

Priority Reset Worksheet

A Guide to Prioritizing Tasks and Reducing Overwhelm



When everything feels important, it can lead to:

- **Mental overload**
- **Exhaustion**
- **Feeling stuck or behind**

Resetting your priorities helps you focus on what truly matters.

Brain Dump

Write down **EVERYTHING** on your mind (tasks, worries, responsibilities):

Overwhelm Check

Right now, I feel:

- Completely overwhelmed
- Very stressed
- Slightly overwhelmed
- Managing okay

What's contributing most to this feeling?

Sort Your Priorities

Label each task:

- **U = Urgent** (needs attention soon)
- **I = Important** (matters long-term)
- **L = Low priority** (can wait or be removed)

Rewrite or label your tasks:

Priority Matrix

Fill in your tasks:

<p>! Urgent & Important (Do First)</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>✓ Important but Not Urgent (Plan)</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>> Urgent but Not Important (Delegate / Limit)</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>✗ Not Urgent & Not Important (Reduce / Remove)</p> <hr/> <hr/> <hr/> <hr/> <hr/>

Energy Check

Which tasks drain you the most?

Which tasks feel manageable or energizing?

Reset Your Focus

What can you realistically let go of or delay?

What actually needs your attention today?

Daily Priority Plan

Today, my top 3 priorities are:

- -
 -
-

Balance Check

Am I making time for rest?

- Yes
- No

If not, what can I adjust?

Reflection

What changed after organizing your priorities?

You don't have to do everything at once. Not everything is urgent. **Focus on what matters—not just what feels loud.**

“Do less, but do what matters.”