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 one 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.	AVG. HOURS/DAY	
2.	Sleeping Eating/personal (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				
	Others:				
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	ENOUGH	TOO MUCH TIME
	LITTLE TIME	TIME	
Personal devotions			
Time with Spouse			
Time with Children			
Time in Ministry			
Time in physical			
exercise			
Sleep			
Time spent planning			

Sleep			
Time spent planning			
		,	
c. What are your most signi	ficant "time wasters"?		
1.			
2.			
3.			
d. What things are you doing to say "no"?		ou to accomplish	your goals and you need
to say "no"?			
1.			
2.			
3.			
	<u>.</u>		
e. What things do you need	to spend <i>more time</i> do	ing that will help	you reach your goals and
develop vou	r full potential for Chris	st?	

develop your full potential for Christ?

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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!

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