

DAILY SCHEDULE

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INTRODUCTION

Once long ago, a prince asked that his tutor prepare him for the life beyond. “There is plenty of time for that when you are old,” the tutor replied. “No!” exclaimed the prince, “I have been to the cemetery and measured the graves, and there are many shorter than I am.”

Most men fear time. It makes them old when they want to be young. It rushes them when they want to enjoy the moment. It slows them down when they want to get away. To them time is a demanding tyrant. But Christians view it differently. To us time is **a beautiful gift** from God, giving us just as much of life as we can handle and no more, gradually making all things beautiful. And ultimately it will lead us to the fulfillment of our hope. It is not time which rules us, but we who control our time. Still, we must use time as a tool, not a couch. Like the young prince in the story, we need to learn to get the most out of the valuable gift that has been given us. As we learn to take care of the minutes, the hours will take care of themselves.

I. LOVING GOD

We trust you have been faithfully working with a Weekly Plan for quite some time now, and we know that if you have been faithful, you also have been successful. **Success** in this area automatically **follows faithfulness**. The importance of the Weekly Plan and the other time planning tools is that they contain God’s will for your life.

So you must become obedient to them. They are your spiritual boss, and after making them, you must become subservient to them. I can see some of you throwing up your hands and thinking, "Hey, isn't that a little extreme! How can that be?" Here is how!

The God of light and wisdom wants you to walk in the light. To help you with that He gives you insight and wisdom about the future. God also has a plan for your life. It is not a secret plan; He wants to reveal it and desires you to follow it. If the God of the entire universe condescends to reveal His plan for your life, you can believe that it is worth spending some time listening to figure out what it is, and to write it down. That is why we make a schedule. Furthermore, He, GOD, said, "*If you love me*", then obey me. He expects us to treat what He shows us with **respect**. That includes writing God's plan down, knowing it, and obeying. In doing so we prove our love to Jesus and the result is that we become wise and walk in His light.

Here is a synopsis:

- God has a good plan for you.
- God wants to give that plan to you.
- You need to seek God's plan .
- Finding God's plan will give you knowledge and insight about the future.
- Because you are finite, you need to write it down.
- Four ways of doing this are a Daily Schedule, a Weekly Plan, A Monthly Calendar, and a Yearly Overview.
- This gives you knowledge and insight about the future.
- Obeying God's plans prove you love Jesus .
- Now you can walk in the light as He, Jesus, is in the light.

II. TESTING YOUR MEMORY SKILLS

Before going further, take a break from the lecture to do a self-analysis and find out what you really know about the basics of a ministry work-plan.

1. What is the key ingredient of your Weekly Plan on which all of our scheduling is based?

2. How is your lifetime success related to these key elements of your Weekly Plan?

3. How does a Monthly Calendar differ from a Weekly Plan?

a)

b)

4. What are the benefits of a Monthly Calendar?

a)

b)

5. Does a Weekly Plan relate to planning your Daily Schedule? HOW?

6. According to the Weekly Plan, what are quality time segments in a 24-hour period and how much time is allotted for each?

7. How can these quality time segments assist you in scheduling your daily priorities?

8. What ingredients should you include if you were making your own Daily Schedule

9. What is one of the most unique blessings of a Ministry Time schedule?

Welcome back. I hope that went well for you. Now continue with the lecture.

III. THE PURPOSE OF A DAILY SCHEDULE

God gave you a brain which works infinitely better than any diary. So with such an excellent brain, what is a Daily Schedule supposed to do? Our lives are made up of an ever-changing anthill of small, daily tasks. How well we handle them determines our success. Wouldn't it be handy if we were like a big computer that could know all the tasks for the next several years, prioritize them, and remember them perfectly? A daily schedule serves both as a planner and a reminder. It frees your mind from constantly dealing with the trivial so that it can concentrate on the key things for today.

