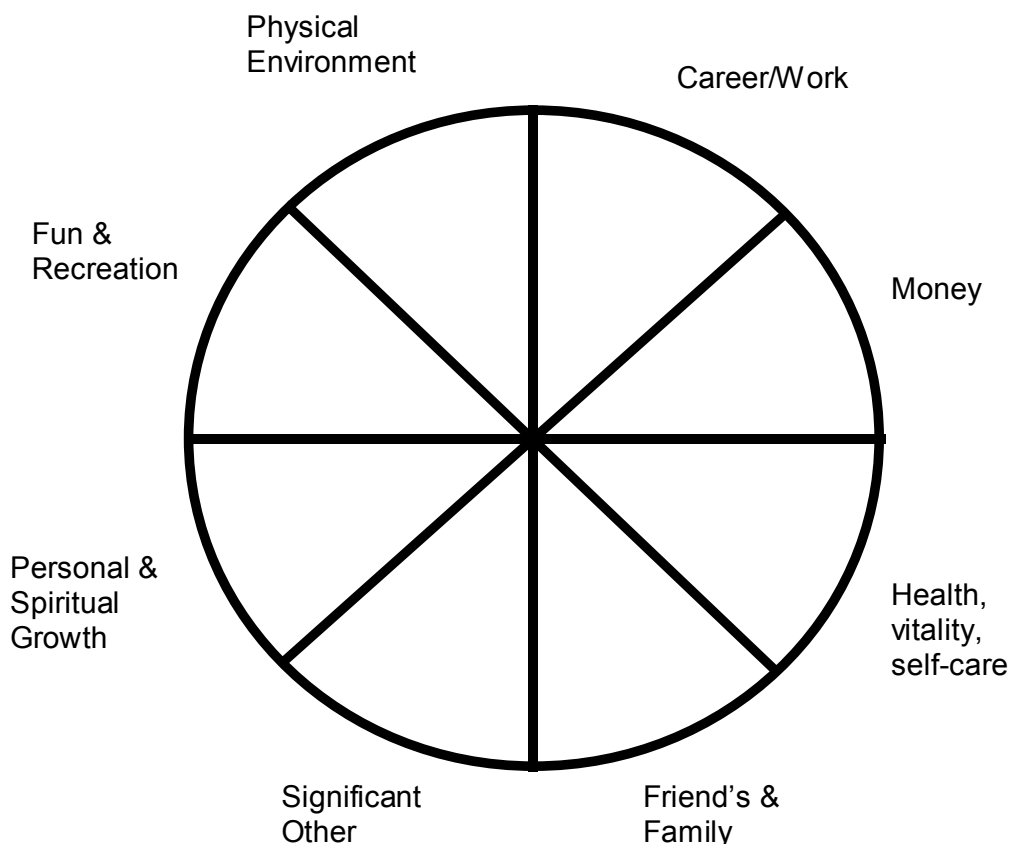
**My top four desired results in order of priority are:**

- 1.
- 2.
- 3.
- 4.

## Exercise 2 – Take inventory of your current life status

This exercise enables you to see how things are going, appreciate what is working, and prioritize where you want to make changes. Because you are a whole person, changes in one area of your life affect other areas as well. You can make better life decisions by assessing the impact of your decisions on other areas of your life beforehand. The wheel below shows the eight major areas of your life. If the center of the wheel is 0% and the outer edge is 100%, rank your level of satisfaction in each area by drawing a curved line to create a new outer edge. The new perimeter represents the wheel of your current life. Notice that each of the results in exercise 1 fit into some area of the wheel below. What changes do you want to make to increase satisfaction?

### The Wheel Of Life



“If we listened to our intellect, we’d never have a love affair. We’d never have a friendship. We’d never go into business, because we’d be cynical. Well, that’s nonsense. You’ve got to jump off cliffs all the time and build your wings on the way down.”

