



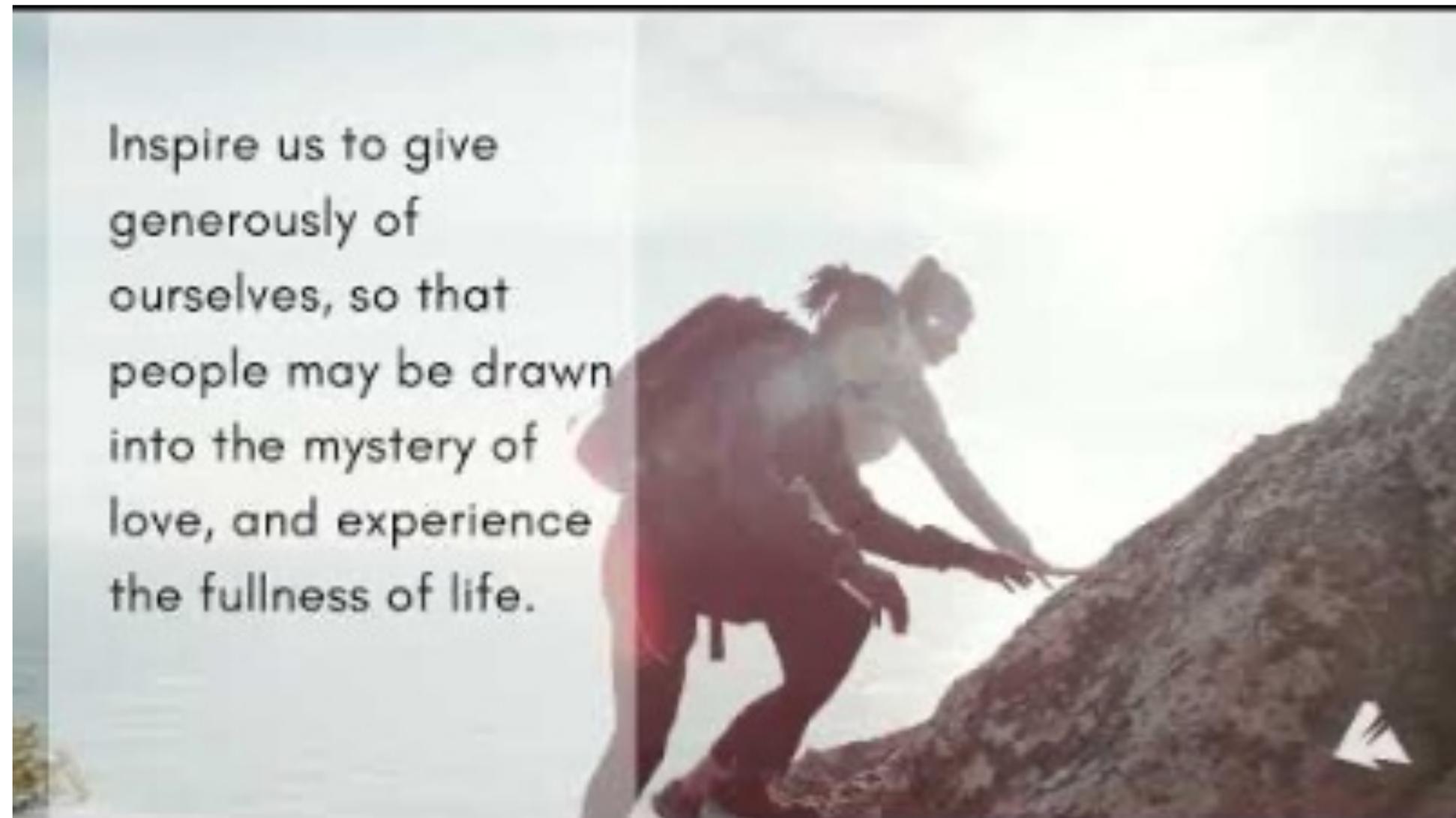
CENTRE FOR MISSIONARY LEADERSHIP

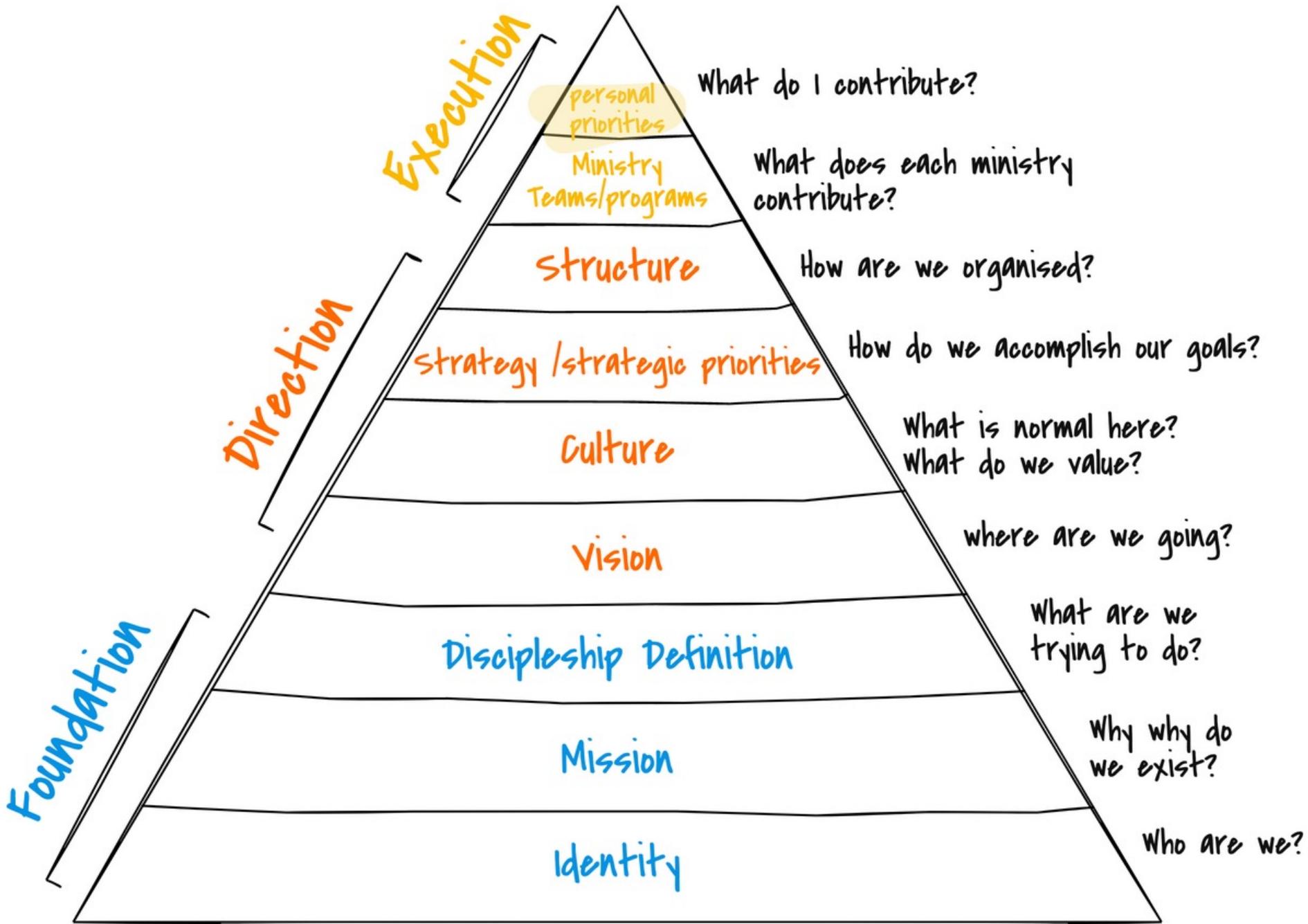
A work of the Missionaries of God's Love

Time Management and Priorities

Ministerial Leadership Theory and Practice Lecture 12

Inspire us to give
generously of
ourselves, so that
people may be drawn
into the mystery of
love, and experience
the fullness of life.





Personal Priorities – Leading Yourself

- Time Management and Priorities
- Leadership from the Heart: Vulnerability, Shame, and Resilience in Leadership
- How to Lead When You're Not in Charge



The Never- Ending Nature of Ministry

- Requires that you can prioritize
- And manage your time



Tools

- Priorities (or personal goals)
- Calendar
- To do list



How do you know what is important?

