



# ALIGN Your Time and SHINE!

This exercise is deceptively simple—these four steps will help you prepare to map your time each week to reach your goals and stick to your priorities. You can print the worksheet or just use the prompts.

Interested in a blank Time Map to schedule your ideal week? Visit [laragalloway.com/timemap](http://laragalloway.com/timemap) to get yours!

**1. Write down your top 3 priorities. Yes, only THREE.**

**2. List any habits or beliefs you have that may be keeping you from spending time on your priorities.**

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**3. Next, write down anything you need to say NO to in order to say YES to your priorities.**

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**4. Last, brainstorm the steps you need to take to remove the non-priority items from your life and replace them with your priorities.**

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Need help identifying your priorities or finding ways to put them into your weekly calendar?  
Contact me for a **FREE** 20 minute discovery session at [lara@mombizcoach.com](mailto:lara@mombizcoach.com).



THE DAILEY METHOD®

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