



## CBF Peer Learning Groups

### Managing time well

All leaders have multiple demands upon their time. Ministerial leaders, however, have the added stress of a calling that can seem 24/7. It can be a challenge to balance time and priorities, particularly when attempting to meet the demands – which often include nights and weekends – of an active congregation. One way to set appropriate boundaries while staying open to the Spirit’s calling can be found in viewing time in larger blocks and learning to estimate accurately the time required for ministry-related tasks.

In this approach, each day is divided into three units: morning, afternoon, and evening. Ministers who set healthy boundaries typically work 12-14 units per week. It is recommended that ministers block at least 7 units per week for personal time, including 3 consecutive units.

#### *Questions for discussion:*

- What time demands do you face each week? Be sure to include personal as well as ministry-related commitments. (Fill in attached “Units of Time” grid.)
- How does this exercise demonstrate how difficult time management and self-care can be?
- What surprised you?
- What do you want to change?
- What is the first step toward making that change?
- How can your fellow PLG members encourage and hold you accountable?
- How is your refusal to over-function in the congregation good stewardship?
- How might you use this grid with your leadership to manage their expectations of your time?

Units of time grid

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							