The Mental Inventory

What are you presently working on?			What should you be working on?			What do you want to be working on?		
Working on:	Is it vital?	If it isn't vital: Does it matter? (To you or someone you care about)	Should be working on:	Is it vital?	If it isn't vital: Does it matter? (To you or someone you care about)	Want to be working on:	Is it vital?	If it isn't vital: Does it matter? (To you or someone you care about)

If neither the 2nd or 3rd column was marked for an item then cross it off your list (i.e. if it doesn't matter OR isn't vital)