- Stephen Covey – First Things First



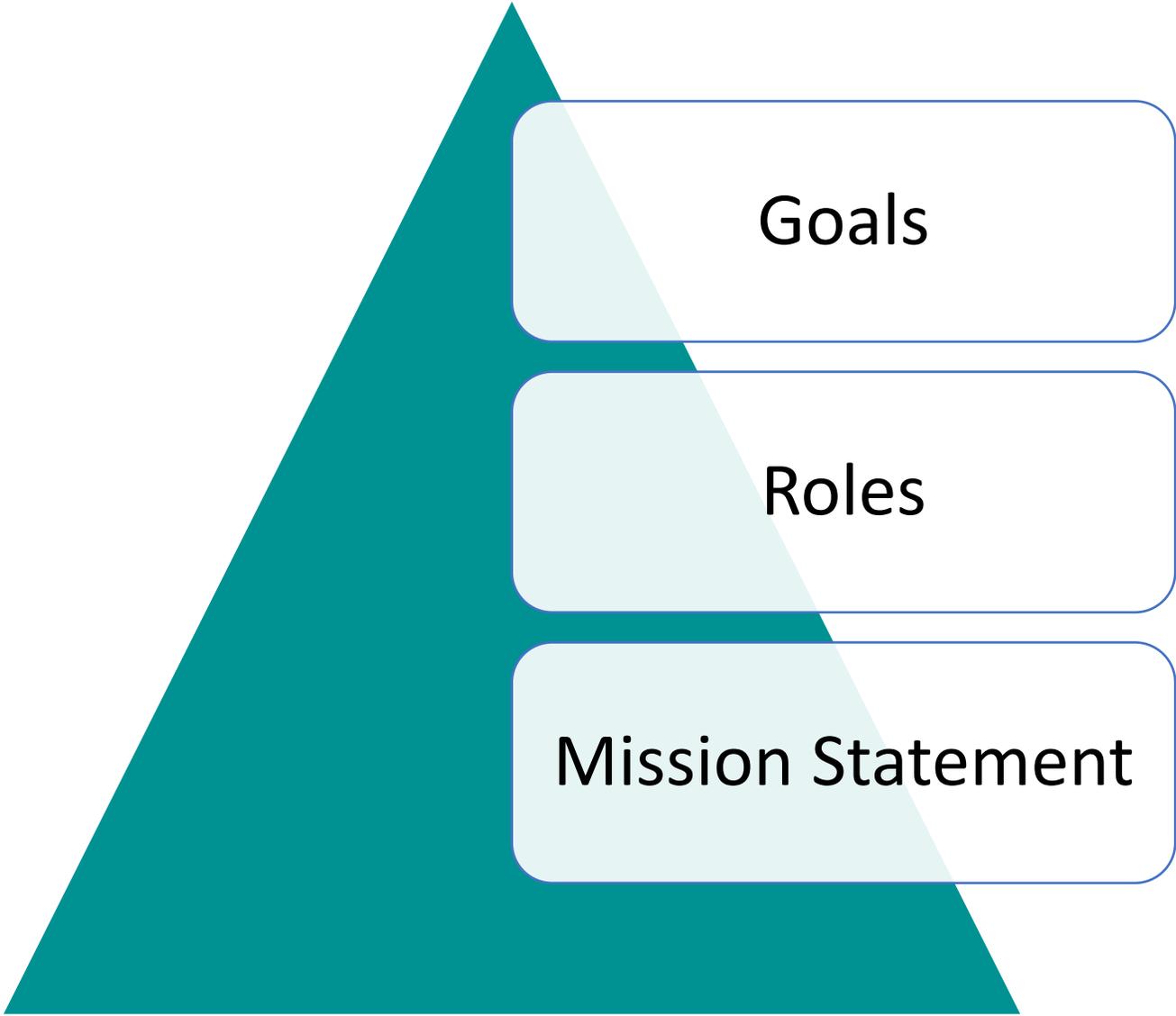
Time Management Matrix

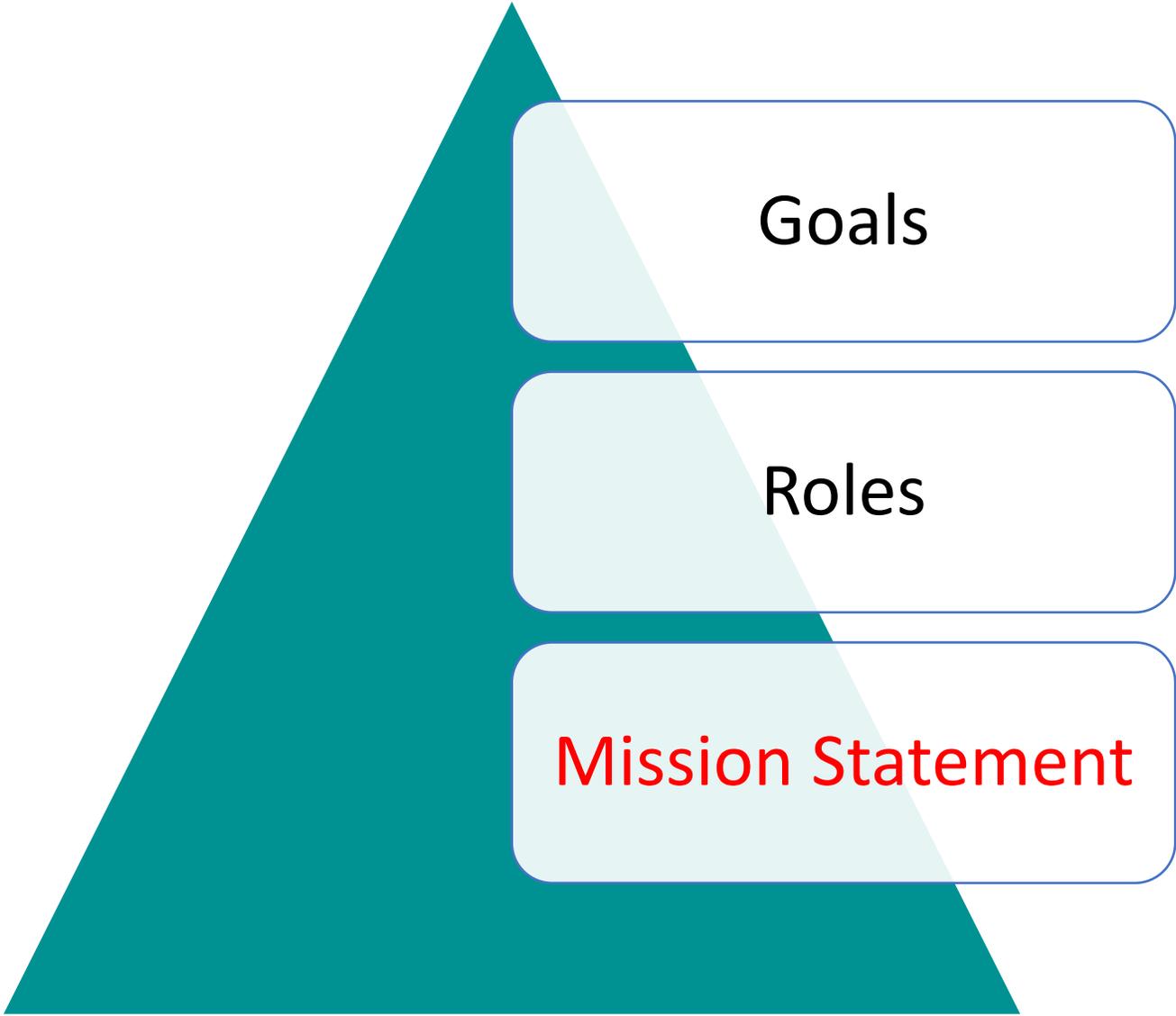


tomorrow

- What tasks do you have to do tomorrow?
 - What is QI – Urgent and Important – Mark A
 - What is QII – Not Urgent but Important – Mark B
 - What is Q III – Urgent and not Important – Mark C
