

BEFORE YOU BEGIN



Dear You,

Hello! I'm so glad you found me. If you're reading this, you're probably looking for a little more **clarity, calm, and control** in your day. That's what I do here at **The Priority Project**, I help people, just like you.

Inside this packet, you'll find a **3-Day Habit Tracker**, let me walk you through how to use it.

Think of this as a **Time Reality Check**.

Most of us *think* we know where our time goes... but once we actually look at it, we realize it's a bit different than expected. This tracker is simply here to help you slow down and notice your patterns, what's working, what's not, and where your energy is really going.

No pressure. Just awareness.

Here's all you need to do:

1. Print this out (it'll be easier, I promise).
2. Print a copy for a friend or co-worker (I bet they could use some help too, it's ok to share).
3. As your day goes on, jot down what you **planned to do** and **what actually happened** for each time block.
4. Take a few minutes at the end of each day to complete the **End-of-Day Reflection**.
5. Keep it nearby so you can fill it in as you go, instead of trying to remember everything later.
6. Just be honest with yourself. There's no right or wrong here, only information that helps you.
7. Read the **"Before you go"** page when you're finished. There are some helpful resources for you there.

Ok, that's it!

You got this,

Ashley Barrett

Founder and Ceo, The Priority Project

THE PRIORITY PROJECT

3 Day Habit Tracker

the-priority-project.com



Day 1:

Date:

Time Block	What I Planned to do	What Actually Happened
Morning		
Mid-day		
Afternoon		
Evening		

Day 1: End of Day Reflection

Date:

What distracted me the most today?	
What drained my energy today?	
What actually helped me feel productive or calm today?	

THE PRIORITY PROJECT

3 Day Habit Tracker

the-priority-project.com



Day 2:

Date:

Time Block	What I Planned to do	What Actually Happened
Morning		
Mid-day		
Afternoon		
Evening		

Day 2: End of Day Reflection

Date:

What distracted me the most today?	
What drained my energy today?	
What actually helped me feel productive or calm today?	

THE PRIORITY PROJECT

3 Day Habit Tracker

the-priority-project.com



Day 3:

Date:

Time Block	What I Planned to do	What Actually Happened
Morning		
Mid-day		
Afternoon		
Evening		

Day 3: End of Day Reflection

Date:

What distracted me the most today?	
What drained my energy today?	
What actually helped me feel productive or calm today?	

BEFORE YOU GO



Dear You,

Take a good look at the last 3 days, I want you to pause and ask yourself:

- What feels the most overwhelming in my life right now?
- What do I wish felt more manageable?
- If nothing changes in the next 6 months, how will I feel?

If you're feeling mentally exhausted, stretched thin, constantly behind, or like there's never enough time for everything on your plate, I understand that feeling more than you know.

The truth is, **The Priority Project** started because I was struggling too.

I was **overwhelmed, trying to juggle responsibilities**, stay consistent, and keep up with everything life demanded from me. From the **outside, I looked fine**. Inside, I felt disorganized, mentally cluttered, and stuck in **survival mode**.

At The Priority Project, I focus on **practical, real-life strategies** that help you create more clarity, balance, and consistency without unrealistic routines or pressure to be perfect.

Together, we work on:

- Creating simple systems that actually fit your life
- Building sustainable habits
- Improving time management and follow-through
- Helping you feel **more in control of your days again**

You choose what is the best fit for you. The **Self-Guided Starter Kit** or **One on One Coaching Sessions**.

If this letter feels personal to you, it's because you're exactly who I created this for. You don't have to keep doing this alone, let me help you. Join me at the-priority-project.com for more information.

You deserve to feel supported,

Ashley Barrett

Founder and Ceo, The Priority Project