

THE RHYTHMIC WEEK

A way to organize your weeks so you control your time – and your time doesn't control you.

The Approach

- 1 Each day has three blocks of time: Morning, Afternoon, Evening.
- 2 Start by preserving your Sabbath. (recommended: 3 consecutive blocks)
- 3 Next, identify your Family Time. (recommended: 3 consecutive blocks)
- 4 Next, choose your Balcony Time. (recommended: 1 block)
- 5 Next, mark your Weekly Meetings.
- 6 Last up, choose what will be your GSD Time. (recommended: 7 blocks)
- 7 The rest? Is Flex Time.

The Definitions

SABBATH

→ one, full day (3 full blocks) devoted to rest and not working. not one little bit. Enjoy God's design!

FAMILY TIME

→ at home, out & about, building a lego castle, however you choose to spend it – this is protected time that's yours.

BALCONY TIME

→ this is your planning time. A chance to sit up high and look out over what's ahead and what could be – and work on your ministry rather than in your ministry. You'll determine what needs to get prioritized and what will be intentionally procrastinated. Ideally, this is the block of time each week when you have the MOST energy. Plan to NOT answer calls, respond to emails, or work on anything urgent or related to the current week.

WEEKLY MEETINGS

→ your regular happenings that take place every week. (worship, small group, staff meeting, bible study, etc.)

GSD TIME

→ "Get Stuff Done" time. These are the routine tasks that you might not like (you might actually dread), but they are crucial to the work of maintaining your ministry. Be them calls, emails, lesson prepping, website updating, or what have you, this is what we often procrastinate with the most – but that needs to get done.

FLEX TIME


→ because every week is different, you'll want some blocks when you're available to catch anything that gets tossed your way. Intentionally planning flex time protects your Sabbath and Family Time. These are the times you're available if you need to be. Some weeks, you'll work during flex time. Some weeks, you won't. But it's there when you need it.

My Week: _____

(recommended: 11 blocks are "yours" (Sabbath, Family Time, Flex Time))

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

THING TO REMEMBER:


 You may want to know your NEXT week's rhythm before the times you're with the most people. This way, if asked to get together. or do something, you already know the margin you have to say "yes" – and when the best time would be to do it. For example, if you see the most people on Sunday, and take time away on Fridays and Saturdays, plan/check your next week on Thursday afternoon.

My Week: **EXAMPLE**

(recommended: 11 blocks are "yours" (Sabbath, Family Time, Flex Time))

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Worship Bible Hour	GSD Time	GSD Time	GSD Time	Balcony Time	Sabbath	Family Time
Afternoon	Flex Time	Prep for Staff Meeting	GSD Time	GSD Time	GSD Time	Sabbath	Family Time
Evening	Flex Time	Prep for Volunteer Meeting	Flex Time	Flex Time	Flex Time	Sabbath	Family Time
Notes for the week:	Church Council Luncheon	Send staff meeting agenda	Breakfast with -----	Send sermon notes + slides to worship leader	sketch next week's rhythm		