

LIFE GOALS AND PRIORITIES

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Main objectives:

- Reflecting on our satisfaction in different areas of life
- Learning to identify life goals and priorities

During the workshops participants will (specific objectives):

- Reflect on their satisfaction in 8 different areas of life.
- Create a vision and set the goal in one chosen area of life.
- Identify doable steps which can bring them from today's situation to created vision.
- Get to know the Eisenhower matrix and other time management and priority setting methods.

Time:

2h

Place:

indoor

Materials:

Stationary: paper (if possible recycled), pens, crayons, markers, flipchart

Equipment: computer and projector if you want to use presentation or diagrams

To print:

Appendix 1 – one for each participant (participants can also draw The Wheels of Life themselves if access to the printer is a problem)



Course:

1. Introduction

Welcome participants and tell them that during today's workshops we will have a look at our life situation and discuss life priorities and goals. There will be quite a lot of individual work. Ensure participants that they won't have to share results if they don't want to, so they can be honest to themselves in their answers.

2. The Wheel of Life

Give the participants the printed blank templates of The Wheels of Life (Appendix 1) or ask them to draw one. Explain that we use The Wheel of Life to test how satisfied a person is with different areas of their life. The Wheels of Life are empty at the moment. The first step is to complete eight categories. Suggest the following categories to participants, but allow them to modify if they wish so. Perhaps one of the categories will not fit their current situation, and on the other hand, they will find that some other key area is missing.

Examples of categories:

- Work and career
- Relationships (partner/friends)
- Family
- Personal development
- Health
- Spirituality and philosophy of life
- Finances
- Fun, rest and recreation



Once the participants have entered their categories, ask them to rate their satisfaction on a scale of 1 to 10 on each of them and fill in the appropriate number of boxes. One starts in the center of the circle, ten are outside. If a person is satisfied with e.g. 6 in the finance category, they should fill in all fields between 1 and 6 in that category using pens, crayons or markers. It is worth emphasizing that we mean subjective satisfaction, not objective data, e.g. I can earn little compared to the national average, but recognize that it is enough for me.

In conclusion, ask if it was difficult for people to complete The Wheel of Life? What surprised them? What did they discover? What should the Wheel of a person who cares about their well-being look like? The circle should be evenly filled, it is less important whether the satisfaction will be at the level of 6 or 10, because each of us assesses it differently, it is more important that we have a similar result in all categories. A wheel with 2 in one category and 10 in the other will travel slower, stumbling over any obstacle, than a wheel with e.g. 5 in all categories.

As the next step, ask participants to choose one category they would like to work on. Invite them to reflect: if their situation would change and satisfaction grows 2-3 steps on the scale, how would they recognize it? Ask them to describe a situation which will satisfy them in this particular area (for example: I earn 20% more than I earn today and I'm not afraid to make ends meet at the end of the month). Encourage participants to describe their vision and goals in this particular area using present tense. The more details the better. To summarize this step, divide participants into small groups of 2-3 people and invite them to share their vision (as much as they feel like). The more defined the vision, the bigger the chance for us to achieve it.

Then, ask participants to define steps they could take to close the gap between today's situation and the envisioned one. Encourage them to think about small, achievable steps they feel they could really introduce in their life.



If you have enough time, after filling the task ask participants to come back to small groups and share their steps with others. They can also support each other in case of doubts or difficulties in defining doable steps.

At the end, ask participants to define and write down one small thing they could implement during the next 24 hours to be closer to their vision and read it out loud, sharing with other participants.

This could be the end of the workshop, but if you want to explore the topic of goals and priorities more, you can use The Wheel of Life for the next exercise.

3. The Eisenhower matrix

Let's focus back on all categories of The Wheel of Life. Ask participants to list the tasks they have to complete in each of the categories. These can be both large tasks, e.g. completing a project, organizing a conference, writing a report, as well as small, everyday matters, e.g. shopping, visiting grandma, calling a friend, paying bills. Ask participants to also write down tasks they have been postponing for a long time and which they would like to do one day, e.g. start a French course, read a book, go on a trip. Ask participants to write down at least 2-3 tasks in each category.

Then introduce them to the concept of the Eisenhower matrix, according to which all tasks can be divided into important and urgent. Urgent refers to the time in which we need to do the thing, important to its value. Therefore, we can divide all tasks into important and urgent, important and non-urgent, unimportant and urgent, unimportant and non-urgent.

After sharing the theory, ask participants to break down the activities listed earlier into the four categories mentioned above. Summarizing, talk about whether it was difficult and why, in which category were the most tasks and what time management strategies should be adopted in order to balance this result, especially if, for example, most of our things to do were included in the important and urgent category.



