

## TIME MANAGEMENT WORKSHEET

- I. List your spiritual gifts and talents. If you're trying to decide between two things, ask, "Will my gifts be used or lie dormant in such an activity?" 1 Peter 4:10
  
  - II. Put the activities that are non-negotiable, over which you have no choice, on the weekly schedule. (Ex. Work, mandatory meetings, household chores, laundry, grocery shopping, eating, sleeping, getting ready).
  
  - III. List specific activities under each priority below.
    - A. Prioritize the activities you are presently doing under each area.
    - B. Determine time demands for each activity.
    - C. Put on the weekly schedule according to priority.
    - D. Add the activities you might do if time would ever allow it.
- 1. PERSONAL RELATIONSHIP WITH GOD** (Quiet times, Bible study, weekly worship, reading Christian literature, prayer).
    - a.
    - b.
    - c.
    - d.
    - e.
  - 2. FAMILY NEEDS** (Daily time with husband/ children, family devotions, weekly family night, other. Or time with friends and family.)
    - a.
    - b.
    - c.
    - d.
    - e.
  - 3. MINISTRY ACTIVITIES** (Fellowship and social events, teach or attend a Bible study, any workshop or seminar, women's ministry event, prayer groups, home church, work in nursery, teach a SS class, choir, etc.)
    - a.
    - b.
    - c.
    - d.
    - e.

4. **VOCATIONAL ACTIVITIES** (Travel time to work, time at work, reading for job improvement)
  - a.
  - b.
  - c.
  - d.
  - e.
5. **ALL OTHER ACTIVITIES** (Wash car, watch TV, reading, yardwork, etc.)
  - a.
  - b.
  - c.
  - d.
  - e.