

Student Worksheet



The Toolkit: Practical Strategies for Order

Name: _____

MODULE 3



REDEEM THE TIME

BRITISH UNION CONFERENCE | STEWARDSHIP DEPARTMENT



GOD FIRST
ADVENTIST STEWARDSHIP MINISTRIES

**"Order is the quiet
companion of
generosity."**



1. THE WEEKLY REVIEW (THE "PASTORAL PAUSE")



Take 3 minutes to look at the week ahead and answer these three framing questions:

- **Gratitude:** What is one blessing from last week I want to carry into this one?

- **Priority:** If I could only accomplish three things this week to feel faithful to my calling, what would they be?

1. _____ 2. _____ 3. _____

- **Protection:** Which "Important but Not Urgent" task (e.g., exercise, prayer, a phone call to a parent) needs a specific time slot to survive?



2. TIME BLOCKING VS. TO-DO LISTS



TIME BLOCKING VS. TO-DO LISTS

To-Do List: A list of things I hope to do. (High anxiety, low clarity).

- **Time Block:** A commitment of when I will do them. (Low anxiety, high clarity).
 - **Identify your "Deep Work" Window:** When is your brain most alert and your spirit most quiet? (e.g., 6:00 AM – 8:00 AM or 10:00 AM – 12:00 PM). My Peak Energy Window is:
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3. ENERGY MAPPING



ENERGY MAPPING

Match your tasks to your energy levels:

- **High Energy** (Analytical/Creative):
-

- **Low Energy** (Admin/Chores/Emails):
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- **Restorative** (Relational/Spiritual):
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4. WORKSHOP: THE "IDEAL WEEK" DRAFT



THE "IDEAL WEEK" DRAFT

Using your calendar template, "box in" your week using this priority sequence:

1. **Sleep & Health:** (Ensure 7-8 hours are protected).
2. **Spiritual Anchors:** (Sabbath, daily devotions).
3. **Work/School:** (The "Deep Work" blocks).
4. **Flex Space:** (Leave at least 15% of your day "empty" for interruptions/grace).

5. Reflection

What is one thing you currently do during your peak energy time that could be moved to a low energy time to free up space for "Excellent" work?

