

## Lisa Method

This is a powerful approach to accomplishing more every day than you imagined possible – particularly for those managing family, work, and ministry demands.

To begin, it is essential to view the things that need doing are ALL up to you. If you don't do it or manage someone else to do it, nothing gets done.

The system is based on using a yearly, monthly, and daily calendar system.

- The yearly calendar lays out the entire year, where major events are noted – job related trips, vacations, start and ending dates for work, school, church activities, other important events. These are noted to account for yourself and all family members. Add things to the calendar as they come up and write in potential events where they are most desired or most likely to occur. Think big picture and major events.
- The Monthly calendar digs a bit deeper and places events and occurrences in their expected calendar days – appointments, visits, vacations, activities, challenges – for yourself and all family members. This is a flexible calendar and requires regular input from all family members to update the calendar – sports, recitals, graduations, tests, lunches, days off, trips are all recorded for all family members.
- The Daily Calendar is for you – what do you need to accomplish today? Start the night before and think through everything on your plate - work, personal, spiritual, and family obligations – such as "Prepare for meeting," "Read Scripture," "Exercise," "Respond to emails," "Grocery shopping."

Every single daily task is listed on the daily calendar the night before, with additions during the day as needed. Each task completed is crossed off. (If tasks pop up and are immediately addressed, you are encouraged to write them down and cross them off!)

A key part of the daily calendar is estimating the time each task takes to complete. Once done, look at the list and see where you can fit in the various tasks based on time available. The creator of this system does more with her time than anyone else because she refuses to procrastinate – a spare 15 minutes can accommodate one 15-minute task or one 10 and one 5-minute jobs, or three 5-minute jobs. Rather than check email or scroll a screen, think how much you can get done if those “spare” minutes are put to effect. Look at your list, see how much time until the next obligation, then select the tasks can be addressed during that timeframe – and get to it!

Ephesians 5:15-16: "Be very careful, then, how you live - not as unwise but as wise, making the most of every opportunity".

This process promotes consistency and focuses on what's doable now, rather than an overwhelming to-do list. We have long range visions we desire to address, but for most of us, most of the time, how we manage our daily challenges effectively has an enormous impact on our lives.