

How to Get the Most Out of Your Weekly Ministry Planner

We are glad you are purposeful about planning your week to maximize your leadership and we created this tool to help you. Here is how to maximize your MultiplyLeaders Ministry Planner.

LEADERSHIP PROFILE 1X A QUARTER| Look at your Leadership profile at the beginning of the week to remember how God has gifted, shaped and empowered your strength zone. Rework your plan every three months to keep your personal leadership profile current.

6x8's| Every other month you must take a few moments to plan your 6 specific focuses to move the vision forward in the upcoming 6 weeks. What projects do you need to focus on? What people do you need to walk beside. Identify these 6 focuses bi-monthly and then write them into your weekly planning in the 6x8 slots until you plan your next 6x8's. This moves your big focuses into on the ground integration on a weekly planning.

BEGINNING OF WEEK| Plan the first hour of your week to plan for the week. Use this time with an open ear to God and blocked moment for you to get clarity around your main focuses and the urgent requests from others. If you plan the first hour of your week, it will pay off in dividends throughout the week. Don't make the mistake of living reactive. Use the weekly Vision to Delegation Planner during that first hour to help get clarity.

DAILY| Revisit your weekly plan daily for a few moments to remember what your main focuses are, and then move into the daily planner. Make sure you integrate the weekly planner into the daily planner to maximize your effectiveness. Any next step from a meeting or conversation that you need to fulfill, mark it in the Next Steps box on the bottom right. Setting your priorities each day after reflecting on your weekly plan will

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help. Make sure to look at your weekly for a few moments at the beginning of each day and then again after lunch. This will help you keep clarity in the midst of the meetings, challenging conversations and upcoming events.

END OF THE WEEK| One of the biggest mistakes we can make as leaders is to not reflect back on our weeks because we feel too busy. We hurt our leadership because we will miss opportunities for celebration, encouragement and learning in how to lead differently in the following week. If you don't have time to reflect, your schedule is out of control. It seems like taking the time plan and review adds pressure to our already busy week at first, but we quickly find that our time is multiplied and we are living more alive when we lead with higher clarity and greater purpose. We also find that our ears are tuned to God's leading because we are prayerfully inviting him into this planning and review discernment moments.

Questions? We're here to help.

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