



*I Am  
Prepared*

**PRACTICALITY WORKSHEET**

# Practicality Worksheet

## Prioritizing What Matters: Making Practical Choices

---

**Introduction:** Practicality is all about making decisions that make sense for your life right now. But to be practical, you also need to know what's most important—your priorities. This worksheet will help you figure out what really matters, make smart choices, and use your time and resources in the best way possible.

---

### Part 1: Getting Clear on Priorities and Practicality

#### 1. What Does Practicality Mean to You?

- When you think about being practical, what does that mean in your life? How do you think it could help you focus on what's most important?

*Suggestion: Practicality could mean “doing what makes sense right now” or “focusing on what’s needed, not just what’s wanted.”*

*Your Thoughts:*

#### 2. Why Priorities Matter:

- Think about a time when you had a lot on your plate. How did you decide what to do first? Did focusing on what was most important help you get through it?

*Suggestion: An example might be choosing to pay rent before buying something new, or spending time with family instead of working extra hours.*

*Your Experience:*

#### 3. Where Can You Be More Practical?

- Look at your life right now. What are the areas where you could be more practical by focusing on your top priorities?

*Suggestion: This could be about money, time, health, or relationships. Think about where your efforts would really pay off.*

*Your List: 1. 2. 3.*

---

### Part 2: Prioritizing Your Goals

#### 1. What's Going On Right Now?

- Pick one area from your list where you want to be more practical. What's happening in that part of your life? What needs your attention first?

*Example: If your finances are tight, you might need to focus on budgeting and cutting unnecessary expenses.*

*Your Situation:*

## 2. Set a Realistic Goal:

- Now, set a goal that's realistic and important to you. Make sure it lines up with what really matters in your life right now.

*Example: If you're focusing on your health, a realistic goal could be to start walking for 20 minutes a day.*

*Your Goal:*

## 3. What Do You Have to Work With?

- What resources (time, money, energy, support) do you have right now? How can you use them to focus on your priority?

*Suggestion: Even if resources are limited, there's always something you can use—a friend's advice, a few minutes a day, or a skill you've got.*

*Your Resources:*

---

## Part 3: Connecting Priorities to Practical Actions

### 1. Break Down Your Goal into Steps:

- Take your goal and break it down into small, practical steps. What's the first thing you can do to move forward?

*Example: If your goal is to start walking daily, your first step could be setting a specific time each day to go for a walk.*

*Your Steps:* 1. 2. 3. 4.

### 2. Which Step Comes First?

- Out of the steps you listed, which one should you tackle first? Why does this step make the most sense right now?

*Example: You might start by clearing your schedule for 20 minutes each day, so you have the time set aside for your walk.*

*Your Priority Step:*

### 3. How Will You Keep It Practical?

- How will you make sure you stay focused on what matters most? What signs will you look for to know if your plan is practical and working?

*Suggestion: Maybe you'll check in with yourself at the end of each day or week, asking, "Did I stick to my priority?"*

*Your Plan:*

---

## Part 4: Daily Practical Choices and Priorities

- **Make Practical Choices Every Day:**

- Each day, try to make at least one practical choice that lines up with your top priority. Write down what you did and how it helped you stay on track.

*Example: If your priority is saving money, a practical choice might be cooking at home instead of eating out.*

Date	What You Did	How It Helped
------	--------------	---------------

**A chart like this may help you to keep your thoughts organized.**

- **A Daily Reminder to Stay Focused:**

- Write a simple reminder to yourself that ties together practicality and your top priority. Repeat it daily to stay focused.

*Suggestion: Something like, “Focus on what matters,” or “Keep it simple and smart.”*

*Your Reminder:*

---

## Part 5: Reflect and Adjust

### 1. How Did You Do This Week?

- At the end of the week, look back. Did your choices help you stay focused on your priority? Were your actions practical? What worked, and what didn’t?

*Suggestion: Be honest with yourself—if something didn’t work, think about why and what you can do differently next time.*

*Your Reflection:*

### 2. What Needs to Change?

- Based on what you’ve learned, what changes will you make to stay practical and focused on your priorities?

*Example: If you struggled to find time for your priority, maybe you need to rearrange your schedule or ask for help.*

*Your Adjustments:*

### 3. A Note to Keep You Going:

- Write a note to yourself for next week, reminding yourself to stay practical and focused on what’s most important.

*Suggestion: Encourage yourself to keep going, even if things get tough. “Keep moving forward,” or “Stay focused on what matters.”*

*Your Note:*

---

**Conclusion:** Being practical isn’t just about making smart choices—it’s about making sure those choices line up with your top priorities. By focusing on what really matters, you can use your time and

resources wisely, and make steady progress toward your goals. Use this worksheet to help you stay on track, and keep checking in with yourself to make sure you're headed in the right direction.

**I AM PREPARED © 2024**