

Lesson 3-- Scheduling:Creating Priority and Margin Video Transcript

Hi and welcome to another video in the time to change series by The Practical Disciple. I'm John Arnold and today we're going to talk about scheduling. Yesterday, I dealt with interruptions and then I said you need to leave a block of time to deal with things that pop up. The day before that we were talking about your Big Five, the five high value tasks that you are going to put at the front of the day. I want to underscore some things that were said in that video...add a little bit to them...talk more concretely about them.

If you don't have a day timer, you need to get some kind of day timer system. I use the Seven Minute Daily Life Planner. I'll talk more about this in a later video. I love this thing. I don't know how I would get through my day without using it, because it consolidates everything I need to do in one place period.

When I create my five before 11 list, I take every task that I have on my five before 11 list, then I put it down as an appointment that I need to be at. **So anything you put on your to do list...you should schedule a specific time for when you are going to do it.**

Otherwise, what happens is you go into your day and it's kind of like I'm going to get this done, but I'll get to it eventually. So actually write down time. For example, "At 2:5 I am going to call Bob", or "at 3:15 I am going to record that video." Now, whatever it is, for instance, I had here sermon post, B. and T., that stands for Bible and traf... I'll get into what that is another time... Plan my week, a blog post, a second traf. And over here on my schedule where I list appointments I have: Bible and traf, a sermon post, plan week, blog posts, process e-mail. And you'll notice from noon to two I put parentheses and I wrote in margin.

I schedule all the things I want and need to get done early in the day on the front half of the day. This kind of reminds me of a person I know who was once talking about finances and they said you always pay yourself first. You go through and set aside the money you need for your projects and then you go do the other

things. Now, personally I think you need to pay God first but the principle there in terms of time is you want to put what's important to you at the front of the day before other things crowd it out. I mentioned that to you yesterday.

You'll notice that from noon to two **I have a margin time.** Now what margin does, is it allows a space for anything that comes up that I had not planned on. I can work on those surprises then and this reduces a tremendous amount of stress and also a lot of overscheduling. Now, I have enough stuff that if something doesn't pop up, it's not like I am sitting at my desk saying, "I don't know what I'm going to do for two hours" That's not the case. I have other projects in mind that I can work on during that time if nothing else comes up. But I set aside a block in case something does. I cannot tell you how much stress that reduces.

I kind of first learned this when I was working on a huge project with Habitat for Humanity. I was on habitat blitz build where we were building a house in a week. It was a couple weeks before the build and things were building just tremendous momentum and my phone was ringing off the hook. I had a board meeting and at the board meeting I had probably 15 phone calls that needed to be made. I delegated all of the phone calls because I told them I know that by the time I get back home I will have more. I was creating margin by delegating those phone calls. And sure enough I came home and I had like three phone calls waiting on my answering machine for me. I was so thankful I had given this task away to people who could do them and I had left myself margin. **So build margin in your scheduling and take every to-do and make an appointment for it.** Take those and put them at the front half of the day if at all possible and in the latter half of the day leave and schedule a place for margin.

So, there you go that's your tip for the day and time to change and I look forward to seeing you in the next video.