

MODULE 5A

LIFE SKILLS SUPPORT GROUP

THE BALANCING ACT

SETTING PRIORITIES

GOAL: This module will focus upon the daily tasks and activities that need to be completed in order to achieve life goals. Participants will develop an activity list of goals and objectives to be done on a daily basis. They will learn to plan each day in advance.

OBJECTIVES: Participants will be able to:

- create a simple set of priorities each day
- develop three goals each day
- set priorities about what they want to complete
- focus upon keeping the “big picture in mind”

MATERIALS: Handouts: Setting Priorities, My Daily Schedule, Thing That Must Be Done

SETTING PRIORITIES

Gone are the days when we could take out time and make a few important decisions and feel confident that things are being taken care of. In today's world, we not only drive faster, eat our food by drive-by, and obtain vast amounts of information via the internet; we have many more options to consider. Our minds can quickly become overloaded with things to do, places to go, and issues to be addressed.

The stress level of today's society can be overwhelming. Worse yet, is to forget something very important like paying taxes, or paying a traffic ticket before it goes into a warrant, or getting that water bill in before the water is shut off. There are doctor visits and school appointments for our children, and countless other obligations that sweep quickly by. We are amazed that things get done at all! What's more curious is that we get to do many of these things over and over again; bills are to be paid every month and shopping has to be done on a regular basis etc.

In this morass of confusion, one might ask, "How Do I Balance All of This Stuff?" One way to get started is to organize, organize, and organize! The best way to organize is to set priorities. While there may be three big things competing for your attention, there is usually one of the three that has an early deadline. That's the one that gets the attention first. It is as simple as that. As you sit down and list the obligations that you have, we make priorities based upon (1) importance, (2) consequences, (3) resources and (4) self and family needs.

What is important to each person may differ because of our uniqueness, but we can all agree that monthly responsibilities such as bills, grocery shopping and making important appointments are a must. Indeed, if these things go unmet we suffer consequences, some of which are very devastating, such as a loss of housing and care of our children. Resources can determine our ability to meet many of our obligations. For example, if we don't pay our car registration when due, we very well may pay more when we are ticketed. If the citation is not taken care of in a timely manner, it goes into a warrant and oh my! How the trouble has escalated! We need to take the time to think about what is important to us, list the duties that we have, and prioritize.

MY DAILY SCHEDULE

Write in your daily schedule

6AM

8AM

10AM

12AM

2PM

3PM

4PM

6PM

8PM

10PM

THINGS THAT MUST BE DONE

(A): From **My Daily Schedule** check off the most important things that must be done.

(B): **List 3 things that are a priority.** There may be special bills to be paid, there may be important doctor's appointments, school visits, employment interviews, upcoming exams, help for a relative etc.

1.

2.

3.

(C): List 3 things that you could put off for another day if necessary.

1.

2.

3.