

MAKING A WEEKLY PLAN

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PRACTICAL ASSIGNMENT I. GOD HAS A PLAN

Amazing isn't it? God has a plan! And He has a good plan, and He has a plan for you and me. Interestingly enough God did make a specific plan for a week. God wants us to know that plan, God wants us to learn that weekly plan, God wants us to use His weekly plan. So let us look closely at the weekly plan that God has for us. God outlined it right in chapter one of Genesis.

He reconfirmed that plan throughout scripture with many blessings and even severe punishments for not following this plan. Rom. 1:28 says that because of sin God even gives us up to foggy ideas. Perhaps you struggle with foggy ideas, a lack of a plan, time pressure, or a lack of a clear understanding of how you can serve God the best. What is God's purpose for your life? I hope this lecture will help to clarify many things for you, and I am sure that if you will follow these ideas, it will put you on the road to spiritual fruitfulness.

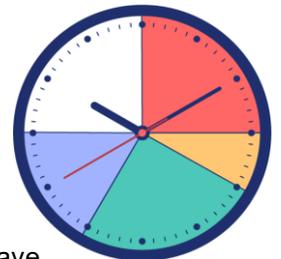
Therefore we have prepared a series of 4 lectures for you on using your time wisely: "How to Make a Weekly Plan," "Making a Monthly Calendar," "How to Organize a Daily Schedule," and "A Yearly Overview." We trust that these lectures will let more light shine upon your spiritual ministry and make your service to the King of Kings an easier and more profitable task.

So let us look at:

II. MAKING A WEEKLY PLAN

Let us make a weekly plan. How would you divide a week? Look at this. /// 1 /// The simplest of all I believe is to follow God's sequence of 7 daylight sections. So now we have a week with 7 parts.

We will make our days last from 7 in the morning till 12 o'clock at midnight. This gives you 7 hours to sleep and rest. That is also God's plan for you. Now back to the daytime use of our day. What makes for a natural break in a day?



Yes, meals!!! Meals are a natural division that almost everyone over the whole world follows. Many people in the world eat 3 meals a day and that makes for easily divided segments. Let us mark that on our weekly plan. Now our plan will look something like this. *//// 2 ///*

We have divided up the daytime into 3 parts. Who can tell me how many parts that gives in a week? Three parts in a day and how many in a week? All right, **twenty-one**. That is very good. Here we have a weekly plan, with twenty-one parts. How simple and beautiful.

We have divided each day into three parts, and a week into 21 parts. God wants us to be spiritually active at our jobs also! Look at this chart *//// 3 ////*. This is the secret to success. God's secret to accomplish great and wonderful things for Him. The **secret** is to accomplish **one** big, or one important thing in each of these 3 parts of the day. At our jobs and otherwise, 3 times each day. God has given us 21 opportunities a week to be successful!

In this session we will focus on what is called "Kingdom Time". Kingdom Time is our productive time on behalf of Jesus our Lord. Of course life consists of many other "secondary" needs and activities as well. We have already noticed that a day has 3 normal divisions. That means there is some time between these 3 major categories. They are referred to as secondary time slots. There are for 4 such time periods. Breakfast, lunch, supper and late evening. Each of these cover roughly 2 hours. That gives us time to do all our other normal living and caring for things.

All of life's tasks should be placed in 3 categories. **a)** Priority goals that are recurring **b)** Important short term goals that are individual rather than recurring. **c)** The more ordinary day-to-day living activities and needs. We will cover these in lecture TM3 where we deal with our daily schedule. Today our focus will be on our **key spiritual activities** to please Jesus. According to Christ in Matt 6:33 this should to be our focus and **ALL** the other things God will add as and when needed.

