

# Managing Your Time and Commitments

## Alignment Exercise

**Step 1.** In the first column below (*Priority*), rate how important each of these dimensions is in your life on a scale of 1 to 10, with 1 being low and 10 high. It's not a forced ranking so multiple dimensions can have the same rating.

	Priority	Actual	Difference
Children			
Creativity/ Self-Expression			
Enjoyment / Happiness			
Faith			
Family			
Financial Success			
Fitness			
Friends			
Learning / Growth			
Service to others/ Contribution			
Spouse/Partner			
Work/Career			

**Step 2.** In the second column (*Actual*), estimate how much energy you actually invest in each dimension, using the same scale.

**Step 3.** Subtract the numbers in *Actual* from those in *Priority* and write the difference in the third column (*Difference*).

**Step 4.** What observations do you have about the results? Summarize below.