 - What is Q IV – Not Urgent or Important – Mark D







Goals

Roles

Mission Statement



Personal Mission statement

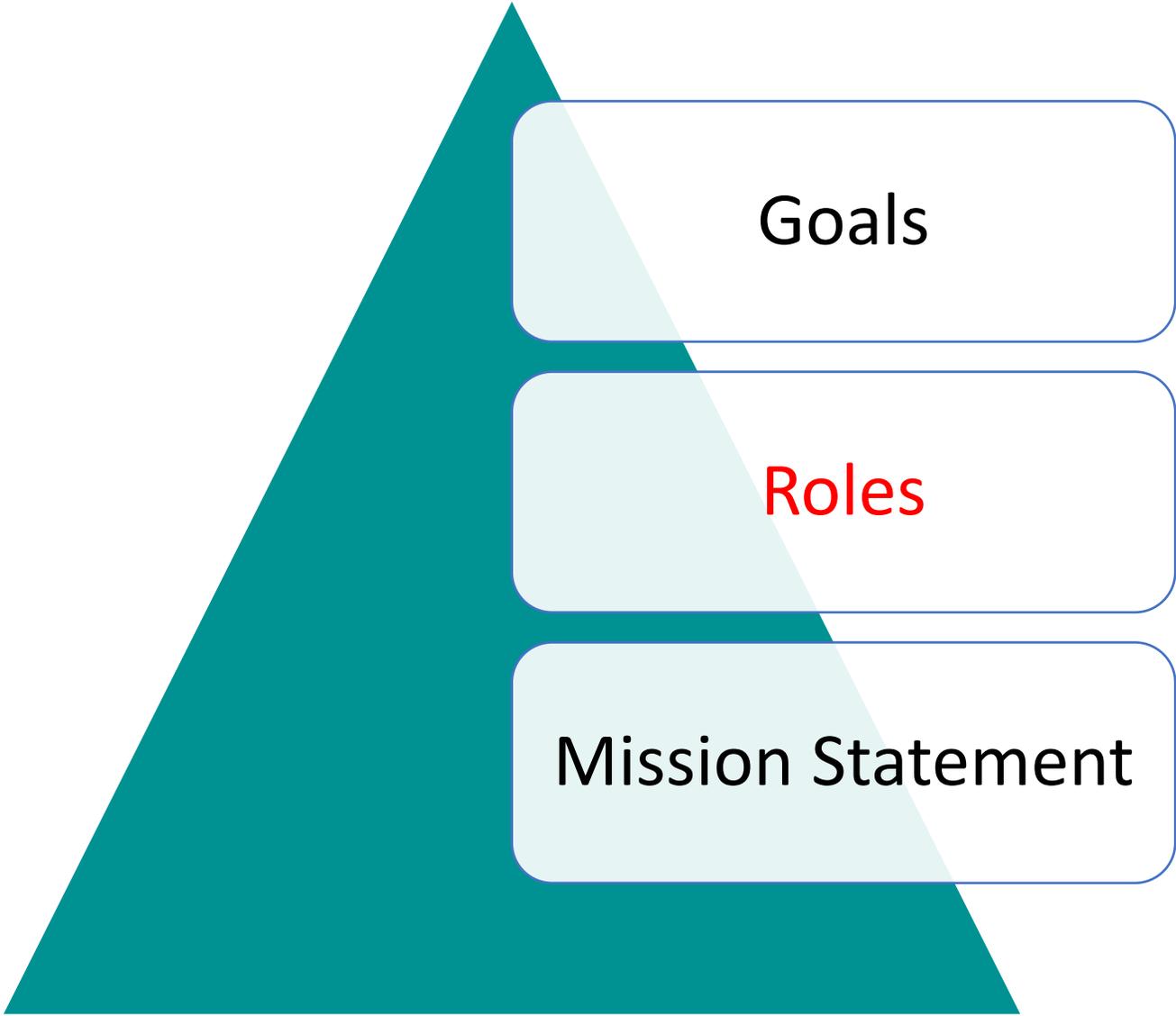
- Combination of
 - what is important to me
 - What I value
 - Who I want to be and become
 - What I want to do
- Touchstone for my decisions