III. TITHING YOUR TIME

Many people have discovered great joy in tithing their time to do spiritual work. Dedicating time to God. Giving 10% of your time to save sinners from hell and please God Almighty. It's a wonderful idea. What blessings there are in store for you! If you are a normal working person, you probably work five days a week, in the mornings and afternoons. *//// 4 ////* Are we agreed? Okay, so let us mark this off. And now look at your weekly plan; see how much free time there is. I think you will be surprised. How many parts are there to a week [21]? How many parts do you need for working [10]? So how many parts do you have for free time? [11]. So, you have more free time than work time! Now, that is a surprise is it not? You did not expect that did you?

You see what God is doing for us? God has a plan. God has a good plan for us. And in that plan he has designed more free time than work time. If you study the Old Testament you will be very impressed as to how many feasts and other activities there are at which God told the Jewish people to celebrate and not to work. So do not let somebody tell you "I cannot do any spiritual work because I have to work so much." It means he has wrong priorities.

IV. MINISTRY TIME - FOR A PART-TIME WORKER

For the purpose of making this sample Weekly Plan we will focus on active evangelism and discipleship. Perhaps weekly outdoor evangelism with MEN, having a "Discovery Bible Meeting" for spiritual Seekers – "Men of Peace", or leading the "Basic Christian Life" course for new believers.

So we begin our Weekly Plan with a DBM –*Discovery Bible Meeting* on Tues eve. And do a *Basic Christian Life* group on Thursday *//// 5 ///* Notice that we have 6 hours free every evening. The DBM and *Basic Christian Life* sessions do not last 6 hours. You do not need all of that time. Leading these 2 sessions takes two hours each plus 1½ hour for preparation, closing and travel time, so you still have 2½ hours left in the evening.

Every good leader should arrive 30 minutes early, and stay 30 minutes late. Brothers have many questions and a desire for some personal help.

You are going to be there 30 minutes earlier to organize the table, to make sure the chairs are arranged properly, that there is light,...etc. You prepare everything. You have enough time to PRAY before your first person comes and wants to talk to you. You build a personal relationship with him and he tells you about his wife: she is not a

believer and she does not like it when he goes to the evening sessions. He wants to know what he should do. Then after 30 minutes when it is time to start your lesson, you can start your lesson exactly on time.

When you lead these sessions you must begin exactly on time and finish exactly on time. There are children at home. There is a baby sitter waiting. There is a husband at home, who is waiting for his wife to come back. But you, the coach, stay 30 minutes longer. Some people have a question during the lesson and you say to them, "Oh that is a wonderful question, but I think that it will distract from the lesson right now, so let us talk about it after the lesson."

So instead of two hours, your mentoring sessions will be three hours for you as a coach. And still you have some extra time here. You can have a flat tire, the bus can be late, you can do a lot of different things at home, and still be on time for your lesson. So in this weekly plan, we planned in some extra time.

Let us continue with our plan for a part time Christian worker. So far we have put in a DBM group on Tuesday and a BCL group, on Thursday. Now let us look at Sunday afternoon. This is a most excellent time for an outdoor event with MEN. So let us mark that in our Weekly Activity Plan.

Sunday is a wonderful day to serve the Lord Jesus Christ. And the most wonderful thing in life is to see sinners converted, saved. So we are going to lead a special evangelistic activity with MEN on Sunday afternoon. But Sunday morning is given to worship time and Sunday evening there is a church service also. **/// 6 ///** You may be very involved already. But caring for and honoring others is one of God's ways to give rest from your work schedule.

Now let us look at the rest of the week. Does your family have to suffer because you are serving the Lord? No, I do not think so. Look here, **/// 7 ///** Monday evening family time, Wednesday evening church, Saturday evening family time, and Sunday at least 2 times you have some family time also. So we see that God has designed opportunities for you to minister to and take care of your family. You can tithe your time to serve God and you don't have to neglect your family. Hallelujah what a good God we serve. Let us firmly decide to follow His weekly plan for our lives.

