

Managing Your Time Workbook



Step #1: Define Your Mission

What must you BE to impact people? (Lifetime Noun)

What can you DO to impact people? (Verbs of Impact)

WHO do you want to impact? (People Groups)

What will be the RESULT of your impact? (Result of Impact)

I want to be a				Lifetime Noun
who				Verbs of Impact
to				Groups to Impact
so that				Result of Impact

My Mission...

Step #2: Identify Your Roles

The roles you play in life are the contexts in which you live out your mission.

A. List all the roles you have in life:

All My Life Roles...

B. Group the roles into categories:

My Roles in Categories...

C. Select six roles to work with:

Role #1:

Role #2:

Role #3:

Role #4:

Role #5:

Role #6:

Step #3: Create Your Goals

Create 2 or 3 goals for each of your roles. Your goals should be SMART: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**imely.

Role #1	Goals
	Goal #1:
	Goal #2:
	Goal #3:

Role #2	Goals
	Goal #1:
	Goal #2:
	Goal #3:

Role #3	Goals
	Goal #1:
	Goal #2:
	Goal #3:

Role #4	Goals
	Goal #1:
	Goal #2:
	Goal #3:

Role #5	Goals
	Goal #1:
	Goal #2:
	Goal #3:

Role #6	Goals
	Goal #1:
	Goal #2:
	Goal #3:

Step #4: Plan Your Week

Here are six steps, built around a **Weekly Planner**, that will help you actually manage your life. A Daily Planner is so 'close up' that you end up focussing on what is right in front of you and urgency and efficiency can take the place of importance and effectiveness. Using a Weekly Planner is a better tool as it helps you focus on living your mission.

1. Insert Your Mission

The first step in planning for the coming week is to connect with what is most important in your life. You do this by reading your mission statement to remind you of what is most important in your life. This process will help you schedule important activities into your week to move you closer to living your mission.

2. List Your Roles

The next step is to make a list of all the roles you have in life. The total number of roles must not exceed six as it is difficult to handle too many. If you have more roles, you could combine some of them (i.e. a Family role for husband, father and brother).

3. Add Your Goals

Next, you should think of important results to accomplish in each role during the next seven days. You can create goals by asking yourself: "What is the most important thing I could do this week to have the greatest positive impact." While many goals may come to mind, you should limit yourself to two or three important goals for each role.

4. Schedule Your Activities

Most people are always trying to find time for important activities in their busy lives. They move, delegate, cancel or postpone things - trying to find time to do important things, but the secret is to get the most important items into your week as soon as possible and then use the remaining time for things that come up. You also need to create time zones - these are big chunks of time that are set aside for important activities. Here is how to go about scheduling your activities:

(1) Identify Your Big Rocks: Look ahead through the week and make a list of all the things you must accomplish during the week. Then reflect on each of your roles in life and think of one or two important things you need to get done for each of your roles.

(2) Schedule Your Big Rocks: Get to your weekly planner and allocate time for the important things before you week gets filled up with lesser important things.

(3) Add Everything Else: Now you can fill in to-dos, daily tasks and appointments. You should record upcoming events and activities as well.

5. Adapt your Schedule

Once your important goals have been entered onto the weekly planner, the daily task is to keep a focus on priorities as you deal with unexpected opportunities and challenges that arise. There are three keys to effectiveness: *(a) Preview your day* - look at the day in the context of the week. *(b) Prioritise your activities* - mark activities using a numbering system. *(c) Reschedule your activities* - list timed and non-timed activities separately so you know which activities you can juggle. Be Flexible When Necessary: You may need to rearrange things during the week. Don't feel that having a weekly planner means that everything is set in concrete.

List Your Week Priorities and Your Day Tasks: There is a space for you to identify the key priorities you must focus on for the coming week and also the tasks that you absolutely must completed each day!

6. Evaluate Your Progress

Evaluation should be done weekly and monthly:

(1) Weekly evaluation: at the end of the week ask questions like:

- * What goals did I achieve?
- * What goals did I miss?
- * What challenges did I face?
- * How did I protect my priorities when I made decisions?
- * What can I learn from this week as a whole?

(2) Monthly evaluation: at the end of each month, ask yourself questions like:

- * What patterns of success or failure do I see in setting and achieving my goals?
- * Am I setting realistic but challenging goals?
- * What keeps me from accomplishing my goals?

Mark's Links:

Email: markt@enjhb.org

Webinar Resources: bit.ly/ManagingLife

Book on Amazon: bit.ly/TPLBOOK

Book on Takealot: bit.ly/TPL_Takealot

Book Resources: bit.ly/TPLDownloads

Google Class: classroom.google.com (code: ejrdc4d)

Website: productivelife.co.za

Blog: bit.ly/TPL_BLOG

YouTube: bit.ly/TPL_TUBE

Facebook: fb.me/ProductiveZA

Mailing List: bit.ly/TPL_LIST

Mission										
Roles	Goals	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
		5	5	5	5	5	5	5		
		6	6	6	6	6	6	6		
		7	7	7	7	7	7	7		
		8	8	8	8	8	8	8		
		9	9	9	9	9	9	9		
		10	10	10	10	10	10	10		
		11	11	11	11	11	11	11		
		12	12	12	12	12	12	12		
		1	1	1	1	1	1	1		
		2	2	2	2	2	2	2		
		3	3	3	3	3	3	3		
		4	4	4	4	4	4	4		
Week Priorities		5	5	5	5	5	5	5		
		6	6	6	6	6	6	6		
		7	7	7	7	7	7	7		
		8	8	8	8	8	8	8		
		Day Tasks	Day Tasks	Day Tasks	Day Tasks	Day Tasks	Day Tasks	Day Tasks		

the

productive

life