**Goals and Time Allotment Chart**

Step 1 – Restate Job Description

Step 2 – Quantify Time Needed/Designation for each aspect of your Job Description

Step 3 – Blocking Out on the Grid

Step 4 – Assessing Time Commitments

Directions for each step

Step 1 – Restate Job Description

* Using the blank space below, copy and paste or retype your job description so we can identify your goals and the time needed for each goal. As you do name the frequency on each of those responsibilities.

Step 2 – Quantify Time Needed/Designation for each aspect of your Job Description

* What I’d like to discover in this step is how much time it takes you to accomplish each aspect of your job description. One of my personal realities is that for every minute that I teach I need 5 minutes of preparation and for every activity that I lead 1-2 minutes of preparation or advertising is needed. Please provide average times needed for every task that your position requires. Please also include and relationship building time commitments (One of mine is to have 1-3 relational contacts per week). Please also include any staff or board meetings that you attend. Please assign a number to each 1. That number will show up in step 3 as well.

Step 3 – Blocking Out on the Grid

In the chart provided please use the following color code . As you “fill” each box with color type the corresponding number from step 2.

* Leisure
* Sleep
* Office hours
* Relational Ministry
* Worship Ministry
* Teaching ministry
* Other

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Step 4 – Assessing Time Commitments

Questions to consider

* Are you using all of the hours you’ve been given? Do you exceed them?
* When you have a week with a longer experience (a retreat, trip, etc) how do you offset those hours?
* Where does prayer and study fit into your time commitments?
* How does your time management align with your supervisor’s perspective?
* As you reflect on your use of time, is it an accurate look at what you should be doing? Are you doing too much? Too little?
* Are there any tasks that you wish you could be more efficient with?