

# PRACTICAL APPLICATION WORKSHEETS

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do<sup>ing</sup> it scared

# LIST YOUR PRIORITIES

**You can't prioritize your time if you aren't clear—even if just to yourself—about what's most important to you.** Is it your family? Your spouse? Serving your church or community? Getting your blood pressure under control or losing 50 pounds? Is it finishing your college degree? Getting your house in order or remodeled or ready to sell? Getting in shape or training to run a marathon? Getting a promotion or establishing your own business? Getting your budget under control, paying off your debt, or establishing an emergency fund?

List as many things as you can that are most important to you (i.e. kids, spouse, God, etc), **as well as all the ways in which you currently spend your time** (i.e. work, crafting, computer, etc.):

Next, with a red marker, circle five things that currently take up the most of your time. With a green marker, circle the things that are most important to you. **How many of your green and red circles overlap?**

**LIST THE FIVE THINGS THAT ARE MOST IMPORTANT TO YOU IN ORDER OF PRIORITY:**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

**THESE ARE YOUR PRIORITIES.** This is where you should be focusing most of your time and energy. Refer to this list often, or post it in a spot where you can see it every single day--on your phone, next to your bed, in your Bible or in your planner. The more clear you are about your priorities, the easier to make wise choices about your time.

# RESET YOUR HABITS

I read another book recently called, “The Power of Habit: Why We Do What We Do in Life and Business” that has also greatly impacted how I structure my day. One of the many interesting points the book made is **that our brains are wired to form habits**. These habits can become good or bad, but once something has become a true habit, a different part of our brain takes over and we begin to perform that particular habit on autopilot. This means we no longer have to use mental energy to perform the task, which leaves our brain free to focus on getting other things done.

I used to get frustrated with myself because it seemed like I would start out my day so well, **but at the end I would just fizzle**, with no energy left to put towards any sort of productive endeavor. After reading this book, I realized that because my willpower in a given day is limited, the more good habits I create for myself, the more willpower and energy I will have leftover to use towards other things.

**I decided to make a list of the things I wanted to do automatically every morning.** My list included drinking a glass of water, planning my day over a cup of coffee, having personal devotion & prayer time, then writing for at least 90 minutes. **After several weeks of doing this every day, I finally stopped thinking about it.** I would find myself in the kitchen drinking my water before I was even fully awake. It takes almost no effort to get my day started off right, and at the end of my writing session, when I take a morning break, I still feel refreshed and **ready to conquer** the rest of my day.

## LIST THE 5 MORNING HABITS YOU WOULD LIKE TO DEVELOP:

1

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2

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3

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4

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5

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## LIST THE 5 EVENING HABITS YOU WOULD LIKE TO DEVELOP:

1

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2

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3

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4

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5

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# TRACK YOUR PROGRESS

Regular self-evaluation is the **key** to long-term success. **Use this page to evaluate your progress once a week.** How has your life changed? Have you been more productive? Where have you seen success? What has been most difficult? What goals have you reached?

## WEEK ONE:

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## WEEK TWO:

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## WEEK THREE:

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## WEEK FOUR:

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## WEEK FIVE:

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## REFLECTION: