

# From Overwhelmed to On Mission

A Practical Guide to Managing Your Time to Honor God and Serve Others

---

## The Audit — 7 Questions to Ask Yourself

Schedule 1 hour of uninterrupted time to think through these honestly.

1. **What is stealing my time?** — Things I say "yes" to that deserve a "no."
2. **What is missing from my week?** — Family, friends, prayer, healthy habits I've dropped.
3. **Who am I investing in?** — Meaningful conversations I'm having (or not having).
4. **What tasks and routines drive my week?** — Daily must-dos.
5. **What are my top priorities?** — Things only I can do.
6. **Is my current pace sustainable?** — If nothing changes, will I burn out in six months?
7. **When is my Sabbath?** — When do I stop working? What's blocking regular rest?

## The Permission to Say No

Every "yes" is a "no" to something else. Before committing, ask: *What's at stake? If you say yes to this, what are you saying no to?*

A good default response: *"Let me think about it and pray about it, and I'll get back to you."*

## The Build — Know Your Energy Zones

Most people have only 3–5 deeply productive hours per day. Not all hours are equal.

Green Zone (3–5 hrs)	Red Zone (1–2 hrs)	Yellow Zone
Peak energy, focus, creativity	Dragging, unfocused, need caffeine	Neither best nor worst
Do your <b>most important</b> work	Do your <b>least important</b> work (or rest)	Do <b>everything else</b>

## Build Your Daily Fail-Safe

Define 5 things that make any day “OK”

1. What does "ready" look like?
2. Who do I sync with?
3. How do I hear from God today?
4. What reminds my family they matter most?

## Build Your Calendar

1. **Sabbath** — Rest and worship get scheduled first, not last.
2. **Top priorities** — Things only you can do, during your Green Zone.
3. **What others are counting on** — Promises, commitments, deadlines.
4. **Planning and big-picture thinking** — You can't get ahead without preparation.
5. **Routines** — Daily habits that start and end your day well.
6. **Activities you own** — Job responsibilities, recurring duties.
7. **Open time for others** — What's left is when you say "yes" to new requests.

## Real-Time Navigation Questions

When you're between tasks or unsure what to do next, ask:

1. **What should I be doing?** What's on my calendar? To-do list?
2. **Where am I?** What work fits this space?
3. **What's my emotional state?** What zone am I in right now?
4. **How much time do I have?** What fits before the next commitment?

---

**Remember:** This is a loose framework, not a rigid system.

Try one thing this week. Adjust as life happens.

[jon.ruddat@922ministries.com](mailto:jon.ruddat@922ministries.com)

*Scan for slides, handout, and resources.*