Discuss together:

- Why setting priorities and identifying what's important, not only what's urgent, is crucial in life?
- How is it connected with our life satisfaction, with preventing others to use us, violent or ignore our needs?
- Which category of tasks is essential for our well-being and life satisfaction in the long run?
- How can we ensure we give enough time and energy to things which are important to us and not only to those which are important to others?

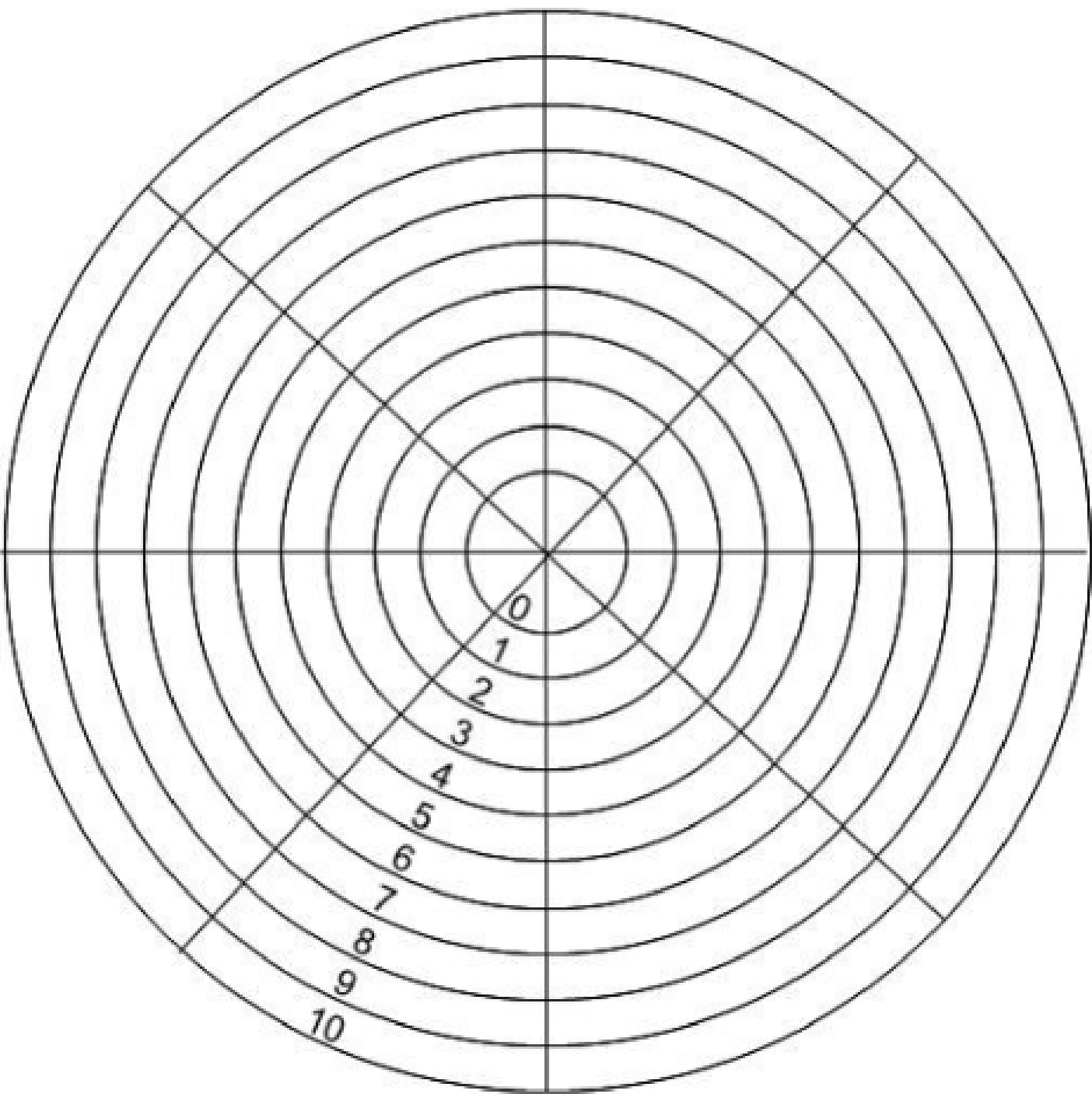
If you want to dig deeper into the topic of time management, you can get inspired by methods and strategies mentioned in this presentation:

https://docs.google.com/presentation/d/18TzAeMD_WWkUXbPH9UvH_fpiWfkzs_lSbu5sXeEBjg38/edit



Appendixes

Appendix 1 - The Wheel of Life





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