-Ray Bradbury

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## Exercise 2 continued – Changes for increasing satisfaction

Intention to change must be followed by action because just thinking about change won't make it happen. The eight sections of the wheel of life are shown below. Look at **your** wheel of life and write down the changes you want and three steps you will take to make the changes happen. Be sure to assign completion dates to the actions. Examples of change might be getting a new job, saving 10% of your income, cooking more healthy meals, getting together with friends, reading more, fixing up the home, etc.

<p><u>Career &amp; Work</u></p> <p>Change:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p><u>Significant Other</u></p> <p>Change:</p> <p>1.</p> <p>2.</p> <p>3.</p>
<p><u>Money</u></p> <p>Change:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p><u>Personal &amp; Spiritual Growth</u></p> <p>Change:</p> <p>1.</p> <p>2.</p> <p>3.</p>
<p><u>Health, Vitality, Self-care</u></p> <p>Change:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p><u>Fun &amp; Recreation</u></p> <p>Change:</p> <p>1.</p> <p>2.</p> <p>3.</p>
<p><u>Friend's &amp; Family</u></p> <p>Change:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p><u>Physical Environment</u></p> <p>Change:</p> <p>1.</p> <p>2.</p> <p>3.</p>

### Exercise 3 – Know how much time you have

This exercise will help you prioritize your time. Making changes in your life requires that you make the room for them. To make time for your changes, you must decide what other activities you will reduce time from. On the weekly time schedule below, make notes as to the time you spend on each of the eight areas of the Wheel of Life. Include sleep and travel time. Think about last week or any typical week.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00 AM							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 PM							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

What changes do you want to make in time re-allocation? Make some notes in the space here.

## Summary of changes

Summarize the priorities in your life on this page. Think about the results you want from exercise 1, the changes you want from exercise 2, and how much time you have from exercise 3. For each priority, write down how you will express that in your life. Assign completion dates to any action steps you want to take.

These are my life priorities and how I will express them:

1.

2.

3.

4.

5.

6.

7.

### Exercise 4 – Get support for your goals

Support, accountability, and strategy are three critical factors in making lasting changes in your life. Using the simple procedure below, identify how you will make it more likely that you will reach your goals. Pick one goal from your summary of changes and answer the questions below. Use your answers to help define your specific action steps and outline a specific strategy to accomplish it. Repeat for each of your desired changes.

1. The goal or change I want is:
2. I really want this goal because...
3. How will I benefit from reaching my goal?
4. I will tell these 5 encouraging people about my goal:
5. I will be accountable to this person by speaking with them regularly about my progress:
6. I want the following resources & circumstances in place to achieve my goal (obstacles and how I will overcome them):
7. What can I delegate or delete to save time and effort?
8. My single daily action towards achieving my goal is:
9. My support structures are (people, visualization tools, reminders, etc):
10. My reward for achieving my goal is:
11. What is next for me after reaching my goal?



## Congratulations

I acknowledge your courage in taking such a deep look at your life. I acknowledge your commitment to getting the life you want. If you have received this from someone else, please acknowledge him or her for caring about you enough to send you this self-guided workbook. Finally, consider hiring a coach to help support you in determining what you want out of life and in developing a concrete strategy to get it.

I would love to know your story and what types of changes you have made in your life as a result of this workbook. I would also greatly appreciate your feedback on these exercises so that I can make future versions of this workbook better. Please e-mail your comments, questions, and suggestions for improvement to [Carlton@coach-carlton.com](mailto:Carlton@coach-carlton.com). Or, call me at (781) 275-0923, toll free USA: (888) 304-3066.

Thank you for joining me in helping others prioritize their lives.

Cheers!

Carlton SooHoo  
November 2001

## Acknowledgements

I want to acknowledge that inspiration for some of the exercises came from friends, family, colleagues, Coach U, The Coaches Training Institute, and The Hudson Institute. To get support for your desired changes from a personal coach, please visit these coach referral sites: [www.coachfederation.org](http://www.coachfederation.org), [www.findacoach.com](http://www.findacoach.com), [www.coachvillereferral.com](http://www.coachvillereferral.com).

I also want to acknowledge Lenore Mewton and others who have most graciously spent time reviewing this workbook. Naturally, it got better afterwards!

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