

# MAKING A WEEKLY PLAN

## *Leader's Guide:* TM2-3

Lecture time: 60 min.

Discussion time: approx. 60 min

### **Lecture handling instructions Make reference to //// ? //// PTT and numbers**

- This is lecture #1 in a series of 4.
- Watch this DVD lecture ahead of time.
- Step number one in learning to be effective is to learn to control your time. We all have more things to do than we can do. Without a definite plan we lose control of our **life**. Making a weekly plan and then living according to such a plan is an important ingredient towards becoming an effective leader.

### **Leader's Oral Opening Comments**

- Remember: "Attentiveness, Obedience, Orderliness, Diligence." Those character lectures all come into play with making a weekly schedule. God the Father had/has things well planned — want to be like your Heavenly Father?

### **Leader's Oral Closing Comments**

- A long range plan is easy; a weekly Plan is difficult. The most difficult part? Being obedient, then comes being orderly, after that it is attentiveness and finally the task ends with diligence. Making a Plan is being like God the Father, following the Plan is being obedient like Jesus, Phil 2:8. — want to be like Jesus?

**Discussion instructions** After the lecture finishes, instruct everyone to remain in their seats. For this initial discussion they will not break into small groups. They will stay where they are, and you will lead the discussion from the front.

- Discuss the following points prior to giving the practical assignment:

1. Exactly what should we write down on our weekly plan?

**Answer:** You put everything on your weekly plan. Your weekly plan should cover from seven o'clock in the morning till twelve o'clock at night. It should cover everything except your sleeping time. There is only one thing you should not write down on your weekly plan. You do not write down what you do during the night.

2. What about secular work?

**Answer:** Yes, you mark in your secular work also.

3. What do you do when you have a month with thirty or thirty-one days?

**Answer:** You simply have a normal week, like any other week, but half of it belongs to one month and half to the other month. On your monthly calendar, instead of making four parts for 4 weeks you may have five parts for 5 weeks.

- Follow up the discussion with 45 minutes for each person to fill out 4 weekly schedules — one month's worth.
- Following the individual preparation of their weekly Plan, lead the second part of this Large Group discussion based upon two questions: a) What did you really like about this, what was exciting, helpful, a blessing, etc? b) What was difficult, unpleasant, uncomfortable, etc.

### **Prayer instructions**

- Let each person lay their 4 week plan on a chair in front of them, kneel down to pray. With their eyes open they bless God saying something like: *"You have placed in front of me a picture of my immediate future and how you want to bless me. Help me to accept your blessings by being faithful. Help me to receive these blessings by being ready at the appropriate time to receive them. Thank you Lord for this opportunity to see my personal immediate future."*

### **Pass-out material instructions**

- To each one pass out the 4 blank Weekly Schedules from TM2-7SM2 during the lecture oral introduction.

### **Practical assignments**

- Who is excited about trying this at home? Who is willing to try it? I have blank copies of Weekly Schedules here. Who wants some? Then pass out both the instructions and a copy of the blank forms. The practical assignment is to make a weekly plan for each week during the next quarter. You need to oversee it monthly and **expect continuous improvements** throughout the quarter. Help anyone whenever and wherever he needs it.

### **Special adaptations for unique groups**

- You as leader should study these charts prior to presenting this lecture. Possibly in your province adjustments need to be made. Be sure the charts are practical and you can intelligently discuss them with the students. Your job is motivate the students to develop better working habits. Good working habits are easier than sloppy ones, but changing is difficult. You should use the charts to motivate your students to change so they can become more effective.
- Do a “Weekly Plan” session with all wives of husbands who participated
- This will strengthen and beautify their family life

### **Supplemental materials** TM1-7SM1 & 2