eg

- I am a missionary disciple. I pray daily and live under the obedience of faith in Christ Jesus
- I am a vowed member of the MGL. I live a life of prayer, brotherhood and evangelisation. I am consecrated to Jesus through my vows of poverty, chastity and obedience. I seek time for solitude and reflection.
- I am a man of communion. Relationships are important to me: the brothers, my family, friends, and the particular community that I am called to serve.
- I am a person of compassion, patient, kind, thoughtful. I care about others and serve them by my presence and by listening.
- I am a leader. I lead the faith community with service, compassion and love. I cast the vision of the community. I plan and am organized so as to achieve what is truly important. I am innovative and effective in all I do.
- I enjoy play - I relax and re-create.
- I value intelligence, reading and study. I am always trying to learn.
- In ministry I value teamwork and imagination.
- I evangelize in all that I do.
- I am a teacher/ preacher.





Roles

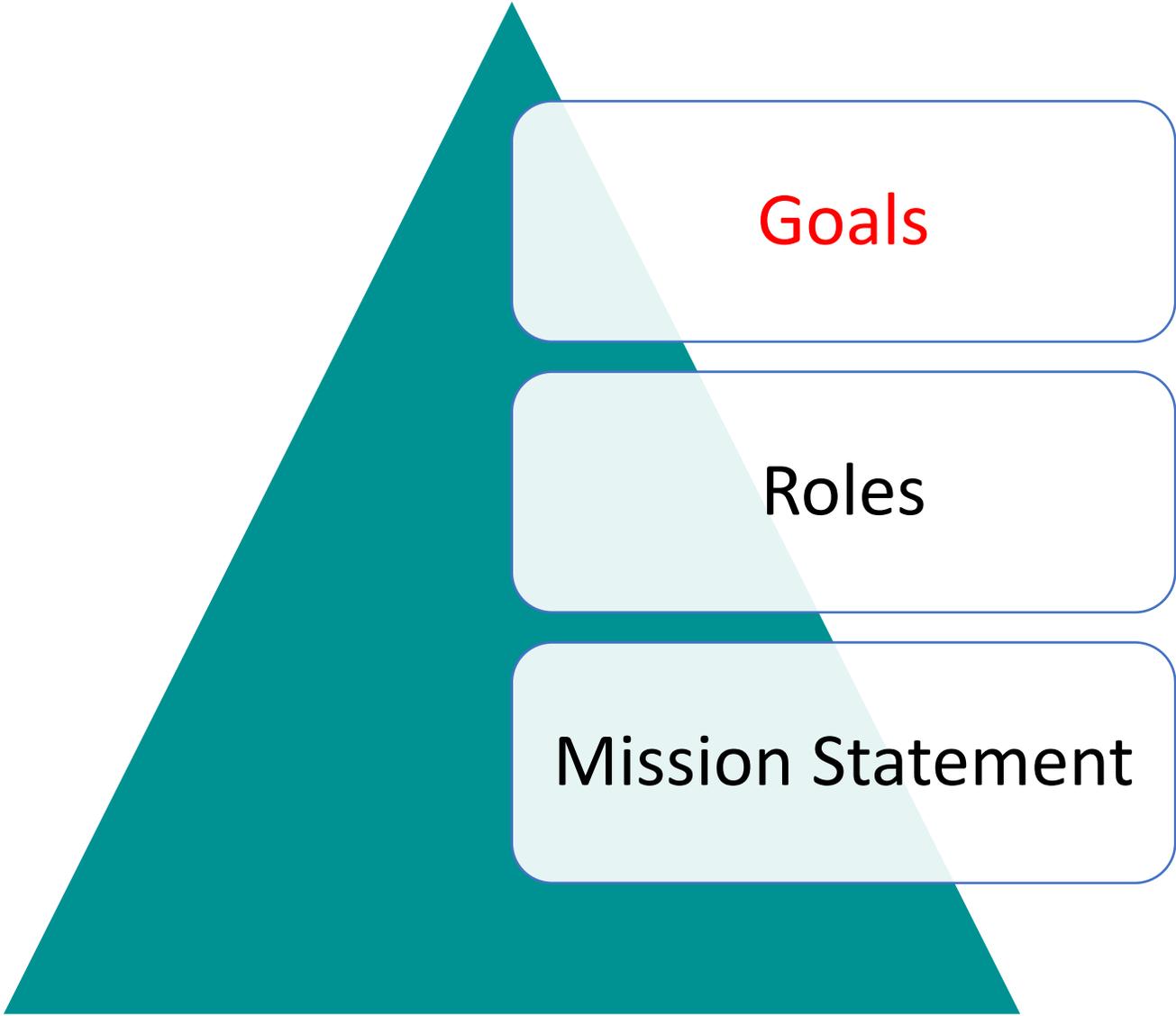
- Authentic parts we have chosen to fill
- Roles represent responsibilities, relationships, and areas of contribution
- Different role definition for different people
- Really matter for ministry



