

# Get More Time Planner

**THREE STEPS TO  
10 EXTRA HOURS EACH WEEK**



The **Effective**  
Church Group >>>>>>

# Get More Time Planner

## *Instruction Guide*

**W**HEN IT COMES TO CHURCH work, there's always more ministry to do than there is time. One of the primary complaints we hear from pastors is that they miss too many of their children's ball games and recitals; they work too many evenings and get home too late; they don't have the time to engage in the really life transforming ministries that change lives.

You probably know people who not only manage to get everything done, they still have time for family, for recreation, and even to volunteer. Of course, you and I both know that they actually have the exact same amount of time that you do ... they just prioritize their time better and they know how to say "No" to the tasks that don't belong to them. So, what do they know that we don't?

The ***Get More Time Planner*** was designed to help you evaluate what you're doing with your professional church life, to prioritize it, and to offload those tasks that shouldn't be on your plate. If you'll engage the questions candidly and honestly, you will discover that you have the time to do the important, life-transforming tasks that give you life. I use the *Get More Time Planner* in the Pastor's Next Level Coaching to help my clients find the time to do the things that will grow their churches.

**1. On the *Things I Do List*, jot down all the tasks you do for the church.** (You may need to make a couple copies of the page.)

*This means everything. If you have to order bulletin paper, plunge a toilet, unlock the building on Sundays, proof the newsletter, choose the music, or attend a youth's piano recital, then put it on the list. To help you, start by making a list of everything you do on Sundays. Then go on to Mondays, Tuesdays, etc. Don't forget to include what you're doing online. Updating social media, responding to Insta posts, and don't forget the blog posts you write for the website. Be sure to include checking and responding to emails, reading for sermon preparation, lunch with colleagues. And don't forget all those meetings. Then there are the esoteric things you do ... setting, communicating, and maintaining the Vision – both in the church and in the community; ensuring everything in the church is Mission-aligned; building your team and fostering team-work; watching the budget and cheer leading the finances; maintaining and modeling your personal spiritual life; you've probably got more. You get it ... include everything.*

**2. Look over the rather extensive list you've created (you're probably exhausted just looking at it!). Using a red pen, pencil, or crayon, circle the tasks you do for the church that **ONLY** you can do.**

*Before you do, though, consider this: there are really very few things that only you can do. If you've ever gone on vacation, it's likely somebody else preached for you ... so don't circle preaching. Although no one can do it as well as you do, someone could actually facilitate that Bible study you lead. Sure, there are things only you can, but it's honestly not going to be a very long list – not if you're completely honest.*

3. Now it's time to dream a little. **Draw a single line through the red-circled tasks that you would have to stop doing if your church suddenly doubled its current attendance.**

*There's a saying that "The end is in the beginning." It means that the decisions and the things you do today largely determine how things will turn out in the future. It's as if you want to order a twelve-volume commentary set, but your office shelves are completely packed. If you don't remove some of the books you have, you can't add the new ones to your library. In the real world, you could build more shelves, but you can't add more time. Something will have to give – especially if you plan on growing your church!*

4. Your personal to do list should be pretty short by this point. **Transcribe the red-circled tasks you've not put a line through to the My Must Do List.**
5. If you were completely honest, your *Must Do List* contains only the things you should actually be doing. However, that doesn't mean you get to stop doing all the rest of those tasks ... at least not immediately (we'll get to that part in a minute). Before you can take action on that list, you'll need to cull through the "not your job" list and identify those tasks that shouldn't be anybody's job! **Using a black pen, pencil, or crayon, make an X through those tasks that don't contribute to the Mission or further the Vision of the church in some tangible way.**

*One task that should be on your Must Do List is maintaining the integrity of the congregation's Mission and Vision (if it's not there, take out your Must Do List and add it now). Mission/Vision integrity is actually a key part of your job because, frankly, no one else is going to do it ... and laser-like focus on the church's Mission and Vision is critical to your church's growth. But be careful that you don't eliminate Mission-critical or Mission-important tasks. For instance, if the church has a monthly newsletter that goes into the hands of visitors, guests, and/or the community, proofing it to eliminate typos, bad grammar, and a poor layout is Mission-important – a bad impression is a hindrance to growth. So, be ruthless with those X's, but be realistic too.*

6. Finally, it's time to get you some free time so you can do the really important stuff ... like growing your church. **Transfer all the unmarked tasks from the Things I Do List to the Hand-Off List.** These are the ministries and tasks you need to turn over to other people in your church – because these are the ministries and tasks that you honestly have no business doing.

*On the Hand-Off List, you'll notice that there are four columns: Tasks; Names; Date; and Time. When you've finished transcribing all the tasks to the Hand-Off List, it will be time to hand-off to others as many of these tasks as possible. To build some motivation, next to each task, jot down how much time you'll save by handing it off. Next, "assign" each task to two different members. Although it would be nice if you could be sure each member would step up to the task you "assign" them, the reality is that some will and some won't. However, no one will take on a task if you don't ask them ... and the worst they can do is say no. Besides, that's why you've written down two names – just in case the first member does say no. Of course there's no sense in doing this exercise if you don't take action, so I've included the Date column. Assign a date for each task. Finally, start at the top of the list (and by the top, I mean the task*

that will free up the most time in your schedule) and call the first assigned person to schedule an appointment for a one-on-one conversation about taking over the task.

7. **Once you've had the conversations with those members, revisit the *Hand-Off List* and draw a line through each task you've successfully handed off.** Don't give up ... keep looking for others to take over the rest of the tasks. In fact, that's one of the ways you can spend your new found time ... growing your church with new members who are excited about doing ministry!

How much total time will you be saving? \_\_\_\_\_ hours/week!

***Now, what will you do with your time that will grow your church?***

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## Helpful Resources

<https://effectivechurch.com/the-five-tasks-of-the-lead-pastor/>

<https://effectivechurch.com/understanding-the-role-of-your-pastor/>

<https://effectivechurch.com/how-to-hand-off-ministry/>

<https://effectivechurch.net/store/role-of-the-senior-pastor/>





