



Recap of "Time For What Matters"

Time:

- It's the most valuable of resources.
- We all have the same amount. You can't create more hours in the day and once today is over, you can't get it back.
- Most people feel as if they don't have enough or they're not in control.

Good news: You have 168 hours available this week!

Bad news: It's not as much as it seems.

- Subtract...
 - 56 for sleep
 - 40 for work (minimum!)
 - 10 for meals (little less than 1.5/day)
 - 3.5 for commute (20 minutes one way)
 - 3-4 for dress and shower
 - 12.5 for household jobs, food prep, lawn maintenance, etc.
 - 20 for TV! (average American)
- Left with about 21 hours/week for what matters. Only 3 hours/day for:
 - personal time with God
 - time with spouse
 - time with kids
 - personal development (reading, etc.)
 - exercise
 - hobby
 - church attendance and volunteering
- Now you know why you may feel the squeeze!

4 tips for getting back in control of your time:

1. You have all the time you need today to do what God wants you to do – for what matters most.
 - If left to chance or “I hope so”, you will always end the day and week with a “What the?!” moment wondering where your time went.
 - Don’t allow your time to be sucked away by things that cry “Urgent!” – those things that aren’t really important yet are disguised as such.
 - Fortunately, life is more about choices than chances.
 - Just like with your finances, you have to decide in advance where your time is going to go. You need a plan!
2. Put the Big Rocks in first!
 - Big Rocks analogy
 - Sadly, what matters most too often never gets in because other things squeezed their way in first.
3. Create a Master Weekly Calendar.
 - The best tool to use is a Master Weekly Calendar.
 - The best unit of time for planning is the week because it’s cyclical.

Tips for creating your Master Weekly Calendar:

- Use for more than appointments.
- Your Master Weekly Calendar is less about what you want to **do** and more about who you want to **become**.
 - Become better spouse, parent
 - Become healthier
 - Become less stressed
 - Grow spiritually
- Use calendar to block time for non-negotiables.
 - Block out non-discretionary work time for now
 - Then allocate time for :
 - morning routine
 - daily time with spouse
 - date night

- family night
 - special time with kids
- Create a Master Weekly Calendar to block time for the Big Rocks.

4. Commit to an Energizing Morning Routine.

- Don't neglect or underestimate the power in this time.
- How you start each day determines its success.
- The best time to tune the instrument is before the concert.
- Your morning routine should include:
 - Solitude: beginning your day in peace instead of rushing.
 - Setting your mental attitude for the day.
 - Prayer/meditation; inspirational reading
 - Exercise: getting your body energized
 - Time for reflection: to learn from yesterday's lessons.
 - Getting ready for the day: showering, dressing, eating a good breakfast.
- You will never be at your best for those you love or your vocation if you start the day rushed.

Summary:

- You have all the time you need today to do what God wants you to do – for what matters most.
- Put the Big Rocks in first. You can proactively allocate time for the Big Rocks to prevent lesser things from needlessly stealing your time.
- Create a Master Weekly Calendar. Use your calendar to schedule blocks of time for what matters most – activities that will help you become all that you were created to be.
- Commit to an Energizing Morning Routine. Start the day on purpose, with a purpose, to maximize your focus and energy towards what really matters.