



**Professional Compass
Time Priority Worksheet**

Enter each row below in sequence and then move left to right. If the item naming the row (below) is MORE important than the item naming the column (across the page), mark the column with a "X". If less important, leave a blank. Total the "X's" for the row. When done, move down to next row and repeat.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total X's This Row	Rank Order of This Row (by number of X's)
1	X																					
2		X																				
3			X																			
4				X																		
5					X																	
6						X																
7							X															
8								X														
9									X													
10										X												
11											X											
12												X										
13													X									
14														X								
15															X							
16																X						
17																	X					
18																		X				
19																			X			
20																				X		

Enter each row below in sequence and then move left to right. If the item naming the row (below) is MORE important than the item naming the column (across the page), mark the column with a "X". If less important, leave a blank. When you reach the far right side, move down to next row and repeat.

Suggestions for Possible Time Priorities in No Particular Order

Work	Spouse	"Playing Hooky"	Hobby	Volunteer	Activities	Children	Religious/Spiritual Life	Friends	Fitness/Wellness	Parents	Personal Finances	Professional Development	Cleaning	Clubs
Entertainment	Business Development	Education	Home Repair and Improvement	School Support	Activities	Political Activity	Job Search	Firm Activities	Professional Association	Shopping	Cooking	Errands		

The Professional Compass™ Time Budget Worksheet

	Hours
Number of Hours in a Week	168
Less: Hours Allocated To Sleep/Rest	<input type="text"/>
<i>Hours Remaining</i>	
Less: Hours Allocated to Work Time	<input type="text"/>
<i>Hours Remaining</i>	
Less: Hours Allocated to Personal Priority 1: _____	<input type="text"/>
<i>Hours Remaining</i>	
Less: Hours Allocated to Personal Priority 2: _____	<input type="text"/>
<i>Hours Remaining</i>	
Less: Hours Allocated to Personal Priority 3: _____	<input type="text"/>
<i>Hours Remaining</i>	
Less: Hours Allocated to Personal Priority 4: _____	<input type="text"/>
<i>Hours Remaining</i>	
Less: Hours Allocated to Personal Priority 5: _____	<input type="text"/>
<i>Hours Remaining</i>	
Less: Hours Allocated to Personal Priority 6: _____	<input type="text"/>
<i>Hours Remaining</i>	
Less: Hours Allocated to Personal Priority 7: _____	<input type="text"/>
<i>Hours Remaining</i>	
Less: Hours Allocated to Personal Priority 8: _____	<input type="text"/>
<i>Hours Remaining</i>	
Less: Hours Allocated to Personal Priority 9: _____	<input type="text"/>
<i>Hours Remaining</i>	
Less: Hours Allocated to Personal Priority 10: _____	<input type="text"/>
Balance of Unallocated Time	<input type="text"/>

Weekly Time Budget				
	Budget	Actual	Actual	Actual
Sleep/Rest				
Work				
Personal Priority 1: _____				
Personal Priority 2: _____				
Personal Priority 3: _____				
Personal Priority 4: _____				
Personal Priority 5: _____				
Personal Priority 6: _____				
Personal Priority 7: _____				
Personal Priority 8: _____				
Personal Priority 9: _____				
Personal Priority 10: _____				
Unallocated: _____				
Total:				

Professional Compass Master Schedule

		<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
6	:00 a.m.							
	:30 a.m.							
7	:00 a.m.							
	:30 a.m.							
8	:00 a.m.							
	:30 a.m.							
9	:00 a.m.							
	:30 a.m.							
10	:00 a.m.							
	:30 a.m.							
11	:00 a.m.							
	:30 a.m.							
12	:00 p.m.							
	:30 p.m.							
1	:00 p.m.							
	:30 p.m.							
2	:00 p.m.							
	:30 p.m.							
3	:00 p.m.							
	:30 p.m.							
4	:00 p.m.							
	:30 p.m.							
5	:00 p.m.							
	:30 p.m.							
6	:00 p.m.							
	:30 p.m.							
7	:00 p.m.							
	:30 p.m.							
8	:00 p.m.							
	:30 p.m.							
9	:00 p.m.							
	:30 p.m.							
10	:00 p.m.							
	:30 p.m.							
11	:00 p.m.							
	:30 p.m.							
12	:00 a.m.							
	:00 a.m.							
1	:00 a.m.							
	:00 a.m.							
2	:00 a.m.							
	:00 a.m.							
3	:00 a.m.							
	:00 a.m.							
4	:00 a.m.							
	:00 a.m.							
5	:00 a.m.							
	:00 a.m.							