# Gospel-Driven Productivity
## Session 3: Developing Flexible Routines

"This step is about creating a basic structure for your life by identifying the most important activities from your roles and then slotting them in to create a flexible framework for your week so that it is natural to do them," (pg. 193).

"To do this well, you need to know three things: (1) how to set up your week, (2) what routines to slot into your week, and, because it's a special case, (3) how to get creative things done," (pg. 194).

***Which is more difficult for you—thinking through the big picture like mission and lifegoal or creating a structure to put your mission and goals into practice?***

<u>**Why are routines or structures so important?**</u>
"You can have great intentions, but if your life is set up in a way that is not in alignment with them, you will be frustrated. The structure of your life will win out every time," (pg. 193).

***What are the alternatives to routines or structures? How else could we structure our lives?***

Four Reasons you need to have a basic schedule (pg. 196-199):
1. **People work best from routines, not lists.**
   a. "If you have all those lists—or hear that you should create them—it's easy to end up thinking that the lists should govern your actions and day. But they shouldn't. A basic routine, governed by your mission and roles, is the framework with which you should operate" (pg. 197).
2. **A basic schedule keeps you from massive overload.**
   a. "But project lists and action lists don't represent the quantifiable amount of time they will take. So we don't easily see when the tasks on our lists extend far beyond the time we have.
   If you have a basic routine, however, it helps make your actions more tangible and forces you to consider where and when they will fit," (pg. 197).
3. **A basic schedule enables you to integrate all of your roles.**
   a. "Without a basic schedule in place, it is easy for certain roles and responsibilities to be crowded out of your week. …you will want to make sure your core responsibilities actually happen, and to do that you need to create time for them every week," (pg. 199).
4. **A basic schedule enables (rather than hinders) creative thinking.**
   a. "Having a basic routine channels your ability to focus and protects time for creative work and work that requires sustained focus and concentration," (pg. 199).

**Summary: The right routines or rhythms of life help you keep your priorities right and do what's best next.**

# Time Map

"A time map is another name for your weekly schedule. Instead of starting from scratch each week, you divide your week into time zones, each representing the main roles and responsibilities of your life," (pg. 199).

Architect — Setting Up Your Week

| Time | Sunday (Family/Rest/Spiritual) | Monday (Accomplish week/meetings) | Tuesday | Wednesday (Accomplish week/meetings) | Thursday | Friday (Projects/development) | Saturday (Family) |
|---|---|---|---|---|---|---|---|
| Goal: | | | | | | | |
| 6:00 AM | | | | | | | |
| 6:30 AM | | Prayer | | | Prayer | | |
| 7:00 AM | Prayer | Breakfast/commute | Prayer | Prayer | Breakfast/commute | Prayer | |
| 7:30 AM | | Daily Workflow | Breakfast/commute | Breakfast/commute | Daily Workflow | Daily Workflow / Reading Pile | Weekly Workflow |
| 8:00 AM | | Projects | Daily Workflow | Daily Workflow | Projects | | |
| 8:30 AM | | | Projects | Projects | | Projects/Learning | |
| 9:00 AM | Church/SS | | | | | | |
| 9:30 AM | | | | | | | |
| 10:00 AM | | | | | | | Exercise |
| 10:30 AM | | | | | | | |
| 11:00 AM | | | | | | | |
| 11:30 AM | | Lunch/Free | Lunch/Free | Lunch/Free | Lunch/Free | | |
| 12:00 PM | | | | | | | |
| 12:30 PM | | Meetings/Other | Meetings/Other | Meetings/Other | Meetings/Other | | |
| 1:00 PM | People | | | | | | Family Activity |
| 1:30 PM | | | | | | | |
| 2:00 PM | | | | | | | |
| 2:30 PM | | | | | | | |
| 3:00 PM | | | | | | | |
| 3:30 PM | | | | | | | |
| 4:00 PM | Free | | | | | | Free |
| 4:30 PM | | Afternoon workflow | Afternoon workflow | Afternoon workflow | Afternoon workflow | | |
| 5:00 PM | | | | | | | |
| 5:30 PM | | Exercise | Exercise | Exercise | Exercise | Free | |
| 6:00 PM | Family | Family / Play with kids/homework | Family / Play with kids/homework | Family / Play with kids/homework | Family / Play with kids/homework | | Family Night |
| 6:30 PM | | | | | | | |
| 7:00 PM | | | | | | | |
| 7:30 PM | | | | | | | |
| 8:00 PM | Bedtimes | | Bedtimes | Bedtimes | Bedtimes | People | Bedtimes |
| 8:30 PM | | | | | | | |
| 9:00 PM | | Blog | | | | | |
| 9:30 PM | Free | | Free | Free | Free | | Free |
| 10:00 PM | | | | | | | |
| 10:30 PM | | | | | | | |
| 11:00 PM | | | | | | | |
| 11:30 PM | | | | | | | |
| 12:00 AM | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |

"You don't need to be too detailed here. …You just need a basic template that represents your main roles at a high level, and provides zones for a few specific recurring routines," (pg. 199).

"In the end, the best thing you can do is create a time map that is easy to remember so it becomes automatic and natural to the way you live," (pg. 202).

# Creating Right Routines

"If you establish the right routines, and execute them well, you'll gain a lot of flexibility. Here are six routines that can help you retain balance, flexibility, and enable you to get right things done," (pg. 209).

## SIX CORE ROUTINES

1. **Get Up Early!**
   a. "In the end, it doesn't matter whether you get up early or stay up super late. The key is that you need a long period of uninterrupted time to get your basic workflow and key projects done. That's the principle," (pg. 210).
2. **Daily Workflow**
   a. "Basically, it boils down to one hour (or sometimes ninety minutes) of uninterrupted work each day in which you can work through a set of four core tasks," (pg. 210).
      i. **Plan your day**: "…at root you need to identify the most important things for the day, list them, and sequence them," (pg. 212).
      ii. **Execute your workflow**: "…processing all your sources of input to zero: your physical inbox, email inbox, voice mail, voice notes (if you use them), and physical notes," (pg. 212).
      iii. **Do your main daily activity**: "Whatever you most important daily activity, do it here," (pg. 213).
      iv. **Do some next actions or work on an important project**: "After you've been able to work on your main activity, look at your next actions lists and knock some off. You might also want to put some time in on any major projects you have going on," (pg. 213).
      v. **After your workflow routine**: "...go on with your day, which means do whatever you have on your calendar or have planned for the rest of the day…," (pg. 214).
3. **Weekly Workflow**
   a. "…weekly workflow is for home tasks," (pg. 214).
4. **Prayer and Scripture**
   a. "…maintaining a consistent time of prayer and meditation on Scripture," (pg. 215).
5. **Reading and Development**
   a. Keep learning through reading lists, skill development, even new hobbies or interests.
6. **Rest**
   a. "So this one is simple: take at least one *full day* off each week," (pg. 216).

"The goal is to find routines that help you turn your mission statement, your life goals, and your weekly schedules into practices that reflect your priorities. Routines shouldn't invent new work for you. They should capture the work you already need to do and put it into a framework that lets you do it more efficiently," (pg. 217).

***Which of these six routines seem really important to your right now? Are there some that don't seem very important to you right now? What's missing?***