

Create a Weekly Calendar to Manage Your Life

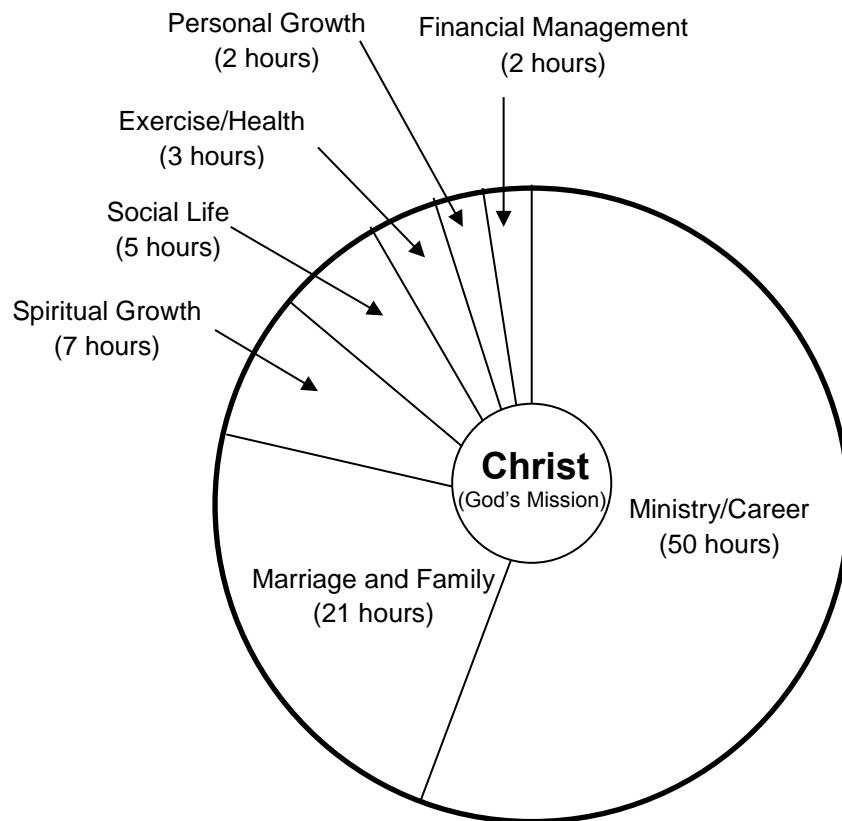
I. Introduction

A weekly calendar is your most powerful tool to manage your life and accomplish your life mission. If you don't manage your life, other people will manage it for you. You manage your life by managing your time; and a weekly calendar is how to manage your time. A weekly calendar can help you in several ways.

1. It can show you when your life gets out of balance
2. It gives you objective reasons to say "no" to people and maintain your priorities
3. It is a tool that you and an accountability partner can use to keep your life in balance

We all have 168 hours in a week.

1. If we assume we sleep 56 hours per week (8 hours a night) and 22 hours per week eating, dressing, etc., then we each have 90 hours a week to keep in balance.
2. We need to decide how many hours on average we want to allow for each of the seven areas of life.
3. Here is an example of what a balanced Christian life might look like.



You should give as much time to each area of life that you believe God wants you to give.

- a. When there are crises, you and God can decide together how much you can deviate from your plan.
- b. But now you have a plan to help you make decisions about how much time you can give to any activity.

II. Create a Calendar of Your Current Schedule

Create an actual calendar for your current schedule on the next page using a pencil so you can make changes.

1. This is an actual calendar of your current schedule not an ideal calendar
2. Fill in every half hour increment with a description of what you normally do
3. Remember that you only have 90 hours besides sleeping, eating, etc.
4. For ministry time allow time for the following areas:
 - a. Sermon preparation
 - b. Administration
 - c. Leader training
 - d. Evangelism
 - e. Visitation
 - f. Board and Committee meetings
 - g. Church services
 - h. Lead a Foundations Group for your church leaders

Calendar of Current Schedule						
Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 AM						
6:30 AM						
7:00 AM						
7:30 AM						
8:00 AM						
8:30 AM						
9:00 AM						
9:30 AM						
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Use the table below to see how your actual calendar compares to the times needed for a balanced life in each of the seven areas.

Times Needed for a Balanced Life	Times from my Actual Calendar	Difference (Actual – Balanced)
1. Ministry/Career <u>50</u>	1. Ministry/Career ____	1. Ministry/Career ____
2. Marriage and Family <u>21</u>	2. Marriage and Family ____	2. Marriage and Family ____
3. Spiritual Growth <u>7</u>	3. Spiritual Growth ____	3. Spiritual Growth ____
4. Social Life <u>5</u>	4. Social Life ____	4. Social Life ____
5. Exercise/Health <u>3</u>	5. Exercise/Health ____	5. Exercise/Health ____
6. Personal Growth <u>2</u>	6. Personal Growth ____	6. Personal Growth ____
7. Financial Management <u>2</u>	7. Financial Management ____	7. Financial Management ____
Total Hours <u>90</u>	Total Hours ____	Total Hours ____

This shows where you are out of balance in your life.

III. Create a Revised Calendar

Can you live by your actual calendar and live a balanced Christian life and accomplish God's mission for your life? Mark the things on your actual calendar that need to be changed in order for you to live a balanced Christian life and accomplish God's mission for your life. Create a revised calendar on the next page that you will commit to live by.

1. Fill in every half hour increment with a description of what you will do
2. Remember that you only have 90 hours besides sleeping, eating, etc.
3. For ministry time allow time for the following areas:
 - a. Sermon preparation
 - b. Administration
 - c. Leader training
 - d. Evangelism
 - e. Visitation
 - f. Board and Committee meetings
 - g. Church services
 - h. Lead a Foundations Group for your church leaders

REVISED CALENDAR

Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
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