

Bookend Your Day

When you bookend your day, you create margin and become intentional about what you accomplish each day.

Take the last 15 minutes of your day and ask yourself these four questions.

1

CELEBRATE

What did you get done today?

EXAMPLES:

- Update Church Metrics numbers for Sunday
- Connect with my leader Amy, for coffee

2

EVALUATE

What did I not get done today?

List the things that you had on your “What am I going to do tomorrow?” list.

3

REFLECT

Why did it not get done?

List any obstacles or interruptions you had.

4

PLAN AHEAD

What am I going to do tomorrow?

Make a list of what you plan to do tomorrow.

CREATE VISION

Plan no more than six or seven items to accomplish each day. If an item is on your list for over three days, do one of the following:



DO IT!



DELEGATE IT!



DUMP IT!