EG

- Human
- Missionary disciple
- MGL
- Parish priest
- Arete Director





Goals

Roles

Mission Statement



goals

Role

- Stretch Q II Goal

Role

- Stretch Q II Goal

Role

- Stretch Q II Goal



EG

Human

- Spend time with Dad

Disciple of Jesus

- 2 Prayer Days a month

MGL

- Connect with bros in lockdown

Leader of the
parish

- Multiply groups during COVID

Arete Director

- 2022 Accreditation with ND
- 

S
M
A
R
T
G
O
A
L

Spend time with Dad

- Carer with mum

2 prayer days/m

- Schedule prayer afternoon Friday

Contact w/
lockdown bros

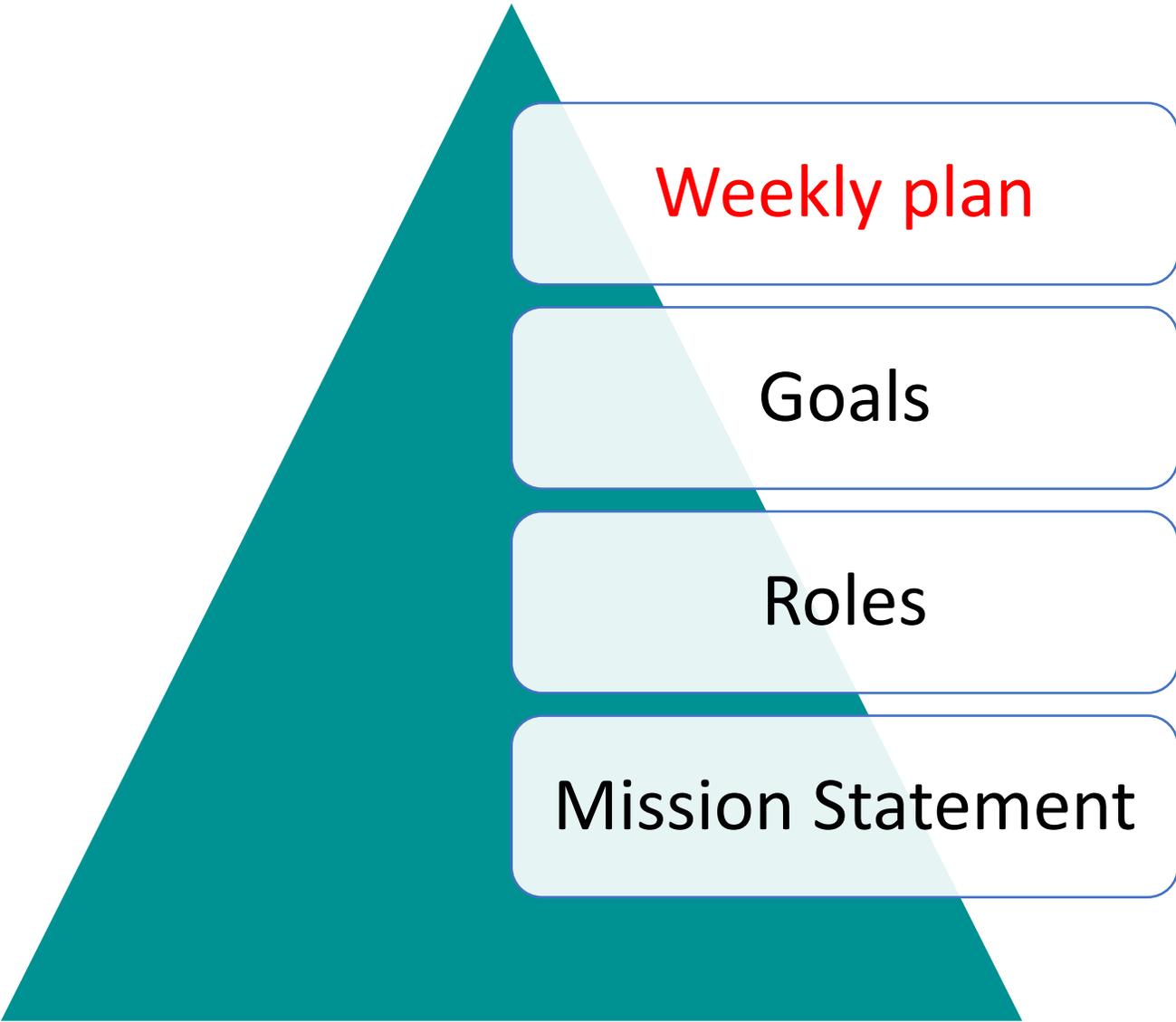
- Call Tony A

Multiply groups

- Men's Alpha group

2021 course

- Outlines and position paper to ND
- 



Weekly plan

Goals

Roles

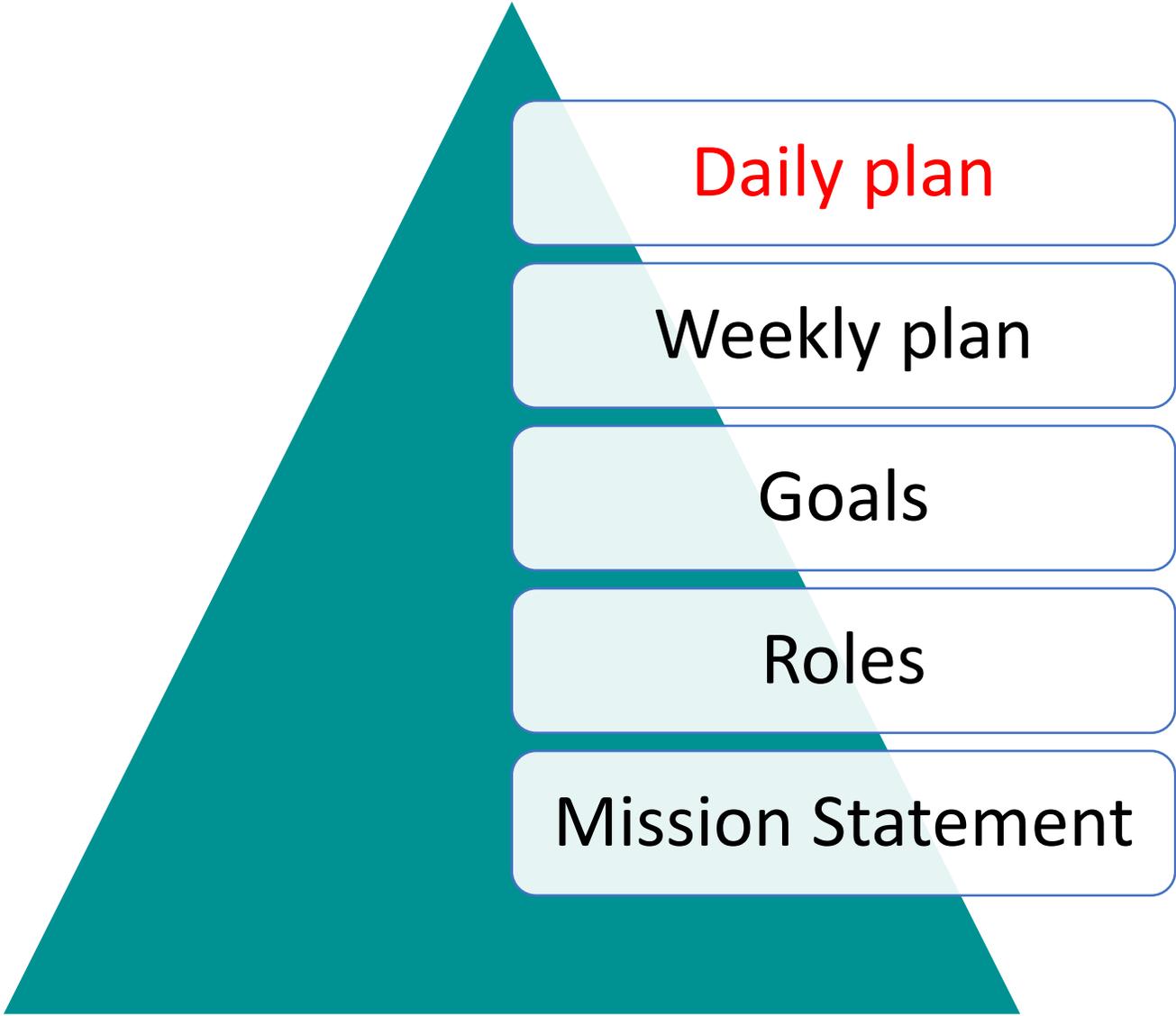
Mission Statement



Weekly plan

- Connect to Mission Review Roles
- Evaluate Last Week
- Plan Week
 - Time Management Quadrant
 - Choose 'big rocks' - QII
 - Schedule the Week



