

SETTING PRIORITIES AND

GETTING THINGS DONE

At some point, we've all felt overwhelmed by everything on our plate. Even worse, we've all experienced that sinking feeling that comes with knowing we dropped the ball on something important. Ouch **How can we be sure we're prioritizing our to-do lists and stewarding our time wisely?** Here are five steps for creating an annual road map for your ministry **so you can focus on the right things, and get those things done!**

1 PUT EVERY IDEA ON A BOARD

This is a time for everyone to share their ideas for the ministry for the upcoming year. At this point, no idea is a bad one! Write each idea on a sticky note or index card, and attach it to the board for everyone to see. Make sure everyone's ideas make it onto the board!

2 PRIORITIZE EVERY PROJECT

Sort all the ideas on the board into three categories:

- Must do.
- Should do.
- Would be nice to do.

3 PUT EVERY PROJECT ON A CALENDAR

It's time to transform your board into a calendar! Create headings for each month, and first consider what events outside your ministry you need to keep in mind. Write these down, and put them on the board. Next, begin putting your own projects onto the calendar. Start with the "must do" items, then move onto the lower priority items. Not every idea needs to make it onto the calendar!

4 ASSIGN EVERY PROJECT TO A PERSON

Generally, anything that doesn't get assigned will get lost. Assign each project to a person or team, and hold each other accountable! Take a picture of the planning board, and send it to your team. You'll want to keep this project list in front of your team all year.

You may even consider digitizing your board using an app or service like Google Sheets, Wunderlist, Trello, Slack, or Basecamp. Find what works for your team and stick to it!

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