



## SAMPLE GOALS/PRIORITIES

- A3\_\_ DAILY DEVOTIONAL TIME--GETTING TO KNOW GOD
- \_\_A1\_\_ SPEND MORE TIME WITH FAMILY
- \_\_B\_\_ LOSE 10 POUNDS
- \_\_C\_\_ READ 20 BOOKS THIS YEAR
- \_\_C\_\_ SCHEDULE WEEKLY LEISURE TIME
- \_\_C\_\_ LEARN TO PLAY GOLF
- \_\_A\_\_ SAVE AN ADDITIONAL 100.00 PER MONTH
- \_\_B\_\_ ADD ON BEDROOM EXTENSION
- \_\_C\_\_ RETIRE IN JUNE 2008

### MORE TIME WITH FAMILY ACTIVITY LIST

- \_\_\_\_\_ INTERVIEW FAMILY MEMBERS FOR THEIR SUGGESTIONS
- \_\_\_\_\_ SCHEDULE FAMILY MEETING TIME WEEKLY
- \_\_\_\_\_ PLAN A ONE DAY EACH MONTH FAMILY EVENT
- \_\_\_\_\_ SCHEDULE DAILY OR WEEKLY PRAYER TIME
- \_\_\_\_\_ LIST THINGS WE CAN HAVE FUN DOING TOGETHER
- \_\_\_\_\_ ENTER TIME SLOTS ON MY PERSONAL CALENDAR

|      |           |
|------|-----------|
| Plan | Work Time |
| Plan | Work Time |

### Meditate On These Verses:

#### Prov. 16:3

*“Commit to the LORD whatever you do, and your plans will succeed.”*

#### Prov. 16:9

*“In his heart a man plans his course, but the LORD determines his steps.”*

#### Phil. 4:19

*“And my God will meet all your needs according to his glorious riches in Christ Jesus.”*

## TODOLIST

Taken from: “How To Get Control Of Your Time And Your Life”

- \_\_\_ LIST GOALS, SET ABC PRIORITIES
- \_\_\_ MAKE A DAILY “TO DO” LIST
- \_\_\_ START WITH A’s, NOT C’s
- \_\_\_ DO IT NOW
- \_\_\_ WORK SMARTER, NOT HARDER
- \_\_\_ MAKE A LIFETIME GOALS LIST OF WHAT YOU REALLY WANT
- \_\_\_ MAKE A WORK GOALS LIST
- \_\_\_ LIST SPECIFIC ACTIVITIES YOU CAN DO EACH DAY
- \_\_\_ WRITE IT DOWN, DON’T TRY TO KEEP YOUR LIST IN YOUR HEAD
- \_\_\_ MAKE OUT YOUR LIST ROUTINELY, AT THE SAME TIME EVERY DAY
- \_\_\_ REWRITE OR UPDATE YOUR LIST AS NEW ITEMS COME UP
- \_\_\_ SET ABC PRIORITIES, THEN FIND THE BEST A’s; A-1, A-2, AND A-3
- \_\_\_ DO THE A-1 RIGHT NOW
- \_\_\_ REMEMBER IT IS NOT CROSSING OUT ITEMS THAT COUNTS
- \_\_\_ NEVER JUDGE A PROJECT BY THE TIME IT WILL TAKE TO DO IT
- \_\_\_ DON’T SCHEDULE EVERY MINUTE OF THE DAY
- \_\_\_ BE SURE TO SAVE SOME UNCOMMITTED TIME EACH DAY
- \_\_\_ DIVIDE TIME AND TASKS INTO MANAGEABLE PARTS
- \_\_\_ START WITH THE MOST PROFITABLE PARTS OF LARGE PROJECTS
- \_\_\_ REMEMBER THE 80/20 RULE
- \_\_\_ DON’T GET BOGGED DOWN ON LOW VALUE ACTIVITIES
- \_\_\_ SELECT THE BEST TIME OF DAY FOR THE TYPE OF WORK
- \_\_\_ KEEP IN MIND YOUR LONG TERM GOALS
- \_\_\_ LOSE A FEW BATTLES IN ORDER TO WIN THE WAR
- \_\_\_ PLAN YOUR WORK AND WORK YOUR PLAN
- \_\_\_ HAVE A TIME BUDGET AND LEARN HOW YOU USE YOUR TIME
- \_\_\_ WATCH FOR TIME SPENT ON TRIVIAL ACTIVITIES
- \_\_\_ CONSIDER DELEGATING WHEN YOU CAN
- \_\_\_ LEARN HOW TO SAY NO
- \_\_\_ CONCENTRATE WHERE YOU CAN MAKE A DIFFERENCE
- \_\_\_ ASK YOURSELF “WHAT WILL HAPPEN IF I DON’T DO THIS C?”
- \_\_\_ DO “INSTANT TASKS” THAT TAKE JUST A FEW MINUTES
- \_\_\_ TURN BIG JOBS INTO “SWISS CHEESE” BY STARTING WITH PIECES
- \_\_\_ ASK YOURSELF, “IS A MEETING REALLY NECESSARY?”
- \_\_\_ CLEARLY IDENTIFY YOUR PURPOSE AND OBJECTIVES FOR MEETINGS
- \_\_\_ SQUEEZE SHORT TASKS INTO OTHERWISE WASTED MOMENTS
- \_\_\_ RECOGNIZE THE VALUE OF TIME SPENT TRULY RELAXING
- \_\_\_ CONSIDER TIME AS MONEY AND INVEST IT WISELY
- \_\_\_ TRY TO INCREASE YOUR WORK PACE FROM TIME TO TIME
- \_\_\_ FIND NEW WAYS TO DELEGATE
- \_\_\_ IMPROVE YOUR FOLLOW-UP ON DELEGATED TASKS
- \_\_\_ NEVER WHAT YOU CAN GET SOMEONE ELSE TO DO TODAY
- \_\_\_ QUICKLY GET TO THE PURPOSE OF A TELEPHONE CALL
- \_\_\_ CONCENTRATE ON AREAS WHERE YOU HAVE CONTROL
- \_\_\_ CONCENTRATE ON ONE THING AT A TIME
- \_\_\_ MAKE USE OF A PROJECT CALENDAR WHENEVER YOU CAN
- \_\_\_ SET DEADLINES FOR YOURSELF AND OTHERS
- \_\_\_ KEEP A REMINDER OF YOUR TOP PRIORITY TASKS
- \_\_\_ ASK OFTEN “WHAT IS THE BEST USE OF MY TIME RIGHT NOW?”

#### For further study:

Dayton & Engstrom -- “Strategy for Living”  
 Alan Lakein -- “How To Control Your Time & Life”  
 Gordon MacDonald -- “Ordering Your Private World”