

**Keys of Effective Time Management
Action Assignment, Week 1**

1. For the next week use the “Time Chart” to record how you are spending your time. Carry it with you at all times is best. (Alternatively, record the times at the end of each day.) At the end of the period go through the record to find the hours you spent in the areas below. Write the number of the category on each line of the report in the small box. Then count the number of each number for the totals. (Remember that each box represents 30 minutes, not one hour! There are 5 “night” hours that are not on your chart, don’t forget them.) Divide by 7 to get the average number of hours per day. If less days apply divide by the number of days (for example working days, or church attendance.) Some of the categories may not apply to you. If you are a pastor or full time church worker, you may want to further break down your hours into areas such as visitation, counseling, sermon preparation, reading, etc.) Before you begin make a photocopy which will be used in part 2.

ACTIVITY	TOTAL HOURS		AVG. HOURS/DAY
1. Sleeping	_____		_____
2. Eating/personal	_____		_____
3. (includes bathing, etc)	_____		_____
4. Devotional time with God	_____		_____
5. Work	_____	/5 or 6	_____
6. Travel	_____		_____
7. Cooking/meal preparation	_____		_____
8. Ministry related time	_____		_____
9. Church attendance	_____	/2	_____
10. Time with children	_____		_____
11. Time with spouse	_____		_____
12. TV viewing	_____		_____
13. Reading	_____		_____
14. Physical exercise	_____		_____
15. Others:			
16. _____	_____		_____
17. _____	_____		_____
Total hours	_____		
Unaccounted for	_____		
(Subtract total hours from 168 hours)			

Evaluate the results by answering the following questions:

a. What was the greatest surprise from your evaluation?

b. Fill the chart below on all the areas that apply to you. Check your goals to see what you aimed to do in each area.

AREA	SPENDING TOO LITTLE TIME	ENOUGH TIME	TOO MUCH TIME
Personal devotions			
Time with Spouse			
Time with Children			
Time in Ministry			
Time in physical exercise			
Sleep			
Time spent planning			

c. What are your most significant “time wasters”?

- 1.
- 2.
- 3.

d. What things are you doing that are not helping you to accomplish your goals and you need to say “no”?

- 1.
- 2.
- 3.

e. What things do you need to spend *more time* doing that will help you reach your goals and develop your full potential for Christ?

- 1.
- 2.
- 3.

**Keys of Effective Time Management
Action Assignment, part 2**

1. Make a “procrastination list” below. List the five tasks that you know you need to do but which you keep putting off. (These are not daily tasks like prayer, but jobs that you have delayed for some time.) In the second column, prioritize them from one to five. The one that is most important will be number one and should be completed first. In the next column write the date and time that you will start on that task. In the final column, mark when the task is completed.

Task	Priority	Date/time to start	Completed
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____
d. _____	_____	_____	_____
e. _____	_____	_____	_____

2. Develop a “to do” list for yourself to assist in your planning. Put several categories that fit your needs such as: Personal, Family, work, church, etc. Then list the things that you need to do in each category. As you plan your daily/weekly schedule look at this list and determine which are priorities and need to be done first. When you think of other things that you need to do, add them to your list. Keep the list with you at all times so that you can refer to it or change it as necessary. (If you already have such a list, simply review and update it.)

Put an ‘x’ here when you have done your “to do” list. _____

3. Plan a weekly schedule. Fill out the “Weekly Plan” which is your plan of action. In many cases an activity will take several hours. You may write the heading in the appropriate time slot and then draw an arrow down to the time it is finished. Use your goals as you do this exercise to make sure that you are accomplishing what you set as goals. Make sure that you schedule a daily time for planning and put the procrastination items from #1 in your plan.

4. Then, track your actual usage of time as you did in part one, for one week. Use the “Time Evaluation Record” for this. Try to follow your plan as much as possible.

5. Take some time to evaluate what actually happened compared with what you planned. Answer the following questions:

a. What areas of your plan were the most difficult to accomplish?

b. In these areas, do you need to put more effort to do what you planned or do you need to adjust your plan to be more realistic? (You may have different answers for each of the areas identified in (a) above.)

Congratulations! You are on your way to developing your full potential in Christ and accomplishing much more for his glory. Remember, change takes time. Keep working on the area of time management and you will rise far above the ordinary!

Week One Time Chart p. 1

Time	Day 1		Day 2		Day 3	
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Week One Time Chart p. 2

Time	Day 4		Day 5		Day 6		Day 7	
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Week 2 Time Chart p. 2

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Weekly Plan p. 2

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