

Creating Capacity: Time



Capacity (or margin) is about having excess time, energy, and money left over at the end of the week, month and year to love and serve others. This excess capacity enables us to explore a new direction for our lives and to have the resources (time, money and spiritual overflow) to follow God's leading.

Let's start with time first. Where can you open up capacity in your calendar?

In the grid below, list the activities you regularly allocate time to in a typical week. Then, across the four columns, score those activities based on these variables:

Heart (I enjoy this and it fills me up.)

Impact (I am making a significant eternal impact in this area.)

Growth (This activity enables me to learn and grow)

Obligation (I have a responsibility to do this activity)

Rank each activity 1 to 5 in each of the four categories. For example, a "low obligation" activity would score 1 and "high obligation" activity would score 5.

In the last column, add the scores across left to right

Activity	Heart	Impact	Growth	Obligation	Total

There are at least two steps toward creating margin in your cal overlapping the high value items.	lendar: eliminating the low value things from your life and		
1. What low value activities will you eliminate to create capacity	y?		
2. Which of the remaining high value activities can you overlap/	/aamhina?		
I could combine			
Also I could combine			
If this exercise has not helped you identify enough margin, try t	to think about it in slightly different ways:		
Can you carve out a chunk of time each week to ded when specifically can you schedule that time for? (i.e.	licate towards exploring your second half calling? If so, e., Friday afternoons)		
What is one activity you could CUT that would allow discern your second half calling?	you to ADD one activity that would help you begin to		
CUT	_		
ADD			
	_		
Insight #1 from your Coaching Conversation			
misight #1 from your coaching conversation			
Insight #2 from your Coaching Conversation			
What specific actions do you need to take (at the Head level and/	or Heart level) as a result of your Coaching Conversation?		
a			
b			
C			
d			
u			

Resource Tip — Read Richard Swensons' book *Margin*