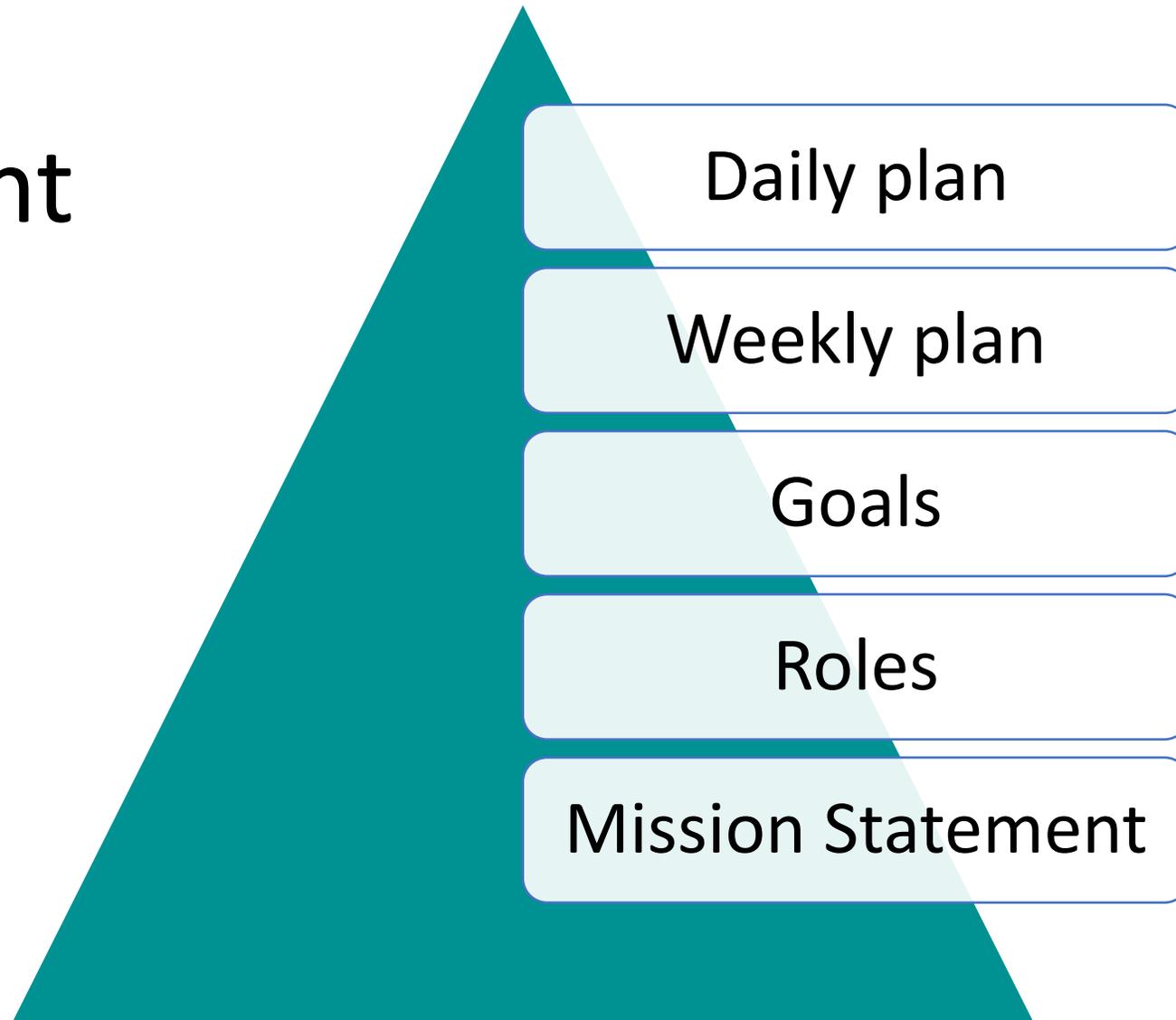


Daily plan

- Check today's appointments
- Realistic list of To Do's – refer to TMQ
- Prioritise
- Track



Aim: Alignment



- Create your own mission statement
- <https://msb.franklincovey.com/>



