

Chapter 2 TOOLS TO HELP YOU RISE UP



Be sure to read the chapter "Tools to Help You Rise Up" by Corey Jones from the book *Rise Up* before jumping into the questions.

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TOOLS FOR TIME MANAGEMENT

Let's dream a little! If you had 2 more office hours every week, how would it benefit your ministry? How would it impact you personally?

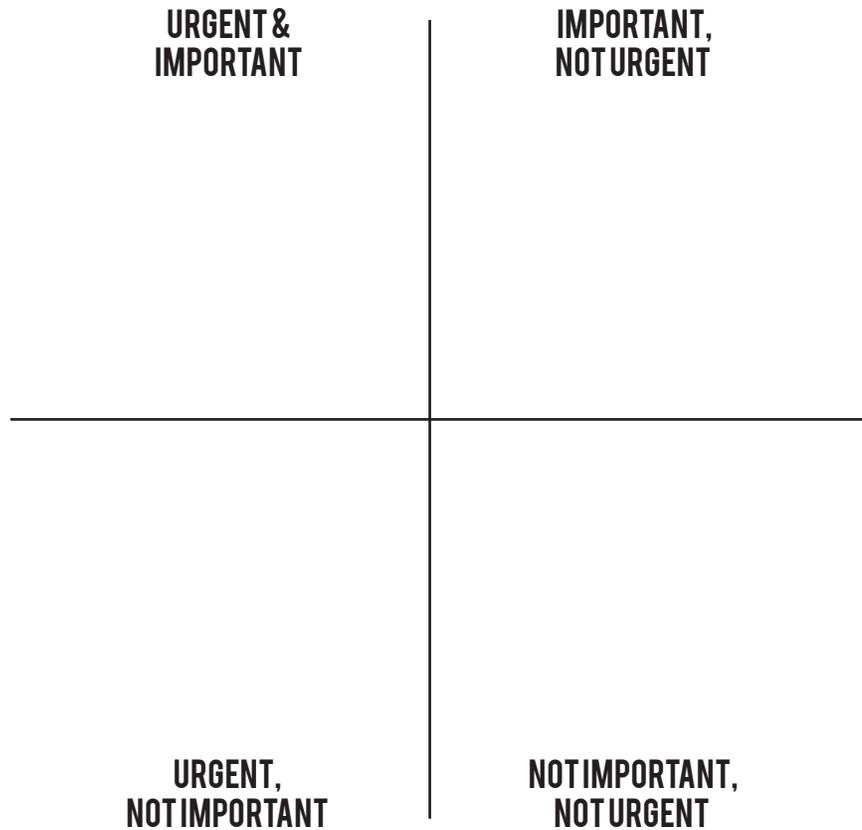
Now, let's find those 2 hours!

Corey Jones encouraged us to make a plan for how we will spend our time in the office. Why do many in ministry overlook the important step of intentional planning?

Planning how you will spend your time in a work-week involves evaluating, setting goals, and blocking out time on our calendar for our top priorities. When in your weekly routine can you set time aside to plan? How can you make the most of this time?

Corey said, "Don't allow the tyranny of the urgent to overshadow the most important things in your schedule." In ministry, it can feel like everything is urgent.

Consider your average week. Using the quadrant below, as best as you can, classify the things which typically take up the largest amount of time on your calendar.



In your context, how can you prepare for the urgent? For example, it could be having a planned weekly meeting with your team instead of multiple mini-unscheduled meetings.

Another step towards better time management is identifying time wasters, distractions, and interruptions. Identify 3 things or people which routinely distract you from your top priorities.

1. _____
2. _____
3. _____

If you were to get creative and do what it takes to protect the time God has given you, how could you minimize one of the distractions you listed above?

Most of us have some form of a check-list system. Let's evaluate yours. Why does it work? How does it help you do ministry?

What do you need it to do it currently isn't doing? How could it improve?

Looking at your notes above, determine if it's time to upgrade your tool. Use your notes as a guide to finding your next system.