V. EXTRA MISCELLANEOUS TIME

Your primary activity will not take up the whole time slot. Three hours for a primary activity is already a lot. This is true for each of the 3 daily sections, morning, afternoon and evening. So there is extra time left each day for miscellaneous things. Now I will put in a few more lines to show this miscellaneous category. **/// 8 ///** This will give you two hours for breakfast, two hours for lunch, two hours to eat supper, and you get 2 hours time to go to bed. I can almost hear some of you breathing a sigh of relief. Yes God is so good, always giving us more time. How sad many of us do not make good use of it; we don't plan and we don't enjoy God's plan.

You already learned that there will be interruptions. You learned that you need to take care of your family. You learned there are some less important things you need to do. God has provided time for all your other activities such as car care, relative visits, devotions and other daily necessities. Besides the 3 priority parts each day He has given us 8 hours time for family care, interruptions and secondary items. I think that is plenty. Eight hours each day. Wow. Thank you Jesus.

VI. OBEY YOUR WEEKLY PLAN



You need to obey your weekly plan. If you make a weekly plan and then you put your plan away and say "Well, what am I going to do today?" you are surrendering yourself to the dark foggy thoughts of satan. Following a weekly plan is following God's plan. God made seven days in the week, He made three parts to the day, and God has given that plan to you to be successful. Eccl. 5:4-5. This plan is to help you **to be fruitful 21 times each week. /// 9 ///**

You make a promise to God "On Tuesday evening I am going to do this." It is a promise to God. It is a promise to your wife and children. It is a promise to yourself. If you do not do it, you are a liar. Anybody can write nice things on a piece of paper and then do something else. Paper is very patient. Your family wants to know before Jesus Christ "This is what Dad is doing." It is a promise to God and you must obey it. That is why it is important to make a good plan. That is why it is important to PRAY about your plan. That is why it is important not to write too many things in your plan. Only **ONE** important thing for each of the 3 main time parts of the day. You cannot handle more promises than that. Only twenty-one ideas every week. That is already a

lot. Now, the idea is not to draw a beautiful picture, **the idea is to live that way. To be fruitful 21 times each week.**

VII. NEW PRIORITIES

The Bible talks about church leaders, who they are and what they are to do. Ephesians 4:11 says, “*It was he {God} who gave some to be apostles, some to be evangelists, and some to be pastors and teachers*”. The Bible also says that if you choose to be one of these church leaders you have chosen a good thing, I Tim. 3:1. As a church worker or leader your time share will increase. It will be more than the original 10%. You must do most of your spiritual work when other people are home from their jobs */// 10 ///*. So doing spiritual work and doing evangelism, requires a change in your lifestyle. You must develop a new lifestyle. You must choose to work while other people are relaxing at home. Changing your lifestyle means developing new priorities. There will of course be many priority friction points about your house maintenance, garden, etc. But if you do not want to change your lifestyle then you cannot serve Jesus Christ the way you should.

At many places of work there are possibilities for rearranging your work schedule. If you want to do more spiritual work, you will have to PRAY and seek out how you can make changes in your work schedule.

You can go to the boss in your factory and you can talk to some colleagues and you rearrange for another shift, or adjust your time so that one day a week you do not have to be in the factory. You can only do that if you have a good reputation. You can only do that if you have faith. You will also need some additional income. If you believe God wants you to do spiritual work, He will help you. It is up to you to rearrange your schedule in order to give you extra time to do your spiritual work. Of course you need to learn how to make your own **personalized** schedule. I am simply showing you an example of how to do this.

VIII. MINISTRY TIME - FOR A FULL-TIME WORKER

It is God's desire that we grow spiritually. As we continue to grow we will naturally want to be more involved, to have a larger ministry. The sequence is that we usually move from total non-involvement to doing some voluntary spiritual activity. Then we begin to tithe our time, and after that we move on to doing part-time spiritual work. Eventually by God's grace, we may have the privilege to become a full time worker in the Eph. 4:11 category. Perhaps a church planter.

Now we are looking at somebody who is going to do full time Christian work. So he has the wonderful privilege to do a lot more spiritual work. He will continue to follow the plan he was already using when he was just tithing his time. He is just going to be a lot happier doing more spiritual work.

