



Defining your personal Mission and associated High Payoff Activities

Thanks for attending the “Making Time Work for You” workshop. This worksheet is designed to support you in clarifying your life’s current mission and what you are willing to commit to in order to make progress towards it, your High Payoff Activities. It will take you about 60-90 minutes to complete this exercise. It is your life and how you experience it that is up for discussion. So go ahead and find a cozy and quiet place, during a time when you will be able to fully focus, and have fun with it!

1) Let's start by defining what is important to you.

A great way to connect with what matters the most to you is by reflecting on what you want to take away from this precious and finite time you have on earth.

Imagine it is the end of your life and your loved ones are working on your eulogy. What would you want written about you? What would you want to be remembered for?

What legacy would you like to leave behind? Take 5-10 minutes to reflect on and write your eulogy.



2) Given what you wrote in your eulogy:

a) Where are you spending too much time? What activities might be keeping you from leaving the legacy you desire?

b) Where are you not spending enough time in order to leave the legacy you desire? Which areas of your life or activities would you like to focus more time and energy on?

3) Now that you know what matters the most and the kind of life you want to live, chose between 1 and 3 key areas of your life that you will commit to prioritize (i.e Family, Friends, Career, Personal Development, Health and Well-being, Spirituality, Service, Hobbies etc.) in order to achieve the results you desire.

Priority area #1

Priority area #2

Priority area #3



- 4) For each of the priority areas you chose above, what is your overall goal? What are the non-negotiable High Payoff Activities you are willing to commit to? (Remember: commitments are process oriented, things you can actually do and control. It's not about committing to having normal blood test results, since we can't ultimately control that. It's about committing to following a diet, exercising, etc.)

Example:

Priority area: **Family**

Overall goal:

Be the best mom and wife possible, have fun and be present with my family

High Payoff Activities that I am committing to:

1. **At least 15 min of undivided attention to each of my kids once a week**
2. **To be added after 1 becomes a habit**
3. **To be added after 2 becomes a habit**

High Payoff Activities tips: Research shows that the most effective way to create new habits is by starting small and making actions as specific as possible. So start with no more than 3 activities that feel manageable, maybe one for each priority area. As those become habits, you can add more activities or increase their frequency or duration. Be as specific as possible: when and where will you do it, for how long, what resources/materials will you need, etc. You can find more tips on how to create habits that stick in James Clear's [habit guide](#).



Now it's your turn:

(tip: start with one High Payoff Activity per area, and add more as they become habits)

Priority area #1: _____

Overall goal: _____

High payoff activities that I am committing to:

1. _____
2. _____
3. _____

Priority area #2: _____

Overall goal: _____

High payoff activities that I am committing to:

1. _____
2. _____
3. _____

Priority area #3: _____

Overall goal: _____

High payoff activities that I am committing to:

1. _____
2. _____
3. _____



- 5) What could get in the way of you performing your high payoff activities? What can you do to mitigate that risk (ex: create accountability by telling people about your commitments, make tasks as easy as possible, hire a professional to help you, remove distractions etc)

- 6) Open your calendar and add your high payoff activities for the next 30 to 60 days. Consider those non-negotiables such as brushing your teeth or putting food on the table.

Those are the activities you want to say YES to, which means you will say NO to lower priority ones. As you start making those changes and showing up for your commitments and ultimately for yourself, watch as your life unfolds.

If this feels challenging, please don't be discouraged. Remember that we are all humans, doing the best we can. And sometimes we get derailed. The secret is to get back on track.

"Success is not final, failure is not fatal: It is the courage to continue that counts."

Winston Churchill

I look forward to hearing how this powerful tool works for you! Please reach out at barbara@bnowconsulting.com to share your experience or ask any questions.

Warmly,
Barbara