

PLANNING YOUR TIME

DAILY PLANNING

- ❑ Review the previous day
- ❑ Clarify thoughts and make notes
- ❑ Ask these questions:
 1. What needs action?
 2. What should I trust God with?
 3. What should I forget?
- ❑ Review weekly plan

WEEKLY PLANNING

- ❑ Evaluate week based on your (roles, objectives and goals)
- ❑ Record notes on key people
- ❑ Look over and update calendar (month and four month)
- ❑ Update “could-do’s” (ideas, possible to-do’s, etc.)
- ❑ Determine and prioritize “to-do’s” (those things that need action)
- ❑ Plan out the next two weeks
- ❑ Pray over plan
- ❑ Ask these key questions:
 1. Will this fulfill my purpose and objectives?
 2. Will this plan develop the key people in my life?
 3. Is this plan reasonable and realistic?
 4. Will this plan require faith?

MONTHLY PLANNING (ON DAY OF PRAYER)

- ❑ Pray through life purpose and life roles
- ❑ Thoroughly evaluate roles in writing
- ❑ Spend time brainstorming over each area of life and ministry
- ❑ Pray through and make notes on key people

ANNUAL PLANNING

- ❑ Review, update and adjust your roles, objectives and goals
- ❑ Thoroughly evaluate all areas of life – personal and ministry

TOOLS NEEDED:

Master Plan (purpose, roles, objectives, goals)

Calendar (at least 4 months at a time)

Job Description

Weekly Master Schedule

Could-Do List