Becoming a full time pastor, coach, or evangelist means changing your family lifestyle, setting new priorities. You are supposed to do your spiritual work when people are at home from their work, Evenings. Weekends! So your spiritual priority time stays the same. **“People-Time”**, that is your main priority, all other activities become secondary. In other “Time Management” lectures, we talk about setting priorities. So we begin by filling in these 11 spiritual priority sections. Now you can see on your weekly plan the most important time you need to be available to serve Jesus Christ.

When we look at this prime time situation */// 11 ///* we see that our man was already more than tithing his time Tuesday evening, Thursday evening and Sunday afternoon. So there are only 3 evenings of prime time left. Monday, Wednesday and Friday. Monday is a special activities day about which we will talk later. So our prime teaching time that is still open is Wednesday and Friday evenings. These are good evenings to have a *Wednesday Home Prayer* meeting and a *Friday Youth Night*.

I am going to add a few more ministry opportunities. , because I think this person who is doing full time ministry would like to reach out to more people. He may have an evangelistic Bible class in a school or he may invite a group of children to come to his house. A good pastor or church planter should have a weekly coaching session with his new deacons, perhaps on Saturday morning. And he does this every week of the month.

How many classes is he leading? - - - He is leading 4 groups total every week, plus his outdoor work reaching MEN on Sundays. Praise The Lord!

IX. PREPARATION TIME

In order to grow people spiritually you must do what? You must prepare yourself. The morning is the best time to prepare yourself. In the morning one is rested up and fresh. The pressures of the day are not yet upon us. So let us fill in our preparation time for the mornings. You want to keep as many evenings free as possible for touching people. In this weekly plan our man has 4 mornings scheduled for preparation time. **/// 12 ///** Tuesday, Wednesday, Thursday, and Friday All right, here I have marked the preparation time on our weekly plan with blue circles and the word “*prep*”.

X. GOD’S DAY - FAMILY DAY

Throughout Holy Scripture we are reminded that full-time spiritual workers are occupied on Sundays with special worship activities. So for them Sunday is a workday, not a day of rest! But our God still requires: “you shall work 6 days and rest 1 day. And God attached severe punishment for those disobeying that command. Therefore we have put in here another special day - Monday. **/// 13 ///** Why should we have this “spare” day? What are we going to do with that day? We are going to keep this day for God, and for the family. That is exactly what fulltime spiritual workers need to learn to do! You need to learn to have one day free for yourself, for prayer and for rest for yourself. One day in which you do special things **with** your wife. Maybe you go with your wife and look in the stores. Maybe you have some other activity. In the afternoon when the children come home from school, you spend special time with your children; play some games and do special activities.

If your children are not happy, your wife will not be happy. If your wife is not happy, you will not happy. If you are not happy, how can you minister to others? So first, you must make absolutely sure that the life of your children and the life of your wife are pleasant and comfortable. If you do a good job with them, then God will give you a ministry, 1 Tim 3:5. And what is more God will answer your prayers, see I Pet. 3:7.

Saturday evening I also put down as time for the family.

Satan does not want you to love your wife. Satan does not want your children to have a wonderful, Christian family. He will do everything he can to take the father away from the mother and children. Following God’s priority for your family does not come automatically. It is a struggle. You can only do it if you make a plan. In my own plan I have one priority for God. I have one priority to grow heroes. I have another priority for my family. Besides those three priorities, I still have lots of time left to do other things.

Let us take a look at the day for the family and summarize:

- a) Time to make your physical surroundings a sweet ‘heavenly’ one.

We suggest that in the morning you will take care of some minor repairs, or some other small family needs.

- b) Time with and for your Almighty Eternal Friend JESUS:

You take some time to analyze yourself.

- Am I taking care of myself?
- Am I having devotions?
- Am I close to God?
- Am I growing spiritually?
- Am I the good husband I should be?
- Am I the father I should be?

