

## Lesson 15: Creating a Weekly System Video Transcript

Hi and welcome to another video in the Time to Change video series by The Practical Disciple. Today, I want to talk about creating a weekly system and sticking to it and replicating it over and over and over and over and over again. I have shared during this course...and it has been a pleasure for me to share a whole host of time management solution..everything from getting rid of clutter and unfinished tasks to writing your goals and living into them. I have shared a lot of things that have worked for me over the years. Some that are new. Some that are old, but all are valuable and productive and work. I know from first hand experience that they work.

What I want to encourage you to do is **to go back now that you have watched all 14 videos and review them**. If there are some that you haven't seen go back and view them. Review them. They are not long. They are four to nine minutes. Do a few here and there or may be just watch the course over again over the course of several days. Once you have, pick out one or two suggestions at a time and focus on them. What **you really want to build toward is a creating a weekly system** for attending to each of the suggestions regularly. You do not have to do them all at once.

These are things that I have layered into my life over years. I know that if I tried to layer them all in at one time I would just crash and burn and nothing would happen. I would be all excited for a day or two and then I would just be exhausted from trying to do them all at once.

I am going to go back to the very first tip I gave you and that was doing five before eleven. That would be the place I would start with your weekly routine. I come in on Monday mornings and I have time when I have to go up and burn the service from Sunday onto a CD. While that is copying I lay my planner open and I think through the week about what needs to happen for the course of a week. I take two or three 5 before 11 tasks...things I want to see done in the morning...and I put them on each one of the days for the entire week. That gives me a blueprint for going into the week.

That gives me a baseline of what I know I need to do so I don't get caught at the end of week and go, "Oh man, I wish I had thought to have prepared this earlier in the week." Prescheduling two or three '5 before '11 tasks gives

me a baseline of activity that is going to balance out my work week a little bit. By putting down only two or three things it leaves me some wiggle room for the things I know that are going to come up day to day. It's a way of building in margin like I did in an earlier tip when I encouraged you to put a margin in your day. **I put a margin in my week by scheduling two or three 5 before 11 tasks every day for the week, but I leave two or three task slots open that I will determine the day before. This gives me some structure but some flex room within that structure.**

As I schedule on Mondays I will take some time to look at my goals. I take time to look at my unfinished tasks. I'll look for a day that is light where maybe I can pick up a few unfinished tasks or I might look at my week and say about a particular day, "This is going to be a crunch day. I am not even going to try to do 5 before 11. I am going to do 2 by 11 and that is all I am going to do because I have meeting after meeting or I have one thing I need to focus all my attention on before 11 o'clock.

So, you want to come up with a system that works for you where weekly you set a vision for what the week is going to look like. **If you go into your week without some kind of plan in place, it is kind of like going into a grocery store without a shopping list of any kind.** We have all had that experience. You just respond to what is immediate and you walk out half of the time with things you didn't need and spend money you didn't need to spend. You get home and realize you failed to get what you went to get in the first place.

**You do not want your week to be that way where you go into the week and just become reactionary to whatever is going on and you get to the end of the week and find yourself saying, "I never did the things I really wanted to do or really needed to do."** That is stressful and demoralizing. That is not the week that you want to have. So, just as you get on top of the day, so that the day doesn't get on top of you, you want to have a system where you get on top of the week and that way the week doesn't get on top of you.

**The key is, once you have a system in place like that, you are always tweaking it and refining it so it gets better and better and better.** But, you have to replicate it week after week after week after week after week. That is where most people fall down on applying tools like this. They try them for a short period and they don't really live into them for what I call a

season. **You have got to live into something for awhile before it becomes natural for you.** Some of these things are going to feel awkward and weird and you going to have to think about them at first, but pick one or two things and when they become natural or a norm for you move on and layer another one in there. **Over time you will find yourself doing all of these things reflexively.** When that happens you are going to find more joy in your life and more time in your life. Less stress. You are going to have deeper relationships. And, how you spend the time is going to have deep meaning for you, instead of just being busyness. You can move out of being busy and into being truly productive and truly enjoying life.

So, that's it. I want to wrap up with that. I really pray that you will take these tools to heart and you will take a few at a time and layer them together until you have a system that works for your life. Your life is not my life. Maybe some of these things you don't need at all. **Tailor these lessons to who you are and what you feel God is calling you to do and wrap the whole thing in prayer.** Keep tweaking the whole picture over and over and I guarantee you are going to be a radically different person with a radically different life even in a month or 90 days because anyone of these tips is a powerhouse. **When you start multiplying these tools there becomes a kind of synergy to it where you are not just three times more productive your seven times more productive** because you have layered in multiple tips.

So there you have it. That's the end of the mini-course on Time to Change. That's been kind of a double entendre. If you didn't pick up on it from the get go or think of it. Now is the time to change and I am trying to carve out time for you to be able to change. **You know...life is too short to just be busy. Live it and live it big. Live it for God and may God bless you in that. I look forward to seeing you eventually in another video.**