	my rational fears	my unfounded fears / areas I avoid	my assumptions	my beliefs / convictions	my limitations	my weaknesses / area with lack of experience	my strengths / area of experience	my values	my desires / goals	activities I enjoy doing	tasks I have to do
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

my needs / desires	what I already have / what I am grateful for	what I can work towards / my goals / habits to start	what I should stop doing / habits to stop
breathe air			
whole skin (no wounds, bleeding)			
water (no thirst)			
food (no hunger)			
dry shelter			
warm clothes			
sleep, rest			
health (no illness)			
personal freedom			
parents, siblings			
source of income			
basic comfort			
clear conscience (no guilt)			
calm mind (no stress)			
personal growth			
confidence in my abilities			
self-esteem			
acknowledge my existence (no indifference)			
friendship (sense of connection)			
best friend (care about me)			
intimate partner (belonging, love, intimacy)			
gratitude (for my help)			
acknowledge my accomplishments			
learning, improve knowledge			
improve skills			
accomplish a goal, project			
help others			

category	subcategory	task / activity	day of the week	time of day	satisfied with my progress so far (0-10)	importance (0-10)	urgency (0-10)	priority = importance * urgency	- always repeat - finish ASAP - a big project	date of the last time I worked on this	number of times I worked on this
health (healthy body)											
	food and drink (nourishment)										
		task / activity 1									
		task / activity 2									
		task / activity 3									
	physical activity (exercise, workout, sports)										
		task / activity 4									
		task / activity 5									
		task / activity 6									
	personal hygiene (cleanliness)										
		task / activity 7									
		task / activity 8									
		task / activity 9									
well-being (healthy mind)											
	peace of mind (calm, stress-free, quality sleep)										
		task / activity 10									
		task / activity 11									
		task / activity 12									
	good relationships (family, friends, intimate relationship, coworkers)										
		task / activity 13									
		task / activity 14									
		task / activity 15									
	relaxation - passive pastime (rewards for accomplishments)										
		task / activity 16									
		task / activity 17									
		task / activity 18									
accomplishments (work)											
	hobby - active pastime (personal project, classes & workshops, learning)										
		task / activity 19									
		task / activity 20									
		task / activity 21									
	job (career)										
		task / activity 22									
		task / activity 23									
		task / activity 24									
	chores (cleaning, shopping, laundry, dishes)										
		task / activity 25									
		task / activity 26									
		task / activity 27									