

RECLAIMING MY DAYS



#DECKDEVOTIONALS



HERE'S THE PLAN ...

- STEP ONE** IDENTIFY WHAT TYPES OF THINGS CONSUME YOUR TIME IN THE AVERAGE MONTH AND HOW MUCH TIME YOU THINK YOU'RE SPENDING ON THEM
- STEP TWO** FILL IN YOUR SCHEDULE OF OBLIGATIONS
- STEP THREE** LET'S TAKE A REAL LOOK AT WHAT WE'RE WORKING WITH; NOW IS WHEN WE FIGURE OUT HOW MUCH PERSONAL TIME YOU HAVE LEFT IN THE AVERAGE MONTH
- STEP FOUR** SCHEDULE IN SOME PERSONAL TIME YOU KNOW YOU CAN ACCOUNT FOR IN MONTH I.E. FAMILY DINNERS, DINNER WITH A FRIEND, ETC.; ALSO, ASSIGN AT LEAST ONE "OFF-LIMITS" DAY IN YOUR MONTH
- STEP FIVE** TAKE A LOOK AT YOUR TIME REALITY! CRUNCH THE NUMBERS AND SEE HOW MUCH TIME YOU HAVE LEFT UNACCOUNTED FOR IN THE AVERAGE MONTH
- STEP SIX** EVALUATE BASED ON WHAT YOU NOW UNDERSTAND TO BE THE REALITY OF YOUR SCHEDULE
- STEP SEVEN** CHECK OUT THE VIDEOS FOR THIS SERIES ON YOUTUBE- THERE MAY BE MORE WORTH CONSIDERING WHEN IT COMES TO RECLAIMING YOUR DAYS

WHAT REGULARLY REQUIRES MY TIME?

CATEGORY 1:

CATEGORY 2:

CATEGORY 3:

CATEGORY 4:

CATEGORY 5:

CATEGORY 6:

WHAT DOES THIS CATEGORY INCLUDE?

MONTHLY AVERAGES

HOW MUCH TIME DO YOU THINK YOU SPEND ON EACH CATEGORY EACH MONTH? (AVERAGE)

HOURS

HOURS

HOURS

HOURS

?

HOURS

HOURS

LEAVE EMPTY FOR NOW

SAMPLE SCHEDULE | PRE-PERSONAL TIME

FILL IN THIS CALENDAR WITH ALL OF YOUR OBLIGATIONS / PRE-SCHEDULED ACTIVITIES;
THIS INCLUDES EVERYTHING EXCEPT YOUR PERSONAL TIME. ONCE YOU'RE DONE HIGHLIGHT
THE DAYS WHERE YOU HAVE 4+ HOURS OF FREE TIME LEFT. COLOR-CODE ACCORDINGLY.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MONTHLY TIME BREAKDOWN

COUNT UP THE HOURS YOU'VE ACCOUNTED FOR SO FAR

ACCOUNTED FOR HOURS ADD UP ALL YOUR OLBIGATIONS

UNAVAILABLE HOURS $AVG NIGHT'S SLEEP + 1 HOUR \times 30.4$

PERSONAL / FREE HOURS SUM OF ALL UNACCOUNTED FOR TIME

AVERAGE DAYS/MONTH 30.4 DAYS
HOURS/MONTH 729.6 HOURS
AVG. SLEEP + PREP + MEAL TIME /DAY 9 HOURS

ALL AVAILABLE HOURS THAT ARE SCHEDULED

TIME SPENT SLEEPING, SHOWERING, GETTING DRESSED + READY, ETC.

