



Clarity and Prioritization Worksheet

In our busy workplaces, it often feels like there aren't enough hours in the day. However – what if the challenge was not enough *focus* in our day? We have created this Clarity and Prioritization Worksheet to help you determine your key areas of focus, reflect on the strengths you can leverage to achieve your goals and better manage your challenges, and consider the practical steps you can take to make tangible progress today and in the future. Through regular practice, you will learn to keep yourself accountable to your top priorities.

Exercise 1 of 3: Determining Key Areas of Focus

Identify no more than three areas that you want to focus on this month (use a ✓ checkmark)

	Time Management Techniques		Productivity and Effective Habits
	Handling Conflict with Customers		Emotional Intelligence
	Creative Problem Solving		Coaching Others
	Meeting Management		Goal Setting and Planning
	Communication Skills		Effective Delegation
	Public Speaking		Customer Service
	Performance Management		Other?

Since 2006, X5 Management has been a trusted partner for companies who need to overcome struggles in leadership development, organizational communication, teamwork, and customer services. We Align Leaders and Teams to Achieve with thoughtfully tailored Training, Coaching, and Consulting solutions.

[Contact us](#) today to schedule a complimentary discovery call and learn about how we can support you!

Exercise 2 of 3: Reflection and Self-Assessment

- 1) **What are my Top 3 Strengths** – and how can these be leveraged to achieve my Key Areas of Focus?
- 2) **Current State:** What state of mind am I bringing to my work right now? What distractions do I need to be aware of?
- 3) **Momentum:** What can I identify as “wins” towards achieving my Key Areas of Focus?
- 4) **Challenges:** What are my main Challenges to Achieving my Key Areas of Focus?
- 5) **Insights and Learning:** What key areas of insight and learning will help me Achieve my Key Areas of Focus?
- 6) **Accountability:** How will I hold myself accountable for my Key Areas of Focus?

Exercise 3 of 3: “The One Thing” Reflection

Inspired by the book [“The One Thing”](#) by Gary Keller and Jay Papasan

1. **Short-term Goals:** What is one thing I can do to work towards my Key Areas of Focus today or this week?
2. **Long-term Goals:** What is one thing I can do to work towards my Key Areas of Focus over the next 6-12 months?

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