

## Focusing the parish on what's important

Use this sheet to reflect on your work in the parish. This is an invitation too simply ponder, contemplate, wonder about how you are using yourself in the service of the parish. So, go slow. Do a bit and set it aside. Do more tomorrow.

1. Begin with making a list of all the ways you have used your time in the past week (make that two weeks or a month if needed). Use another page to do that.
2. Once you've made your list. Ask yourself how you're feeling—calm, agitated, angry, peaceful—how are you feeling? Offer your list and feelings to God.
3. Now look over this grid. It's based on the work of Stephen Covey.

	<i>URGENT</i>	<i>NOT URGENT</i>
<i>IMPORTANT</i>	<p><b>I. Normal Parish Business</b></p> <ul style="list-style-type: none"> <li>• The regular flow of work that the parish exists to do and does in support of that (such as the Eucharist and the choir rehearsal)</li> <li>• Crises</li> <li>• Pressing problems</li> </ul>	<p><b>II. Parish Development</b></p> <ul style="list-style-type: none"> <li>• Building parish capacity for health and the primary task</li> <li>• People development, an increase in competence for managing their spiritual life or doing the institutional work of the parish</li> <li>• Relationship building and trust development</li> <li>• Establishing a direction to move in (planning, visioning, identifying the three things that would most improve parish life)</li> <li>• Engaging new opportunities</li> </ul>
<i>NOT IMPORTANT</i>	<p><b>III. Interruptions</b></p> <ul style="list-style-type: none"> <li>• Some mail, phone, meetings, reports.</li> <li>• Other people's inconsequential issues.</li> </ul>	<p><b>IV. Trivia</b></p> <ul style="list-style-type: none"> <li>• Busy work</li> <li>• Some mail, phone calls, meetings</li> <li>• Time wasters</li> </ul>

4. Use the next page to transfer the items on your list from #1 into the boxes. Go slow. Ponder, contemplate, wonder about it.

*IMPORTANT*

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