

Vision Boarding + Goal
Prioritization

TIME FOR CHANGE
COACHING 

TIME FOR CHANGE **TOOLKIT: PERSONAL**

INTRODUCTION

When everything is important, nothing is.

Prioritization comes from intentional planning, reflection, and value-setting. Your to-do list will always demand more time than you have to give. If you're armed with prioritization tools, allocating that time will be easier. Your productivity will shift from chaotic firefighting to intentional, energizing work.

The ADD Method is a simple three-step process to help you accomplish your goals. The steps are: Assess, Design, Do.

First, assess what the situation is and what the goal may be. Next, design how to get from A to B. Lastly, create a plan and execute!

For the purposes of a personal analysis of prioritization, before you begin crafting a vision board and defining goals, we will take the following steps:

- **Assess** what your best engineered life would entail. Close your eyes. Set a timer for ten minutes and begin imagining using the visualization exercise prompts.
- **Design** a path to calm in the chaos using the Goal Sheet. Identify the **ONE THING** that would drive you to your best self on your visualization exercise. Fill in the "Now" side of the Goal Sheet with your current status. Then write what your future goals state is, as if it has already happened. These go in the "Achieved" column of the Goal Sheet.
- **Do** make a SMART goal based on this. Consider resources you have and skills or habits needed to help you progress from A to B. Use the three boxes to organize categories or logical next steps.



VISUALIZATION EXERCISE

Today's Date: _____ + 5 years = _____ Visualization Period

ATTITUDE	Looking Environment Doing Being (Roles) Duties Characteristics Living	Health Diet Fitness Lifestyle Finances Spiritual	WELLNESS
GROWTH	Routines Purpose Successfully Feeling Thinking Acting Attitude Personal Growth Faith Dreams	Sleep Rest Self Care Fun Energized Activities Vacation	LEISURE
<u>Relationships</u> (self, partner, children, parents, friends, neighbors, enemies)			
<u>Commitments</u> ((employer, volunteer organizations, church, etc.)			
<u>Accomplished</u>			
<u>Legacy</u>			

PRIORITIZE: When everything is important, nothing is.

Word/Phrase: _____



GOAL SHEET

Goal: _____ Date: _____

Specific	
Measurable	
Attainable	
Relevant	
Timely	

A Assess	+	D Design	=	D Do
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Now	Steps	Achieved
Facts		Facts
Habits		Habits
Fears		Feelings

1	2	3