Think of it as a ladder that covers what, when and how. The left side of your ladder is **what** needs to happen—tasks. The rungs cover **when**, which is your hourly timeframe for the day, and the right side—**how**—gives you a memory tool to remind you of the details. You need both sides to get to the top. Without one or the other it takes a continual struggle to get any significant height off the ground. But when you have such a ladder, you can climb to the top rung by rung and complete your day's activities successfully, without hindrances or accidents. That is the purpose of a Daily Schedule. Now that we know the purpose of a daily schedule, let us move on and consider the steps to make an effective schedule.

IV. THE “TO DO” LIST

Before we even get to the Daily Schedule, we need to pay serious attention to the “To Do” list. The “To Do” list is a daily temporary list that serves as the basis for making the next day's daily schedule, somewhat like a scratch pad or rough draft. It consists of all kinds of little memos that you make or receive daily for the next day or the week ahead. You will use your “To Do” List daily in two ways:

- To receive incoming messages all day long.
- To transfer all info onto your Daily Schedule or other management tool at the end of your day.

The “To Do” List plays a major role in collecting your information and transforming this information into Action Points. All day long it is used to mark incoming info which requires action on your part—**Action Points**. These Action Points are the notes that will ultimately end up on your Daily Schedule. Any idea, telephone call, anything that comes to your attention which is not for this present day but for later on in the week is marked on this list in sequential order. Just begin at the top and work your way down the page as you make more notes.

Whenever you record an idea or memo on the “To Do” List, your first step is to write down what needs to be done. Usually this will include a reference to where this task came from. The next decision is: “When do I want to have this completed?” And lastly, you mark in the importance of this item—high, normal, or low. Your “To Do” List will look something like this. /// 1 ///

Im- portance	Due Date	To Do

Different time managers handle “To Do” lists differently, depending on their nature and style of work. Not only is that okay, it is good. The tool should work for you, not you for the tool. However, I would like to give you a few hints to help you make it effective in your life.

- This daily “To Do” List should be limited to memos of one week’s events. Future events should be marked on the Monthly Calendar or Yearly Overview. Each evening transfer all items onto your Daily Schedule or Weekly Plan – and destroy the To Do list.
- Each morning begin with a clean sheet of paper or set up a system on your computer or phone, and on the top write the three columns headed Importance, Due Date, and To Do.
- Keep “To Do” lists short. This is crucial for your personal motivation and it is being honest with yourself. No one can do the proverbial 101 things in one day, so if you have a 101 things that you must do, you need to begin by prioritizing your items over a longer time period.

V. YOUR DAILY SCHEDULE

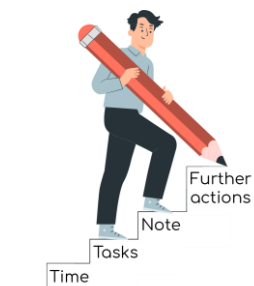
Before we go any further, let me show you the Daily Schedule /// 2 ///

You will note immediately that it features /// 2a /// the three primary time blocks of 3 hours each and /// 2b /// the four secondary time segments of 2 hours each. Around these features you can build your own flexibility.

The MinistryT Daily Schedule /// 2 /// is divided into 4 parts, from left to right.

/// 2 — 1 /// **Time**, /// 2 — 2 /// **Tasks**, /// 2 — 3 /// **Action Record**, and /// 2 — 4 /// **Follow-up**.

During the discussion period at the end of this lecture, you will be making a useable Daily Schedule for the first day next week.



A. Time

Under “Time” /// 2 — 1 /// you will first fill in the specific times for Rising, Lunch, Dinner and Bed Time. Then you will write in your primary time blocks. Will your morning time block be from 9-12 or 10-13? Will it be 7-10 in the evening or 6-9?

B. Tasks /// 2 — 2 ///

This is where you write down the things that need to be done during that hour. The mind joggers are People to Contact, Things to Do, or Places to Go. This gives you an idea what to write here.

Take a look at /// 2a /// your primary time segments on your “*Daily Schedule*,” (3 hours in the morning, 3 in the afternoon, and 3 in the evening). This is the heart of your schedule where you will record your **key tasks**. (These tasks come from your long-term commitments which mostly were written in your weekly, monthly and annual plans, plus some specific important commitments you have to take care of.) Your tasks written here in the Primary Section of your “*Daily Schedule*” are the basics by which you accomplish step by step your Monthly Calendar Plan or Annual goals and commitments. (The black solid lines mark the hour and dotted lines mark the half hour. This gives you a fairly accurate way to write down your priority tasks each day under the allotted time.)

