

The 5/25 Rule for Prioritizing Goals



“THE 5/25 RULE” HOW TO PRIORITIZE YOUR GOALS

David and Joanna Hairabedian

FOCUS AND GOALS

This time-tested principle will help you set and prioritize your goals in a simple and effective way.

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Five/Twenty-Five Rule

This is a quick and simple guide to help you quickly identify and prioritize your goals. Follow the four steps below and complete the worksheet on page three.

STEP 1

On page two, list top twenty-five things you want to accomplish.

STEP 2

Next, rank/number the Goals in order of importance. Number 1 is the most important

STEP 3

Now **circle** the top 5 things and **draw a line** through everything else.

STEP 4

Once the top five goals are completed, reassess and repeat the process.

List Your Top 25 Goals

Rank in Order of Importance

1. List the top 25 things you want to accomplish.
2. Rank these in Order of Importance. Circle the top Five.
3. Draw a line through the other Twenty, these are distractions.