

# Quarterly Planning Process

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- Pick two whole days to plan for the quarter (shorter once you get it down)
- Cut off any appointments so you can concentrate

Next Steps: Update

Annual Time Block Calendar

Annual Plan

Ideal Workweek

Determine goals for quarter

- Fitness
- Family
- Relationships
- Church
- Money
- Make budget for next six months and take out cash each month
- Spiritual

Home

- Determine workout schedule
- Set school schedule
- Jensie
- Travel and vacations
- What needs to be fixed around the house?

- Chore Charts
- Kids Schedules with sports/band/debate, etc.
- Pick 13 books to read this quarter in cabinet

## Church

- Send out emails for every member visits
- Figure out Grow Groups and Bible Basics
- Recruit for step up sheet
- Utilize volunteers
- Check capital campaign reminders
- Schedule at least one whole week off with the family in the 13 weeks of the quarter
- Write down main goals for quarter
- Set up meetings with coordinators
- Worship
- Grow
- Serve
- Reach
- Set up
- Kids
- Drive/push necessary projects
- Set up processes
- Update Traction Sheet
- Schedule Leadership Council Visits
- Pay donuts

- Set up sermon series/pericope
- Set up music for the year

### **Friends**

- Schedule ski days
- Schedule mountain climbing days
- Pick three Sundays to have people over for dinner

### **Latin**

- Double check the schedule
- Have lessons ready for the year

### **Kids**

- Make practice plan for sports
- Band
  
- Extended family
- Consider visits
  
- Big Picture
- Spend time daydreaming where we are and where you are going