MY PLAN FOR A BALANCE: Planning Sheet Continued

Assessment: *Work, Finances, Space (home/office), Fun, Family, Friends, Health, Spiritual/Personal Growth, Other*

List Projects	Breakdown	Deadline	Priority	Group	Estimate Time	On Calendar
Vacation to MD Dec. 20	*Reservations – hotel/car*	*12-1-04*	*1*	*CALLS*	*30m*	*y*

PRIORITY: 1 – Urgent; 2 – Must do; 3 – Important to do; 4 – Would be nice, if I have time; 5 – Ok if it doesn't happen

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