



- Efficiency - when we prioritize our tasks better, we use our time more efficiently.
- Improved quality of work - planning ahead gives us time to complete our most important tasks and enhance the quality of our work.
- Feeling better - when we produce our best work, we feel better about ourselves, our ministry, relationships, and the future.
- Less stress - catching up on tasks and being more effective on a regular basis can greatly reduce stress.
- Healthier lifestyle - Managing our time more effectively allows us to enjoy enriching activities and a healthier lifestyle.

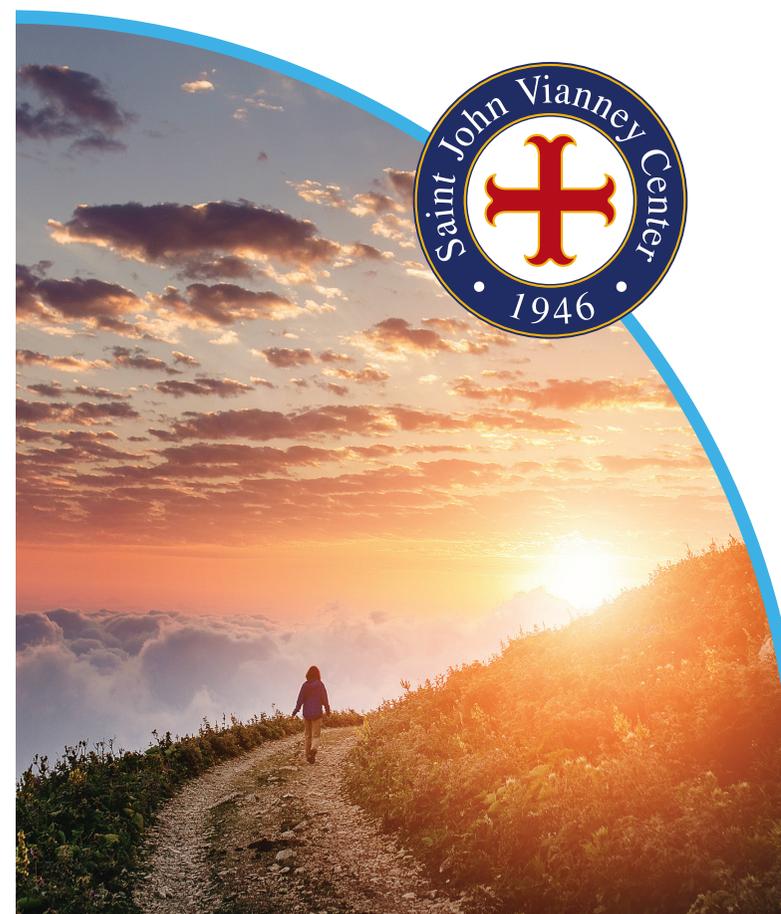
Contact Us for More Information

In response to the many requests to address how to manage time better, the Saint John Vianney Center offers this healthy living guide with tips for healthy time management. If you or someone you know is struggling beyond what this guide offers, contact us at 888.993.8885. For our healthy living guides on additional topics, visit our website at sjvcenter.org or contact us for complimentary copies.

Ten Tips for Healthy Time Management

1. Begin the day with prayer. Make it the top priority.
2. Plan ahead - list your tasks for the day and allow sufficient time.
3. Prioritize:
 - Most important and urgent - Do as soon as you can
 - Important but not urgent - Schedule into your calendar
 - Urgent but not important - Delegate or ask for help, if possible
 - Not urgent or important - Set aside for later
4. Make goals Specific, Manageable, Attainable, Relevant, Timely (SMART Method).
5. Break down overwhelming tasks into manageable steps. Allow a few minutes between tasks or to recharge between longer tasks.
6. Keep your workspace organized to alleviate searching for items.
7. Minimize distractions to focus on task completion.
8. Learn to say no when overwhelmed or ask for help.
9. Check off completed tasks. Notice your most productive/non-productive times of day. Revise your schedule as needed.
10. End the day with prayer and gratitude.

How to Maintain a Healthy Lifestyle



151 Woodbine Road
Downingtown, PA 19335

T 1.888.993.8885
F 1.610.873.8028

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“The human heart plans the way, but the LORD directs the steps.”

PROVERBS 16:9



Maintain a Healthy and Balanced Lifestyle

When is the last time you were able to focus on one task or even pray without feeling distracted or pulled in several directions? When is the last time you were able to complete your to-do list?

If you feel like you do not have enough time to complete ministerial and/or personal tasks, you might benefit from enhancing your time management skills.

Time Management

Time management is the ability to use your time effectively and wisely. It means using the time that you have in the most impactful and efficient way possible. Increased demands, poor time management, and limited productivity can potentially have negative consequences on our health and lives.

Being Busy Does Not Mean Being Productive

When you are busy, you may jump from one activity to another putting out fires without ever focusing on completing higher priority tasks. Being productive means that you can focus on a specific task and follow through with your plans to complete the task making good use of your time.

Begin and End the Day with Prayer

Accomplishing tasks are important and necessary in ministry; however, we want to be mindful of where God is in our day. Begin the day with prayer. Make it the top priority. And end the day with prayer. Look at your list and imagine where God and you walked/worked together that day. Be thankful for what you accomplished and how you served others.

Effects of Poor Time Management

- Increased stress – Poor time management creates additional/increased stress.
- Poor decision making – You may rush important decisions without careful consideration.
- Increased levels of frustration, anger, or fear – Feeling overwhelmed can result in feeling short tempered or angry. You may also fear missing deadlines and appointments due to lack of organization.
- Confusion and lack of focus – Feeling scattered can result in reduced productivity.
- Negative impacts – The inability or avoidance of planning can negatively impact many aspects of your ministry and personal life including relationships, finances, and prayer life.