- c) Time to refresh your own body and soul

Do an exercise routine, go for a walk in the park, develop a hobby.

- d) Time with and for your Wife of your youth

You are going to do something extra **with** your precious wife, or **for** your wonderful wife.

You go outside maybe do some shopping for the family together.

Maybe you go together for a walk in the park or something else. Perhaps have lunch together in a cafe. After the children are in bed, you make sure and have a couple of special hours with your wife.

e) Time with and for your Children:

You are going to have time with the children who will be coming home from school.

XI. PERSONAL & QUALITY TIME

How much extra non-prime time do you have in each day? Okay. I hear different ideas. We had **9** hours of prime time, but in between the **9** hours we had how much extra time? **14** We had two hours at breakfast, lunch, suppertime, and going to bedtime. So that is **8** hours each day for personal time. The **3** prime time parts basically refer to official work related production. But under personal time we mark each morning a special segment as **quality** time. In Genesis one the days began in the evening. And Jesus met Adam first thing of each day. In the New Testament the days began early morning at dawn. And the first thing was Jesus meeting with God. So in our Weekly Plan for Eph. 4:11 workers we follow God's desire and mark a special **quality** time for each day.

During these **8** hours there is also time you can use with your family. Time you have to do other things that you need to take care of. Harvest potatoes in the fall time, or shovel snow in the winter, or whatever work you need to do. But that is also why I believe that every Christian can and should **tithe** his time.



XII. DIFFICULTIES / INTERRUPTIONS

There will of course be difficulties like transportation breakdowns and other interruptions, which means you cannot always keep to your schedule. Of course that is possible. Not only is it possible, it will be that way. It is a normal part of life. You need to expect it and therefore you need to plan in these interruptions in your schedule. What is more is that interruptions are God's ways to get your attention. An interruption is a "special GOD MOMENT". An interruption is meant to be a "PRAISE MOMENT". No weekly plan is going to be absolutely perfect. What are you going to do when somebody dies? "Oh, this is not on my weekly plan, therefore I can't go to the funeral." I do not think that is a reality. So, sometimes you have to make a change.

Do not forget you have three whole hours of prime time activity each morning, afternoon and evening, but before that activity you have two hours of in-between time. And you have again two hours afterwards. We believe if you plan only **one** thing for the morning, only **one** thing for the afternoon, only **one** thing in the evening, you will have extra time for your transportation and other difficulties. The two hours is a like cushion in-between these activities.

XIII. PRAYER & BIBLE TIME

Let me give you a few suggestions of how to be fruitful. I suggest that early in the morning you have a prayer time – just like Jesus. Around lunch time we suggest that you read, one chapter of Proverbs and five chapters from Psalms, every day. You can cover the book of Proverbs in thirty-one days. This is the program Billy Graham used. So every month the world's greatest evangelist read the book of Proverbs and the book of Psalms.

XIV. REVIEW TIME

We started with a blank week and then we filled in the most important parts.

- a) A real day with God, and a day for your family.
- c) Then your spiritual work time.

- d) And study time in the mornings.
- e) Miscellaneous time is the very last thing we planned in. This is the time for the less important things. Time for interruptions. Time to talk to your neighbor, and time to do something extra for your wife.

A. Sunday = Lord's Day

Your priority is to have one holy day each week to worship Jesus.
 Either on Sunday or Monday you can have the same amount of time to worship God

B. Family Time

Now this is a separate category. It is not priority number one. It is priority number two. A little bit lower priority. Your first priority is Jesus.
 Family time in our weekly plan is focused on Monday with additional times throughout the week.

C. Spiritually Productive Hours Per Week

Now I want to give you some statistics.
 Now how many time frames a week did God give you to produce something very important spiritually? **11** time frames of production per week for Jesus.

D. Preparation Time

You still have a holy day, you still have a lot of family time each week, but you are winning SOULS and growing Christian leaders, you are fulfilling the great commission. And graciously our Lord Jesus has also given you **4** mornings to listen to the Holy Spirit in your preparation time.

