

Calendar Planning

Goals Meet Calendar

Step 1: This might be the most confident action of all. Take your action steps and make sure they fit in your calendar! Start with your year-long calendar, then your monthly, then weekly and then daily. What are you going to need to put on each in order to accomplish your goals?

Step 2: After you have taken a look at your year at large, and written important dates, trips and events, begin to look at the next four months.

Step 3: Now look at your weeks. How will you spend your time? Be sure to leave some white space for margin and flexibility! Also, it is extremely important to build in your 24-hour Sabbath zone where you rest from the frenzy of productivity and spend time connecting with God!

Kaitlyn's Weekly Schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5-6 am	Painting		Exercise Meditation	Meditation	Exercise Meditation		
6-8 am	Prayer		Devos/Writing	Devos/Writing	Devos/Writing		Look ahead zone
8 am- 12 pm	Work		Work	Work			
12-5 pm	24-hour Sabbath zone begins	24-hour Sabbath zone ends	Work	Work			
5-6 pm				Visit Mary		Clean my house	
6-7 pm		Go to the gym		Go to the gym	Go to the gym	Organize	
7-8 pm			Community Group	Call my sister	Inspire Girl	Something fun!	
8-9 pm			Community Group		Inspire Girl		
9-10 pm					Inspire Girl		

Plan Ahead Time:

Reflect on the prior week, and plan for the week ahead!

Plan groceries, meals, and commitments!

Don't overload your schedule

Remember that every time you say yes to something, you are saying no to something else!

During 24 hours of Sabbath time commit to:

Refrain from work and chores

Engage in activities you enjoy!

Connect with God

“The key is not to prioritize what’s on your schedule, but to schedule your priorities.”

– Stephen Covey

*I hope you repeat this process every four months. When you do,
begin by making space for grace by doing the following:*

1. Celebrate what is amazing!

- What was strong?
- What goals did you achieve?
- In what ways are you growing?

2. Restate your vision

- Let go of disappointment in yourself/others
- Let go of set-backs
- Restate your vision

3. Reset your mind to flourish

“We cannot conquer time. We can only sanctify and redeem it. Our time on earth is as fleeting as a vapor, yet our lives are eternal. They will continue on the other side of the veil... God controls time, but He has given us ways of making it count for us and for our peace.”

– Kerri Weems, Rhythms of Grace

Your Weekly Schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5-6 am							
6-8 am							
8 am-12 pm							
12-5 pm							
5-6 pm							
6-7 pm							
7-8 pm							
8-9 pm							
9-10 pm							

When will you schedule planning time?

When will you schedule Sabbath time?

When will you leave margin in your schedule?

*I pray that God will continue to fill you with clarity, courage
and confidence as you follow Him through the years to come!
May you make the very most of it!*

*Much love,
Kaitlyn*