ACTIVITY OVERLOAD

LIFE SKILL
making decisions

Why learn to prioritize?
Sometimes we can become overwhelmed by all the things we have to do. Making and prioritizing a list can help a person accomplish most of the important things and feel good about those accomplishments.

What do we need?
paper and pencil

How long will it take?
5 minutes each day

What do we do?
• Each member of the family should make a list of the things he has to do or wants to do that day. Do this at the beginning of the day or at the end of the previous day. Younger children may need help thinking of things and writing them down.
• Divide the items into three groups by marking each item with one of the following codes. Younger children may need help deciding how important things are. They may simply enjoy doing an activity and checking it off.
  Codes:
  A = must do today
  B = would like to do today
  C = do if there’s time, not important today

  Next, prioritize. Which of the A’s should be done first?
  Work at completing your goals, checking off each one as it is completed.
  At the end of each day or the beginning of the next, transfer the jobs you didn’t complete that day to the next day’s list. You may decide you don’t have to do some things; cross them off instead of adding them to the next day’s list.
  Then add any new tasks to your list and start all over again.

What happened?

- How do you feel when you have a lot to do all at once?
- How did you feel as you crossed each item off your list?

What did you learn?

- What steps can you take to gain control when “activity overload” seems to be getting the upper hand?

Why was this activity important?

- What qualities did you find yourself developing as you did this activity?

What’s next?

- What other things could you do to organize your time?
- How can you use listing and prioritizing in other parts of your life?