

# TIME MANAGEMENT FOR BUSY PASTORS

## 35 TIME MANAGEMENT PRINCIPLES

1. Determine my \_\_\_\_\_.
2. Efficient vs. \_\_\_\_\_.
3. Understand the \_\_\_\_\_./Urgent quadrant.
4. Pray – “God, what is the best use of my \_\_\_\_\_right now?”
5. Practice the \_\_\_\_\_.– rest, reflect, review.
6. Schedule time \_\_\_\_\_first.
7. \_\_\_\_\_as much as possible – tithe, bill pay, etc...
8. Keep One \_\_\_\_\_.
9. Don't start the day until you've \_\_\_\_\_the day.
10. The \_\_\_\_\_List.
11. \_\_\_\_\_method.
12. Eat the \_\_\_\_\_.
13. Get up one hour \_\_\_\_\_.
14. Arrive \_\_\_\_\_early.
15. Start on \_\_\_\_\_.
16. Set an \_\_\_\_\_.– things expand to fill the time allotted.
17. \_\_\_\_\_all the time you work.

18. Work in \_\_\_\_\_.of time.
19. Make it a game – how \_\_\_\_\_.can I do this with excellence.
20. Do \_\_\_\_\_.projects together.
21. Touch it \_\_\_\_\_..
22. \_\_\_\_\_.my desk.
23. Know the \_\_\_\_\_.it takes accomplish routine activities.
24. Capture the little things so it doesn't \_\_\_\_\_.your blocks of time.
25. Make \_\_\_\_\_.on where you are ending a project & where you need to begin next time.
26. Use \_\_\_\_\_..... carefully.
27. Learn to \_\_\_\_\_.faster.
28. Learn to \_\_\_\_\_.effectively.
29. Ask: "Do we need to \_\_\_\_\_., talk by phone or send an email?"
30. Make plane time/travel time \_\_\_\_\_.time.
31. Turn wait time into \_\_\_\_\_.time.
32. Listen to \_\_\_\_\_.in the car (or shower).
33. Trade money for \_\_\_\_\_..
34. Live off \_\_\_\_\_..
35. Outline your 'ideal \_\_\_\_\_..'