

Making Priority Adjustments

Please take a few minutes to determine the time spent each week doing each of the following items. Write your answers in the Current Hours Per Week column. Secondly, prayerfully consider what adjustments you'd like to make in each of these areas to better align your priorities with your purpose. Indicate your New Goals in the appropriate column on the right. Remember, there are only 168 hours in a week. See how you spend them now.

Priority Item	Current Hrs./Week	New Goal Hrs./Week
Time spent in personal devotions	_____	_____
Time spent in church services	_____	_____
Time devoted toward purpose, ministry	_____	_____
Time spent serving others	_____	_____
Time spent with spouse	_____	_____
Time spent with children	_____	_____
Time spent with family and friends	_____	_____
Time spent reaching the unchurched and spiritual seekers	_____	_____
Time spent mentoring and/or discipling others	_____	_____
Time spent working (career, housewife, etc.)	_____	_____
Time spent in financial matters (budgeting, investing)	_____	_____
Time spent toward increasing physical fitness	_____	_____
Time spent invested in personal growth (books, CDs, etc.)	_____	_____
Time spent in entertainment	_____	_____
Time spent in hobbies	_____	_____
Time spent watching TV/videos, on the Internet	_____	_____
Time spent sleeping	_____	_____
Other:	_____	_____
Total Weekly Hours (168 hours in week)	_____	_____

Reviewing My Schedule

Use the following table to check when you may be available to serve. Checking a block of time does not mean you will serve during all of those times. As you work with your coach and ministry leader, you will indicate and identify which time periods are best for you.

☐ Flexible—Availability Includes:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ 1 - 3 hours per week

☐ 3 - 5 hours per week

☐ 5 - 10 hours per week

☐ 10+ hours per week

☐ Not Sure

☐ Seasonal (i.e. Christmas programs, during the school year)

☐ Occasional (i.e. special events, conferences, hospitality, camps, retreats)

☐ As Needed (i.e. grief support, meals, etc.)

Do you foresee any significant changes in your life in the near future (i.e. moving to another city, changing churches, pregnancy, job promotion or change, etc.)? _____

List any seasons (if any) where your schedule, work, or family may limit your availability.

Please list any other ministry positions where you are currently serving, along with the day and time you serve. _____
