

MANAGING YOUR TIME

The Survey

1. List everything that you have to do in an average week.
2. List everything that you would like to do in an average week.
3. List all that you would like to be personally.
4. List all you could do each week to help develop the above.
5. Having thought through the above carefully, now review all your lists and assign each a priority; for example, number the most important No. 1 and so on.
6. Again, return to your lists and decide how much time would be necessary each week (more or less) to accomplish each item listed.
7. On a separate sheet, make a time chart (Note to leader: you can print these up ahead of time and provide them) which shows each day and the hours available in each. Beginning with your top priorities, pencil in the time you would like to give each area of importance. As you begin to eliminate the less important, you will find it necessary to make changes. For example, you may have to cut back time allotted to a "top priority" so that you can squeeze in something important enough not to be entirely left out of your schedule.