PART I

PRODUCTIVITY & TIME MANAGEMENT

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PRODUCTIVITY & TIME MANAGEMENT

This class is for anyone who is committed to spending time doing what moves the needle to bring you closer to your vision and goals.

KEY TOPICS:

- Prioritizing your values.
- Time management.
- Discovering your unique ability.
- Success habits.
- Examples and case studies.

ACTION STEPS:

- Do the Prioritization Scorecard Exercise.
- Do the Stop/Start/Keep Exercise.
- Create a Weekly War Plan.
- Write down the most powerful habits you can do and put them in your schedule.

PRIORITIZATION SCORECARD EXERCISE

Grade yourself on a scale of 1-7 to discover where you are at in terms of your ideal prioritization in each area:

- **Marriage** 1 - 2 - 3 - 4 - 5 - 6 - 7
- **Kids (parenting)** 1 - 2 - 3 - 4 - 5 - 6 - 7
- **Relationships (top 3)** 1 - 2 - 3 - 4 - 5 - 6 - 7
- **Spirituality (relationship with God)** 1 - 2 - 3 - 4 - 5 - 6 - 7
- **Career (grow leaders, profit, impact)** 1 - 2 - 3 - 4 - 5 - 6 - 7
- **Personal Fulfillment** 1 - 2 - 3 - 4 - 5 - 6 - 7
- **Mission or Ministry** 1 - 2 - 3 - 4 - 5 - 6 - 7
- **Character** 1 - 2 - 3 - 4 - 5 - 6 - 7
- **Health** 1 - 2 - 3 - 4 - 5 - 6 - 7

What are your biggest life priorities?

How would you currently rank from a time perspective what has the greatest priority? Re-rank what you want your priorities to be. Write down what you need to do to re-focus your priorities. Now schedule these things to be a priority.

_____ **Spiritual / Church / Mission**

_____ **Self / Hobbies**

_____ **Spouse / Significant Other**

_____ **Children**

_____ **Friends**

_____ **Career / Finances**

_____ **Other** _____

How would you like to refocus your priorities?

> **"The key is not to prioritize what's on your schedule, but to schedule your priorities. Most of us spend too much time on what is urgent and not enough time on what is truly important."**
>
> – Stephen Covey

START, STOP, KEEP

IN ORDER FOR YOU TO START LIVING OUT YOUR PRIORITIES, WHAT DO YOU NEED TO STOP, START, AND KEEP DOING IN YOUR LIFE?

What do you need to **STOP** doing? (Irritating / Wasteful)

What do you need to **START** doing? (Inspiring and Impactful)

What do you need to **KEEP** doing? (Motivating or Necessary)

IN ORDER FOR YOU TO START LIVING OUT YOUR PRIORITIES, WHAT DO YOU NEED TO STOP, START, AND KEEP DOING IN YOUR BUSINESS?

What do you need to **STOP** doing? (Irritating / Wasteful)

What do you need to **START** doing? (Inspiring and Impactful)

What do you need to **KEEP** doing? (Motivating or Necessary)

WEEKLY WAR PLAN

Below is Josh's weekly war plan example:

Monday

6:30a-8a Time with God and leadership reading
8a-9a Workout
9:30a-12p Writing and emails
12p-12:45p Lunch
1p-5p Meetings
6p-7p Dinner
7p-10p Family time
10p Sleep

Tuesday

6:30a-8a Spiritual triathlon (gratitude, read Bible, prayer)
8a-9a Workout
9a-12p Business planning
12p-1p Lunch
1p-5p Ancient Nutrition podcasts and videos
5:30p Guys night or game night with friends
10p Sleep

Wednesday

6:30a-7:30a Time with God and personal growth
8a-9a Workout
9:30a-12p Create content
12p-1p Lunch
1p-5p Meetings or filming/videos
5p-6p Family dinner
6p-9:30p Family time
9:30p-10p Get in bed and listen to Bible audio

Thursday

6:30a-7:30a Spiritual triathlon
8a-9a Workout
9:30a-12a Create content
12p-1p Lunch
1p-5p Leadership content or leadership group
5:30p-9p Josh and Chelsea date night

Friday

6:30a-7:30a Spiritual triathlon
8a-9a Workout with friends
9a-10a Breakfast with friends
10a-12a Emails and meetings
12p Lunch
1p-5p Brainstorm and creative work
6p-10p Dinner and fun time

Saturday/Sabbath

8a-10a Read and morning coffee talk with Chelsea
10a-12a Josh and Chelsea workout
12p-1p Family brunch
1p-10p Time with friends and family

Sunday

7a-8a Spiritual triathlon
10a-11:30a Church
12p-1p Family brunch
1p-10p Time with friends and family

YOUR WEEKLY WAR PLAN

Write down what your ideal week looks like.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday