

Pre-Visualize Your Week

Start with the big picture, not the clock. First, list every category of ministry and personal activity that makes up a normal week — you'll assign specific times to these later.

Brainstorm Your Categories

A few to get you started — circle the ones that apply, and add your own on the blank lines below.

Personal devotional time · Sermon preparation · Counseling appointments · Administrative tasks · Staff meetings · Hospital & home visitation · Community engagement · Study & growth · Mentorship · Family time · Exercise

“Eat the frog”: place your hardest, most important, or most draining work early in the week, while your energy is highest. Let the lighter items land later.

Give Each Day a Primary Theme

Use the blank row for each day to sketch your own — broad themes only, not specific hours yet.

Day	Sample Theme
Monday	Prayer, planning, and administration
Tuesday	Deep study and sermon preparation
Wednesday	Leadership and staff development
Thursday	Sermon finalization, care and counseling
Friday	Sabbath rest
Saturday	Family time, Sunday preparation
Sunday	Worship, preaching, congregational ministry

Your Week

Day	My Theme / Focus
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Build Your Daily Rhythm

Most of us start the day with the most focus and lose some as the day wears on. Structure each day around that natural energy curve, using three kinds of work:

Deep Work

Your highest-focus hours. Bible study, sermon preparation, ministry writing — the things that require real concentration.

Knowledge Work

Moderate focus. One-on-one discipleship, counseling, staff meetings.

Shallow Work

Lower focus, but still important. Email, updating records, tidying your workspace.

Example: Deep Work 9–12, Knowledge Work 12–3, and Shallow Work 3–6 — but your own wake time, energy, and household will set your real numbers. Fill in what's actually true for you below.

My Daily Blocks

Fill in your own clock times for each day. Sunday and your Sabbath day will look very different from the rest — that's expected.

Day	Personal / Morning	Deep Work	Knowledge Work	Shallow Work	Home / Evening
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Pray and Review

Brain-Dump Your Tasks

[illegible]

Place Tasks Into Blocks

Start with the non-negotiables. Move each task from your list above into the block it fits — and leave margin to work with. You're not finished until every block has a purpose, but a wise shepherd always keeps some space for rest and the unexpected.

Block	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Personal/AM ____—____							
Deep Work ____—____							
Knowledge Work ____—____							
Shallow Work ____—____							
Home/PM ____—____							

Reflect & Pivot

Reflection Questions

1. How does remembering that time belongs to Christ reshape the way you plan your week?
2. Which parts of your current rhythm reveal areas where your heart still resists his ownership?
3. Which priorities in your calling consistently get overshadowed by urgency or distraction, and how might pre-visualizing or time blocking help you steward those responsibilities with greater faithfulness?
4. As you consider your natural weekly energy curve, what specific changes could help you match your deepest work with your highest focus so that your ministry reflects both wisdom and dependence on the Lord?

Action Step

Experiment with the time blocking method for two weeks. Create a daily schedule that includes both work and leisure blocks, marking them clearly in your planner. At the end of two weeks, reflect on which parts of your schedule worked well and which didn't.

	What worked well?	What didn't?
Week 1		
Week 2		