



Check List For Taking Charge Of Your Time

- 1. Remember who is in charge.**
Manage your schedule, don't let it manage you.
- 2. Schedule in reverse.**
Put your real priorities on the calendar first, then add the rest.
Video: Big Rocks Stephen Covey <https://youtu.be/zV3gMTOEWt8>
- 3. Drop one thing from your schedule.**
Free yourself up to enjoy your spouse, your children or other key relationships.
- 4. Be, rather than do.**
Create space to think. Pray. Breathe. Relax. Schedule rest and play.
- 5. Get perspective.**
Ask your spouse or a discerning friend for their perspective on how you are investing your time.
- 6. Be honest about your limitations.**
We all have the same amount of time in a day but we don't all have the same amount of energy. Manage your energy.
- 7. Keep a list of your commitments by the phone.**
Look at your list or at your calendar before you add something to it.
- 8. Count the cost.**
What will you have to say no to in order to say yes to this opportunity?

Teach us to number our days that we may gain a heart of wisdom.
Proverbs 91:12