

Step 1: Make Time Homework

[illegible][illegible]

2. Commitments

Make a list of all the different things you are currently committed to.

In front of each item, put one of the following marks:

- a check mark for commitments that are important to continue
- a question mark for commitments you're not sure about
- an X for commitments you need to let go

Just to be clear, I'm not suggesting you just bail on a commitment you've made. I am encouraging you to evaluate how you are using your time and to make adjustments so your use of time reflects your values.

If you don't have enough time for the more important things in life, you may want to renegotiate some commitments. If so, following are some suggestions:

- Let the other people involved know you are getting clear on what your calling is and need the time for that work.
- Let them know you don't want to leave them hanging.
- Have a discussion on how you can help meet their needs, too. For example, can you train someone else to do your duties? Can you help find a new person to take over your role?

Make a plan for ending the commitments with an X.

3. Schedule

Create a schedule for yourself using time blocking. You can either write it in pencil or create it electronically. It's important to be able to reschedule things when necessary.

1. Write in your blocks of exsisting commitments.
2. Write in 10 hours for working on your calling (including time for this class).
3. Now that you have the bigger rocks in your jar, go ahead and put in the smaller rocks. Write in time for chores, errands, entertainment, etc.
4. Review your schedule each morning.
5. Erase and adjust things as needed. Be sure to reschedule the important things like working on your calling.

Time Blocking

Week of _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
4:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							