

LEADERSHIP

Balancing Priorities

Management of time is one of the most difficult issues of today. How do we effectively manage time? Our priorities and schedule must be aligned. Here are some practical ways to address:

- **PRIORITIZE**

>>Create a **PERSONAL VISION OR MISSION STATEMENT**

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|------------------------------------|--|
| -Define what you want to be and do | <i>*What is my life about?</i> |
| | <i>*What do I value?</i> |
| -Define your life roles | <i>*What do I treasure?</i> |
| | <i>*What do I want to accomplish?</i> |
| -Write a draft | <i>*What does He want me to accomplish?</i> |
| -Evaluate | <i>*What do I need to avoid?</i> |
| | <i>*What do I want my family to remember about me?</i> |
| -Write a final draft | |
| -Continue to evaluate | |

- ANALYZE

Note where you currently spend time in a week. Write hours spent in each area for each day.

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Sleep							
Meals							
Work							
Beautification/Hygiene							
Relaxation/Entertainment							
Time with children							
Time with spouse							
Time for spiritual growth							
Children's activities							
TV							
Exercise							
Service							
Relationships							
Hobbies							
Phone							
Computer							
Total (24 for each day)							

*Hours should total to 168 hours for a week.

- MAXIMIZE

—> Does my use of time reflect my stated priorities?

a) Identify the barriers.

- *Lack of schedule

- *Schedule does not match priorities. Are my real priorities different than what I profess?

- *Fatigue

- no time for seeking God's wisdom and peace. Pray.

- lack of delegation (feeling I have to do it all, no trust of others)

- lack of balance (no fun, no "down time", no exercise, no relaxation)

- inability to say "NO" (feeling like I have to please others, guilty if I do not participate)

- family responsibilities need to be re-evaluated (responsibilities within the family are imbalanced and discussion is avoided)

b) Commit to changing your schedule if there is a problem. This is HARD. Make a decision to pursue the items you believe God has led you to do. This will require evaluation of what you have been saying is important and may put you, and your family, in conflict with those around you. Make the decision to order your world as God has led you.

c) Have a schedule that matches your priorities and USE it.

d) Evaluate regularly via prayer and counsel. (Get help from spouse or close friend).