Now take a look at /// 2b /// your secondary time segments. These are the places in your schedule where you will write down all the normal daily routines of life that must be taken care of from one day to the next. To these 4 areas you will transfer the “**Action Points**” of your “to do” list each evening. Small dotted lines indicate half-hour time segments.

C. Action Record /// 2 — 3 ///

After writing down your task, you may need to add some details that will enable you to execute the job quickly and accurately. Learn to jot down one-word reminders. Often numbers, like dates or amounts of money, also need to be recorded.

Alternatively, you may wish to use this space to record information relating to what occurred at that point in your schedule. Perhaps you were to meet with someone and the meeting was cancelled. Perhaps you were

to go witnessing and two people got saved. The simple habit of evaluating the results of a scheduled activity will gradually help you know what is worth your time and what isn't.

D. Follow-up /// 2 — 4 ///

Many actions need follow-up of some sort. This gives you a small place to note that.

VI. FILLING IN YOUR SCHEDULE

Having finished all the preliminary tasks and having examined what the Daily Schedule looks like, we are now ready to begin filling it in. As we begin, let us avoid a most common and major mistake—making a very tight schedule and writing in too many details.

A. Transfer Long-term Priorities

Most of our jobs do not need to be organized from scratch daily. As a matter of fact, most of our work comes from the main objectives, strategies, and plans that are laid out in our Yearly Overviews, Monthly Calendars, and Weekly Plans and from other management tools. These are the **Key Tasks**.

The *objectives* require endurance and are marked on the *Yearly Overviews*. The *strategies* demand patience and are marked on the *Monthly Calendars*. The *plans* call for faithfulness and that is noticed on the *Weekly Plans*. What remains is mostly the smaller details that require daily follow-up, daily plodding and are marked on the Daily Schedule. **These call for obedience.** That is why we began by explaining God's vision for your life and how making written plans boils down to becoming **obedient daily** to completely fulfill what God has set before you. He that is faithful in little things can be faithful in large things (Matthew 25:21). *"It is required that those who have been given a trust must prove faithful."* (1 Corinthians 4:2) You are the steward of God's time. God has roughly allotted 60 productive years to you to see what you would do with it. What is your response?

So the first things to be filled in come from your other plans. For example, you do need to wash your car from time to time, but you wouldn't cancel the seminar you are leading to do that.



B. Transfer Action Points

Now we return to our Action Points, the items we have picked up during the course of our regular work. It is best to empty your **"To Do"** list daily and to do so in the evening during the last 15 minutes when you are 'closing down for the day.' Most of the info is transferred to the next day's Schedule and items not to be handled the next day are transferred to their proper place in another management tool. In any case at the end of each work day all the info is transferred and the sheet is destroyed (or deleted).

1. Mark Your Preferred Time Frame

You will find that nearly all items on your **"To Do"** list can best be taken care of at a particular time of day. Which time segment to use is usually dependent upon your type of work, lifestyle and the type of assignments or responsibilities to be taken care of. The 4 secondary time segments suggested are early morning ('M' before work), early afternoon ('L' lunch time), early evening ('R' after work) and late evening ('P' prior to bed time)

Step 1 is to mark each item on the "To Do" list with a tiny temporary letter like M, L, R, P. By so doing, you designate what the best time segment is to take care of each item. In the beginning it feels stressful, but after one month of faithfully doing this it becomes a habit that produces peace about the next day.

2. Prioritize By Number

You now have all your items marked under four time frames. The next step is to prioritize each item within a certain time frame. The highest priority item is number 1, the next priority is number 2 and so on. So your marks will look like M1, M2, M3, OR L1, L2 and so on. If you have trouble prioritizing, just compare the first item for that time segment with the next. Decide which of the two is most important, and then compare it with the next item. Do this with all the items in the particular time segment under question until you emerge with the highest priority. Then start back at the top of the list and follow the

same procedure until you come up with your second highest priority. Keep doing this until you have prioritized everything for that time segment. After some initial struggles for one or two weeks this becomes “second nature” and makes your weeks and month flow easily.

