



The Five Hats

Find The Right Hats to Wear For Focus and Balance

We want to do it all, but who has the time?

How we allocate our time and energy is so important.

Let's look at what we focus our time on now, and what would be ideal.

1

#1 PRIORITY

HOURS PER WEEK _____

IDEAL TIME / WEEK _____

2

#2 PRIORITY

HOURS PER WEEK _____

IDEAL TIME / WEEK _____

3

#3 PRIORITY

HOURS PER WEEK _____

IDEAL TIME / WEEK _____

4

#4 PRIORITY

HOURS PER WEEK _____

IDEAL TIME / WEEK _____

5

#5 PRIORITY

HOURS PER WEEK _____

IDEAL TIME / WEEK _____

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My biggest problem was being overwhelmed and all over the place. Defining the key roles in my life was a major improvement.

—LEE SILBER

NOTE: Use this form to evaluate which people, projects, plans, or passions are most important and get the time and attention they deserve.

Compliments of leesilber.com Contact Lee Silber to Speak on This Topic to Your Group.

