

# YOUR DAILY SCHEDULE

To block your schedule, you need to plan your work day – including mundane activities like driving and eating lunch. Knowing what you should be doing all all times ensures you stay focused instead of reacting to everything that comes your way. You also need to commit to a calendar, whether written or digital to keep track of your day for maximum success!

SAMPLE SCHEDULE		CREATE YOUR SCHEDULE	
TIME	ACTIVITY	TIME	ACTIVITY
06:00 AM	Wake up and morning prayer	06:00 AM	
06:30 AM	Bible reading/devotional time	06:30 AM	
07:00 AM	Breakfast and family time	07:00 AM	
07:30 AM	Prepare for the day (shower, dress)	07:30 AM	
08:00 AM	Review daily goals and tasks	08:00 AM	
08:30 AM	Commute to work or start work at home	08:30 AM	
09:00 AM	Check emails and respond	09:00 AM	
09:30 AM	Team meeting or planning session	09:30 AM	
10:00 AM	Work on ministry projects	10:00 AM	
10:30 AM	Individual tasks (calls, emails)	10:30 AM	
11:00 AM	Prayer for team and projects	11:00 AM	
11:30 AM	Continue with project work	11:30 AM	
12:00 PM	Lunch break	12:00 PM	
12:30 PM	Personal reflection or reading	12:30 PM	
01:00 PM	Check in with team members	01:00 PM	
01:30 PM	Work on ongoing projects	01:30 PM	
02:00 PM	Community outreach planning	02:00 PM	
02:30 PM	Administrative tasks	02:30 PM	
03:00 PM	Follow-up on emails and calls	03:00 PM	
03:30 PM	Content Creation / Marketing	03:30 PM	
04:00 PM	Prayer for guidance and strength	04:00 PM	
04:30 PM	Review accomplishments of the day	04:30 PM	
05:00 PM	Prepare for the next day	05:00 PM	
05:30 PM	End-of-day prayer and reflection	05:30 PM	
06:00 PM	Family time, or personal hobbies	06:00 PM	

"Nothing is achieved by accident; every success is the result of purposeful pursuit and unwavering determination."  
 – Let this year be your greatest year every! POD