

The Pastoral Time Audit

A one-page self-assessment for seeing where your time actually goes each week.

1 Once a quarter, log a full week — every hour, by category. Review at the end of each day rather than tracking constantly; it's the lowest-friction approach and the most sustainable.

This Week's Inventory

Category	Hours	Notes
Sermon Preparation <i>Studying Scripture, writing, and revising.</i>	____ hrs	
Worship Services & Planning <i>Leading services, coordinating music and liturgy.</i>	____ hrs	
Pastoral Care & Counseling <i>Visiting the sick, counseling, responding to crises.</i>	____ hrs	
Administration & Meetings <i>Emails, calls, budgeting, supervising staff/volunteers.</i>	____ hrs	
Leadership & Vision Casting <i>Long-range planning, mentoring leaders.</i>	____ hrs	
Community Outreach & Evangelism <i>Meeting community members, local events.</i>	____ hrs	
Discipleship & Teaching <i>Small groups, Bible studies, mentoring.</i>	____ hrs	
Sabbath Rest & Personal Growth <i>Prayer, personal Bible reading, retreats.</i>	____ hrs	
Other <i>Anything that doesn't fit above.</i>	____ hrs	
Total (compare to ~120 waking hours)	____ hrs	

2 For anything ambiguous, ask: “If I were not a pastor, would I spend this time or do this thing?” If yes, it likely doesn't belong in this ministry inventory.

Read the Report

Should you transfer more time into sermon preparation?

Does your personal spiritual growth time need a boost?

Has community outreach fallen off your weekly schedule?

What time thief stole time you hadn't planned to lose?

3 Do this quarterly, not weekly. A single week tells you little — the pattern across several reports tells you where your time is actually going.

For more resources like this, visit www.shepherdingtime.com.