SAMPLE TIME STUDY REPORT

Please note: All categories in the report below are **samples only**. Please adopt categories that will best describe key areas of your ministry areas and responsibilities.

SUMMARY REPORT OF TWO-WEEK TIME STUDY
(Dates of Study)

	DESCRIPTION	TOTAL HOURS
1.	Bible Reading/Devotional Time/Personal Prayer, etc. (not at services, meetings, small groups, on visits, etc.)	10
2.	Visitation & Personal Interaction	15
3.	Services (includes worship services, prayer meetings, small groups, missions conference services, etc.)	17
4.	Preparation for Services (includes study, music prep, set-up/take down, etc.)	10
5.	Meetings (includes Missions Committee, Board meetings, etc.)	12
6.	Preparation for Meetings (other prep and planning is included under #8 below)	2
7.	Phone Calls	4
8.	Paperwork/Reports/Budgets/Annual Review/Planning/Goals/Etc.	15
9.	Other (includes reading, research, email, ministerium, missions project, and ordination study)	22
10.	Family Time	
11.	Personal Recreation / Physical Exercise	

TOTAL HOURS (over two weeks) FOR MINISTRY + DEVOTIONS = 107 hours

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(excluding devotions, Bible reading, personal prayer, etc.)

TOTAL HOURS FOR FAMILY / PERSONAL RECREATION = 15

Special or unique events during this period include:
- Overnight board prayer/planning retreat – counted mostly under meetings
- Missions Festival – increased time for planning, services, and preparation for services
- Annual reports and budgets due
- Also during this time period, one vacation day was used.

Please answer the following: What did this time study reveal about the use of your time?

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These questions may be helpful in providing your answer to the above: • Does my use of time accurately reflect the mission of my church? • Does the amount of time given to each area truly reflect my priorities of ministry? • What areas do I need to allot more time for and which areas can I reduce my involvement to better reflect the priorities and mission of my ministry position? Are there "time consumers/wasters" that seem to keep reappearing? If so, how can I work to avoid them? • Am I allowing time to work on long-term goals and projects instead of only concentrating on short term "tyranny of the urgent" items?