THE TIME YOU HAVE LEFT AFTER WHAT'S ACCOUNTED FOR

UPDATED MONTHLY AVERAGES

WHAT YOU'RE SCHEDULE REALLY ADDS UP TO

HOURS

HOURS

HOURS

HOURS

HOURS

HOURS

NOW FILL THIS IN

SAMPLE SCHEDULE | POST-PERSONAL TIME

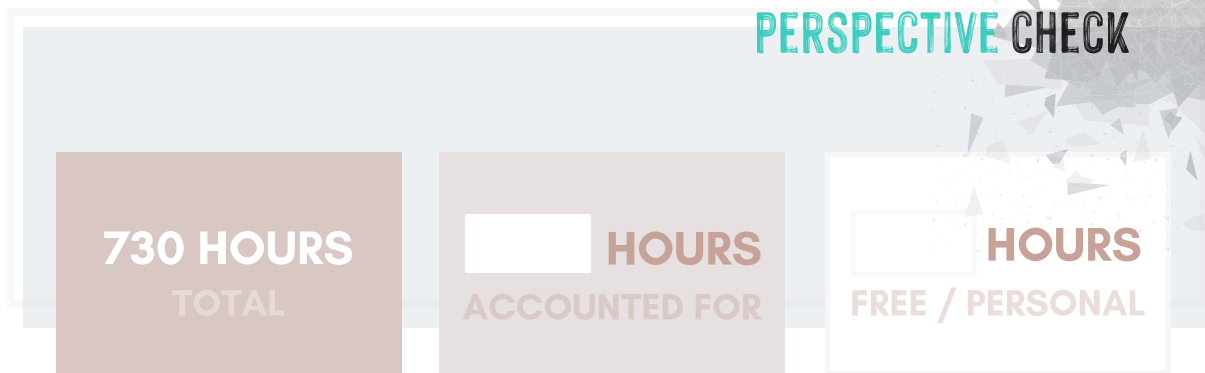
SO NOW WE ARE READY TO FILL IN OUR PERSONAL TIME. WHAT ARE THINGS YOU KNOW YOU DO EACH MONTH THAT AREN'T ON A SCHEDULE? I.E. SPENDING TIME WITH FRIENDS, FAMILY DINNERS, ETC. NOW IS ALSO THE TIME TO MARK YOUR "OFF LIMITS" DAYS/NIGHTS.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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REMAINING UNSCHEDULED TIME



PERSPECTIVE CHECK



IS THAT ENOUGH FOR YOU?

DO YOU CURRENTLY FEEL LIKE YOU HAVE ENOUGH TIME TO DO WHAT YOU **MUST** DO?

YES NO

ARE YOU SATISFIED WITH THE TIME YOU HAVE REMAINING TO **REST**?

YES NO

ARE YOU LEFT WITH ENOUGH TIME TO DO THINGS YOU **WANT** TO DO?

YES NO

WILL THIS SCHEDULE ALLOW FOR UNEXPECTED THINGS **WITHOUT** WRECKING YOUR MONTH?

YES NO

IF YOU ANSWERED "NO" TO ANY OF THOSE QUESTIONS....

CAN YOU CREATE **UNSCHEDULED** SPACE IN YOUR MONTH BY SHIFTING THINGS AROUND?

YES NO

CAN YOU **REMOVE** ANYTHING FROM YOUR MONTHLY SCHEDULE TO CREATE THIS SPACE?

YES NO



LET ME REPHRASE...

IF YOU ANSWERED "NO" TO ANY QUESTIONS ON THE PREVIOUS PAGE YOU SHOULD BE FINDING A WAY TO CREATE SPACE FOR FREE, *UNSCHEDULED* TIME.

SHOULD ANYTHING BE REMOVED FROM YOUR SCHEDULE?

THIS IS A TRICK QUESTION...

UNLESS YOU'RE SITTING THERE THINKING, "*GOD TOLD ME WHAT TO REMOVE FROM MY SCHEDULE A WHILE AGO, AND I DIDN'T LISTEN*" YOU SHOULDN'T ANSWER THIS IMMEDIATELY. TAKE IT TO THE LORD AND LET HIM TELL YOU WHAT GOES, WHAT STAYS AND HOW HE'S LOOKING TO GROW YOU.

THIS I KNOW... GOD IS **NOT** A GOD OF DISORDER (1 COR. 14:33).
IT'S TIME FOR YOU TO *RECLAIM* YOUR DAYS.

TIME IS A CREATED THING. TO SAY "I DON'T HAVE TIME" IS TO SAY "I DON'T WANT TO".