

# MY PLAN FOR A BALANCE: Planning Sheet

**1 Vision:**

**2 Assessment:** Work, Finances, Space (home/office), Fun, Family, Friends, Health, Spiritual/Personal Growth, Other

<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
List Projects	Breakdown	Deadline	Priority	Group	Estimate Time	On Calendar
Vacation to MD Dec. 20	Reservations – hotel/car	12-1-04	1	CALLS	30m	y
"	Pack & stop mail, prep house	12-19-04	2	½ DAY	4 hr	y
"	Gifts for trip	12-18-04	3	STORE	5hr	y
"	Kennel for Pooch	12-13-04	1	CALLS	30m	y
"	Last min. errands (drop off pooch, give neighbor key)	12-19-04	2	ERRAND	1 hr	y
Finish Planning my Ten Steps	Put it on my calendar	11-18-04	1	DESK	1hr	y
	e-mail Christy	11-18-04	1	DESK	5m	y

PRIORITY: 1 – Urgent; 2 – Must do; 3 – Important to do; 4 – Would be nice, if I have time; 5 – Ok if it doesn't happen  
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