

Goals Clarification & Prioritization Worksheet

What's Truly Important?

Purpose: This exercise helps you clarify what matters most so you can make better daily decisions about where to invest your time and energy.

Professional Goals

List the **three** professional goals that matter most to you right now. Write them as clearly and concisely as possible, then assign an **overall priority rank (1–6)** to each.

1. Professional Goal:

Overall Priority (1–6): _____

2. Professional Goal:

Overall Priority (1–6): _____

3. Professional Goal:

Overall Priority (1–6): _____

Personal Goals

List the **three** personal goals that matter most to you right now. Assign an **overall priority rank (1–6)** to each.

1. Personal Goal:

Overall Priority (1–6): _____

2. Personal Goal:

Overall Priority (1–6): _____

3. Personal Goal:

Overall Priority (1–6): _____

