

# Priority Management for Pastors

*presented by*



## PASTOR GUIDE



Thank you for downloading this Ebook! I am thrilled that you are here and are committed to growing as a leader! This journey that we are about to go on together is going to take you to a new level as a leader. After having several great mentors in my early years of ministry, I learned to pastor well and also lead at a high level. For two decades now, I have been coaching leaders like you how to lead well.

**So let's tackle Priority Management - how you spend your time.**

How to take control of your crazy schedule.

For you to be a next level leader, you must learn to spend your time in the right ways and on the right things. In my experience, few pastors manage time well.

I am going to coach you through how to invest your time in the best possible way. And this is not optional for you. You must do this well if you want to lead effectively.

We are going to start with a simple exercise for you to begin to take back control of your most important priorities. I have coached hundreds of leaders through this exercise and it is always effective.

Here are five steps to taking back your crazy schedule.



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# Step 1

## Make a list of the top 6 priorities in your work

What are the 6 most important things for you to do in your work? What are the most important things for you to do in your role?

If you are a lead pastor – allow me to suggest the first three of your top priorities.

### 1. Sermon Preparation is a top priority for you!

If you are a preaching pastor, you must, must, must prioritize time for sermon preparation.

### 2. Investing in both Current and Future Leaders

There is perhaps no better use of your time as a pastor than to develop leaders.

### 3. Creative Vision Time

Every week, regardless of church size, you should invest time working on where you need to go as a church. This is not the time for putting out fires or dealing with urgent issues.



**What are the 6 most important things for you to do in your work?** I have given you what I believe are three top priorities for a lead pastor. What are your top 6 in your role? The key question that you are answering as you do this – What can I and only I do?

Only you can prepare your sermon.

Only you can invest in your key leaders.

As the lead pastor, you are the best person to invest time working on where the church needs to go.

*What can I and only I do? Can someone else be trained to do this in three months? Than it probably should not be in your top 6. Can someone else do it 80 percent as well as you can? Then it probably should not be in your top 6*

**What are the top 6 things that you and only you can do? The top 6 priorities in your work?**

**Write them below:**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

# Step 2

## **In a perfect world - How many hours do you need to devote weekly to each of your top 6 priorities**

For example –10-12 hours weekly on sermon preparation.

At least 4 hours per week working on where the church needs to go.

A minimum of 12 hours per week with key leaders or developing new leaders.

As you do this consider what a perfect week would look like. How much time should you be devoting to each of your top 6 priorities weekly?

Make a list of them – and then how much time in a perfect week you would like to spend on each of your top six priorities.

### **Time for each top six priorities:**

1.

2.

3.

4.

5.

6.

# Step 3

## Create an Ideal Week

An ideal week is what your week would like if you were doing all of the right things at the right times. Once that you have identified your top 6 priorities (Step 1) and know how many hours you would like to devote to each one (Step 2), it's time to create an ideal week.

What we are doing is creating an ideal week with your top six priorities. Here are a couple of recommendations for putting together your ideal week.

**First** – I recommend creating an ideal week using the principle of time blocking. With time blocking, you are devoting a block of time to a particular work priority so that you are able to focus for an extended amount of time and make significant progress on that priority. Time blocking keeps you from constantly jumping from one thing to another by devoting a block of time to a particular project or task.

**Second** – As you plan your ideal week, consider using four-hour time-blocks. My recommendation is to view each day as three 4-hour time blocks. Morning, Afternoon, and Evening. 8-12, 1-5, 6-10. In this system, there are 21 time blocks in a given week.

### As you put together an ideal week consider:

1. How many of four-hour time blocks will you work each week?
2. Which four-hour time blocks will you work?
3. And what will you do in each of these time blocks?

## Step 4

### Print your ideal week and have it visible in your workspace

You want your ideal week in front of you and where you can see it. If your ideal week is in a file in your computer, it will not motivate you to make the right decisions. Print it and keep it where you can see it. You might not ever hit it exactly in a given week but it will keep you on task and help you to make wise decisions about your most important priorities.



# Step 5

## Do a weekly review

Writing an ideal week alone will not get you to where you want to go. You have to actually use the plan. How to do this? You have it printed where you can see it. But a second way to stay on course with your ideal week is to review it weekly.

Schedule this as an hour-long appointment in your calendar every week. Call it weekly review. In your weekly review, Look at your ideal week and plan next week.

I suggest doing this on Friday morning. You could also do it Thursday afternoon or Saturday, but the key is to do your weekly review at the end of the week and to plan next week.

**Step 1. You have your top six priorities**

**Step 2. You know how much time you are going to give to each**

**Step 3. You have an ideal week that you have put together using time blocking**

**Step 4. You have printed your ideal week**

**Step 5. You have a weekly review scheduled**



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# PASTOR GUIDE



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