

The background of the entire image is a teal-colored grid pattern. Each intersection of the grid lines is marked with a small teal dot. The grid is composed of approximately 12 vertical and 12 horizontal lines.

TAKE BACK

YOUR
Time

CHALLENGE

— *Sojo* ACADEMY —

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Take Back Your Time

7-DAY BIBLE READING PLAN

Day One John 9:4

Day Two Psalm 90:12

Day Three Romans 13:11

Day Four Ephesians 5:15-17

Day Five Ecclesiastes 3:1-8

Day Six Matthew 6:33

Day Seven John 5:19-20

BONUS: Genesis 2:1-3

Introduction:

We are busy people. It doesn't take long to figure out there will always be more to do than there's time for. Figuring out what's important and intentionally choosing the important over the urgent is a life skill we simply must learn if we're going to live according to God's priorities. WE must change, and it begins with how we view time.

Over the course of this 10-day challenge, you'll need to do some deep thinking. Don't worry, we'll guide you through the process... but it will require you to be honest. It may get uncomfortable or feel downright like meddling, but don't give up. The pay-off far outweighs the effort, I promise! I also want you to give up on perfection. You don't need to complete the challenge *perfectly* to take your time back... you just need to be honest and stay committed to the process.

Are you ready to take your time back? Let's get started!

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Part I - Understand Your Priorities

Do you have a time management teacher? If there were ever a person to learn from, it would be Jesus. I love what He said in John 5:19-20, "The Son can do nothing by himself; he can do only what he sees his Father doing, because whatever the Father does the Son also does. "For the Father loves the Son and shows him all he does."

Jesus was clear on two things: 1. He knew he could accomplish nothing meaningful if he took control of his own life and time and 2. He clearly understood what the Father wanted him to do.

This wasn't some general idea of God's will, either; it was a day-to-day, moment-by-moment understanding of what God wanted him to do. This is demonstrated beautifully in Luke 8, when Jesus was on his way to perform miracle for Jarius' daughter (he ended up raising her from the dead!). On the way to Jarius' house, Jesus was interrupted by the bleeding woman. He could have seen it as a distraction to his mission, but because he was so close with the Father, he was able to determine this was a divine encounter.

He lived his entire life this way, evaluating circumstances, events, and opportunities. He engaged when he needed to and retreated (even ignored!) when that was the right choice. *He knew. (Wouldn't that be awesome?)*

But notice how he knew. **He watched his father.** His ambition was to do his father's will, and for that, he needed intimacy with his father. He used his well-developed spiritual senses (listening, watching, tasting the

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Father's goodness) to determine how to spend his time and invest his life.

This is powerful when you think about it because it means **taking back our time isn't so much about time management as it is about spiritual health and submission.**

Told you this might feel like meddling.

At the very start of this challenge, we need to ask ourselves what we really want? Do we want to be our own boss? Or do we want to submit our lives to the Father and his plans for our lives? In fact, let's go ahead and face these hard questions head on. Grab a journal, find a quiet space, and pray your answers out to the Lord. Confess any self-will and invite him back in as Lord over your time.

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QUESTIONS:

What do you want most in life? Summarize your deepest desires.

Who (or what) are you allowing to be master of your time?

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What would it mean for you to “do nothing by yourself, but only do what you see the Father doing?” What would that look like on a daily basis?

List your God-given priorities, in order of importance.

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List your values. (At the end of your life, these are what you want to say you lived for.)

How developed are your spiritual senses of tasting God, seeing Him, and hearing Him on a day to day basis?

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Part II - Do a Time Audit

Now that you've done some *very* important clarifying work, we're going to do what I call a "time audit." Since I have an accounting background, you'll have to bear with me. ☺ A financial audit is an official, un-biased probe into an individual's or organization's financial operations. It involves going over their financial data with a fine tooth comb and preparing a report of findings.

We're going to do precisely that with our time audit. **For the next seven days, I want you to observe your life as you would an outsider's.** Pretend you are the IRS and want to dig up every last detail... except our audit is on how you spend your time, not money.

In other words, I want you to account for every single minute of your day. Yes, every minute! I've included a printable sheet so you can track your activities. And I want you to do this for a week because most of us spend our weekends differently than our weekdays and auditing a whole week will give a full picture of how your time is spent.

As you record your activities, make note of what you discover. Are there certain times of day that you are more prone to wasting time? What about certain triggers? What personality weaknesses might you have and how do they affect your time choices? Do you jump into your day without consulting the Father? Do you multi-task? In what areas are you ineffective? Which activities are non-essential? What do your time habits say about your beliefs? About your values? About your spiritual health? Make notes of these things as you go. You'll use these notes to compile your final Findings Report.

Time Audit Sheet

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Part III - Compile a Findings Report

You've collected a lot of data over the past 7 days with your time audit. Great job! Now you need to evaluate the data and make it useful. After all, there is no point in going through the pain of a time audit if you can't actually use it to make light year advances in living a more meaningful, purposeful life.

For your findings report, you're going to look at the notes you made and the data you collected and summarize what it says. It can be as long or as short as you'd like, just focus on useful information.

1. Begin by identifying your specific time categories (such as check email, meal time, errands, sleep, etc) Avoid having a "miscellaneous" category because you want to identify precisely where your time is going.
2. Tally up the time spent in each category.
3. Write a summary paragraph of your tallies. This is where you simply state the facts. Feel free to use percentages to communicate your numbers.
4. Now it's time to put some meat on the bones of your numbers. Complete each of the following sentences. Try to write something for each one, however, do NOT stay stuck! If there is a sentence you are struggling to complete, skip it and move on. Remember your standardized test taking tactics in School...

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you have a time frame to finish this challenge, so don't spend all your time on any one question.

- "My findings indicate..."
 - "A major discovery was..."
 - "The most surprising thing I learned was..."
 - "What I did not expect to find was..."
 - "What stood out to me the most was..."
 - "The non-essential activities I uncovered were..."
5. Using Part I of this challenge, rate yourself on the following:
 - How you spend your time according to your God-given desires
 - According to Jesus and his priorities, how you spend your time
 - According to Jesus and his values, how you spend your time
 - How well you choose your activities in relationship with God and in step with his Spirit
 6. List your answers to this question: What are the biggest areas you found for improvement? Be sure to start with the "low hanging fruit" or easiest to implement, then progress to the more challenging areas.
 7. Some other questions you may want to think through are: Are there ways I can be more efficient? What should you start doing? What should you stop doing? What can I mark off my calendar? What works? What doesn't? What should you do more of? Less of? Again, don't spend too much time trying to come up with

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an answer if one doesn't come easily- these are simply questions to get you brainstorming.

8. Based on your findings, list 3-5 key changes to make. Be sure to list these as specific actions so that you can measure your progress going forward.

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Part IV - Discuss Your Findings

Once you have analyzed and summarized your findings, it's time to talk with others. Sharing your discoveries and plan with a group is a great way to stay motivated, be accountable, and trouble shoot any obstacles you encounter. Here at Sojo, we want to hear what you learned! Be sure to share your findings report in the Facebook group so we can encourage and help one another grow.

Recommended Resource: [The One Hour Time Management Toolkit](#) (this guided brainstorming session will help you identify what to delegate, delete, and defer on your to-do list)

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Notes for Findings Report

Lined area for notes on the left page.

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Lined area for notes on the right page.