

Creating Capacity

How can I create capacity (margin)?

Margin is about having excess time, energy and money left over at the end of the week, month and year to use as you wish. This excess capacity enables us to begin to discover the opportunities around us and to have the resources (emotionally, physically, financially and spiritually) to address them. Margin enables us to do life at a pace that lets us listen to God's calling and direction. In what areas of your life do you need to work at opening up margin?

We have discovered that there are two steps toward creating margin: eliminating the low value things from your life and overlapping the high value items. Here's one model to help you eliminate lesser priority items from your life:

Using the grid on the following page, in the left hand column list all of the activities you regularly allocate time to. Then across the four columns score those activities based on how valuable they are to you

- ❖ Heart (do you enjoy it)
- ❖ Impact (are you making a significant eternal impact in this area).
- ❖ Growth (is it enabling you to learn and grow)
- ❖ Obligation (are you responsible to do this role)

Scoring?

Score each activity 1 to 5 for each of the categories, for example, (a low obligation activity would score one and high obligation activity would score five). In the last column add the scores across – consider eliminating those activities that score the lowest.

Creating Capacity by Cutting Low Value Activities

Activity	Heart	Impact	Growth	Obligation	Total

Now that you have done this exercise – what low value activities or roles will you eliminate to create capacity?