E. Personal Time

In a modern society most people work 5 days a week, and 8 hours a day or 40 hours a week. But here comes God's surprise. **15** Five days a week God gives also 8 hours **FREE time, 40 hours of free time** each week, plus Saturday and Sunday. Remember we had **9** hours for work, but in between the **9** hours we had extra time. Yes, we had **2** hours at breakfast, lunch, supertime, and going to bed time. So that is **8** hours. That is why I believe all God's people who love Jesus can **tithe their time for Jesus**. So eventually, your whole week will be full. But when you begin, you only mark in the most important things and you leave the rest blank like this sample. Making a similar weekly plan is easy. You can please God by following His system. You too can be successful **21** times a week. Praise God!

Conclusion

For our brothers working in secular jobs this chart produces **11** parts to serve Jesus and your family. For brothers doing full-time spiritual work this chart produces **21** parts to be spiritually fruitful. Each day is divided into **9** hours of work, **8** hours of miscellaneous and **7** hours of sleep.

This is similar to the plan John Wesley had for his pastors in England. His daily schedule for his pastors was:

- ✓ 8 hours for sleeping and eating.
- ✓ 8 hours for study, prayer and meditation.
- ✓ 8 hours for preaching, visitation and social work.

We see that Jesus had a very similar lifestyle also, and we recommend that you make such a weekly plan and follow your plan in order to become spiritually successful.

May God bless you as you follow Jesus and Wesley.

Today we are going to practice how to make a Weekly Plan. We will start by making one together now for each of the 4 coming weeks. Each day these weeks you are going to check off whether you did what it said on your Weekly Plan or not. Your practical assignment will be to make one of these Weekly Plans over the next several months. On each Friday you make a Weekly Plan for the following week. Daily you mark a plus or minus by what was on your schedule for that day. Also before we have the next meeting, you will make another set of 4 Weekly Plans for the following month and present it to your leader.

Practical assignment

The secret of time management is deciding what you want to accomplish, by placing these things in a schedule so they will be accomplished on time, and making yourself stick to that schedule.

Your main assignment this time will be to make several accurate and realistic weekly plans using the following steps. As you consider priorities, continually ask yourself, “Which things do I need to do to be successful *in God’s eyes?*”

Make a weekly calendar

- Make 12 copies of the weekly plan that has been provided.
- Each Friday or Saturday make a weekly plan for the next week. Write in the date you made the plan. (You will need to show your weekly plans at the conferences for the next 3 months.) Any goal or priority that doesn’t have a place on your calendar probably won’t be done. Be sure that you have a place for each of your goals on your weekly calendar. If you can’t find places for everything, it is possible that you have set too many goals.
- Each day follow your instructions for that day.
- At the end of each day, mark each hour/activity with a plus or a minus. Plus means completed, minus means not completed.
- At the end of the week count how many primary items you successfully completed that week. Your grade will be from 1-21.

Note: Your most important time is time spent with people. Even more specifically, it is time spent with unbelievers—time spent saving souls!

Because of this we request that you attempt to include at least one activity each week that you and your wife can do to minister to and to bless unbelievers and share about Jesus. Here are a few suggestions:

- With your wife, visit an unbeliever’s home with a gift for an event like Christmas or Easter or other event gift and share about the Bible.
- Invite an unsaved family into your home for a meal or an evening of fun. Have a Bible reading, prayer, and time for discussion – keep it light, be sensitive to how open they are.

Week 1	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 2	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 3	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 4	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 5	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Week 7	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 8	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 9	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 10	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 11	<input type="checkbox"/>	<input type="checkbox"/>	_____
Week 12	<input type="checkbox"/>	<input type="checkbox"/>	_____

Blessings to you, our dear friends!

We are happy to present the video, audio and paper materials that have been prepared by **New Life for Churches**. You have the privilege *upon completion of your practical assignment* to use this lecture with others.