GOAL PRIORITIZATION FRAMEWORK

Life is complicated and there are tons of things to achieve. There's so much on your list of to-do. You might get overwhelmed by it. You want to achieve your goals, but which goals to prioritize? How much energy and time to invest in each goal? Which goal is worth the most?

Well, this worksheet will help you figure this out. This worksheet is designed to prioritize your goals in a systematic manner.

List down your goals and rate them in terms of importance (how important do you think the achievement of the goal is), urgency (Is there a deadline? How fast does it need to be achieved?), and feasibility (practically, and realistically, how likely it is that it can be achieved.) Rate these on a scale from 1 to 10.

Goals	Importance (1 – 10)	Urgency (1 – 10)	Feasibility (1 – 10)

Goal Priority Score

For each goal, calculate the priority score using the formula:

$$Priority\ Score = Importance + Urgency + Feasibility$$

In other words, go after the goals that are the most important, most urgent, and most feasible first, and then follow the rest.

Once you have calculated the priority score for each goal, re-rank them in the following table.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.