

***Organizational Skills to Maximize Your Efficiency***

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I. Extra responsibilities require extra planning

A. Personal Walk with God (Bible Reading/Prayer)

B. Bible Study

C. Message/Lesson Preparation

D. Ministry Finances

E. Event and Program Planning

F. Soul winning

G. Hospital Visits

H. Follow-up Visits

I. Counseling

J. Staff Meetings

K. Marriage

L. Child Rearing

M. Family Time

N. General House Upkeep

O. Exercise

II. Four basic tools or cornerstones for time organization

**A. Calendar**

* Get a planner or calendar where you can write down the dates of all upcoming events or responsibilities
* Write down dates of all special events or activities you are to attend
* Write down dates of all special days you want to remember (birthdays, anniversaries, etc.)
* Look at your calendar daily for what is on it for today, this week, this month, in 3 months, and in 6 months
* Plan your work accordingly
* On large events or assignments, plan out short-term goals or deadlines along the way to avoid a crisis before the final deadline

**B. Checklist or To-Do List**

* Have a place to write a checklist of what you need to do on a daily basis
* Do not remove it from your list until it is completed or cancelled
* Move things forward if they did not get completed today
* Learn to prioritize based on your daily, weekly, monthly, 3-month, and

6-month outlook

* As soon as you get done with one thing, check it off and get started on another
* Don’t keep putting off unpleasant or difficult tasks
* Form a habit of writing things down so they do not get forgotten or slip through the cracks
* Keep record and reference of details you may need to refer back to later

**C. Daily/Weekly Schedule**

* Fill out a daily/weekly schedule
* Fill in unmovable events first (church, class, ministry, counseling, soul winning, etc.)
* Find where to fit everything else in around these
* Realize you will not be able to always maintain this schedule 100%
* Set general classifications like “Office Work” or “Sermon Preparation,” and then use your calendar and checklist to give you specific direction for that time period
* Don’t waste time in blank time spots
* Save some time for making up time when an unexpected thing interrupted your schedule. If nothing came up, work ahead to buffer for when something does come up unexpectedly
* Things that don’t involve other people can be done before others are up or after others go to bed without interruption
* Have your secretary help protect your schedule by scheduling things at scheduled times

**E. Routine**

* Routine is you doing the same thing over and over again the same way at the same time until it becomes a habit
* This will improve the speed at which you get things done
* This will improve the efficiency with which you get things done
* This will help prevent you from forgetting things as often
* Always put everything away in the same place every time
* Go to bed and get up at the same time every day (90-minute cycles)
* Eat at the same time every day
* Develop a daily morning routine for getting ready
* Develop a daily routine in your walk with God
* Develop a weekly routine on which days you work on which things

III. Learn to maximize your time

1. **Some things require and should be given your full attention**
2. **Sometimes you can do two things at once and get more done**

* Shower and pray
* Eat and read or on scripture memory
* Ride home from work and make phone calls
* On the way to hospital visits, listen to the Bible

**C. Properly train and delegate things for dependable people to do what they can do to free you up to do more of what only you can do.**

**D. Prioritize people over things. People get impatient; things are still waiting for you when you get back. People have feelings; things do not. People are eternal; things are temporal.**

**E. Have some times that all distractions and interruptions are blocked out so you can be more efficient in important things you must get done.**

**F. Have your secretary look up things for you, book flights, make reservations, etc. on the internet to save you time.**

**G. Do not let your phone, computer, or social media become a time consumer.**