

Ministry's Vision

Date

## 6x6

List the 6 most significant projects/tasks you can do to see your vision more fully realized in next 6 weeks outside of normal weekly responsibilities.

### Prioritized Projects

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### Next Action Steps

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Urgent Focuses

List anyone/anything asking for/need your attention that is not on your 6x6, list below...brain dump them.

## Energy Focuses

Prioritize 6x6, Weekly Tasks, Urgent Items, and then work on High till completed.

High



Medium



Low

## Delegation Matrix

Think "invite others in first, do myself second."

Task

Person

Responsibility

# Weekly Project Planner

## Project 1

Project Notes

## Project 2

Project Notes

## Project 3

Project Notes

## Project 4

Project Notes

## Project 5

Project Notes

## Project 6

Project Notes

# Daily Planner

Date: Monday

Urgent

Meeting Notes

Daily Schedule

Daily Prioritized To Do

6am

7

8

9

10

11

12

1

2

3

4

5

6

7

8

9pm

Meeting Notes

Next Steps From Day

Meeting Notes

Daily Prayer Focuses

# Daily Planner

Date: Tuesday

Urgent

Meeting Notes

Daily Schedule

Daily Prioritized To Do

6am

7

8

9

10

11

12

1

2

3

4

5

6

7

8

9pm

Meeting Notes

Next Steps From Day

Meeting Notes

Daily Prayer Focuses

# Daily Planner

Date: Wednesday

Urgent

Meeting Notes

Daily Schedule

Daily Prioritized To Do

6am

7

8

9

10

11

12

1

2

3

4

5

6

7

8

9pm

Meeting Notes

Next Steps From Day

Meeting Notes

Daily Prayer Focuses

# Daily Planner

Date: Thursday

Urgent

Meeting Notes

Daily Schedule

Daily Prioritized To Do

6am

7

8

9

10

11

12

1

2

3

4

5

6

7

8

9pm

Meeting Notes

Next Steps From Day

Meeting Notes

Daily Prayer Focuses

# Daily Planner

Date: Friday

Urgent

Meeting Notes

Daily Schedule

Daily Prioritized To Do

6am

7

8

9

10

11

12

1

2

3

4

5

6

7

8

9pm

Meeting Notes

Next Steps From Day

Meeting Notes

Daily Prayer Focuses

# Daily Planner

Date: Saturday

Urgent

Meeting Notes

Daily Schedule

Daily Prioritized To Do

6am

7

8

9

10

11

12

1

2

3

4

5

6

7

8

9pm

Meeting Notes

Next Steps From Day

Meeting Notes

Daily Prayer Focuses

# Daily Planner

Date: Sunday

Urgent

Meeting Notes

Daily Schedule

Daily Prioritized To Do

6am

7

8

9

10

11

12

1

2

3

4

5

6

7

8

9pm

Meeting Notes

Next Steps From Day

Meeting Notes

Daily Prayer Focuses

# Week In Review

**What can you celebrate from this week?**

**Who can you encourage as you look back on this week?**

**How did you notices God's presence throughout the interactions, meetings and activities of this week?**

**What did you learn from the way your week went?**

**What did you struggle with this week?**

**What next steps or projects need to be at the top of your next weekly plan?**