3. **Copy Each Item onto Your Daily Schedule**

So all your items are categorized by time and marked in order of priority like P1, P2, P3, P4, etc. It can't get much simpler, can it? Once you get in the habit and have some practice, it takes only minutes each evening to do this. This is it, consistency. That is what makes it successful. Having this process completed you are now ready to transfer the info to your Daily Schedule. Simply write your items on each schedule section in order of priority beginning with number 1. Do not copy your temporary codes.

Once you have copied each item to tomorrow's Schedule, you are all done with your “**To Do**” list and are nearly ready for a peaceful night's sleep.

4. **Destroy your “To Do” List**

One more point: Each evening after you transfer info from your “**To Do**” list to your Daily Schedule, destroy your list. DO NOT KEEP OLD “TO DO” LISTS. The devil will use any tool he can to sidetrack you and keep confusion going indefinitely, and he is certainly not above using old “to do lists” and other outdated time management scraps.

The only items on your Daily Schedule now are those you plan to take care of tomorrow. There should be no memos of any sort on your Daily Schedule, only things to do. Each evening nearly all of the items on that day's Daily Schedule will have been completed. Check your list to see how many ‘rungs’ you missed or could not stop at due to time pressure. You put them on your ladder for tomorrow to be sure you cover all your rungs and territory. If you missed few or no rungs, your tasks were accomplished, your day was successful, and you have a peaceful night ahead!!!

CONCLUSION

The Weekly Plan gives you 21 blocks of time each week, 52 weeks a year. That is a lot of time. ***The secret for a highly productive life is to accomplish one primary task successfully during each of these 21 time frames.*** This idea makes daily scheduling easy. Each day consists of three blocks of time during which 1 primary task must be accomplished. The rest of the time may be delegated to secondary tasks.

Here are two simple steps to daily success. To make your Daily Schedule:

- Begin by writing in at least one KEY TASK for each of the three primary time blocks and mark off the total expected time this activity will take.
- Then from your “To Do” list copy your secondary activities down under one of the daily divisions of time, placing them in order of priority.

That is all there is to it, folks. With these two simple steps your daily schedule is filled out and you have an accurate schedule of what you need to do tomorrow. If you will be obedient to your schedule tomorrow, you will be successful. God made life simple and ***He has a simple solution*** for all our needs.

This completes our survey of the Ministry Daily Schedule. I hope our time together made you sufficiently acquainted with it to feel comfortable. Having this basic knowledge in hand gives me great hope for personal success in managing my own time. Here is another tool honed to meet my own ministry needs. With careful and thoughtful planning, I can fill in the appropriate parts as a reality and fulfill most of them the next day. This helps me to be successful in following God's plan for my life.

End of Lecture

Blessings to you, our dear friends!

We are happy to present the video, audio and paper materials that have been prepared by **New Life for Churches**. You have the privilege *upon completion of your practical assignment* to use this lecture with others.

Practical assignment

Completed

➤ Make a daily schedule



- Make 7 copies of the daily schedule that has been provided to cover one week.
- At the end of each day make a daily schedule for the next day. Write in the date you made the schedule. (You will need to show your daily schedules at the next meeting) Any goal or priority that doesn't have a place on your schedule probably won't be done. The majority of your schedule should be taken up with activities that relate to the goals God has given you.
- Each day follow your instructions for that day.
- At the end of each day, mark each hour/activity with a **plus** or a **minus**. Plus means completed; minus means not completed.
- At the end of the week count and record how many primary items you successfully completed that week. Your grade will be from 1-21 (Please note that this grade may be more than 21 if you have more than three primary items to accomplish in a day. If this is the case simply write the appropriate grade in the blank with a / and the total number of items that you had hoped to accomplish).
- Use the chart below to track your progress.

	Created schedules in advance	Completed daily evaluations	Weekly grade
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 2	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 3	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 4	<input type="checkbox"/>	<input type="checkbox"/>	_____