

Ministerial Development Review

Keeping a two-week diary (optional)

It may be helpful to monitor exactly how you are using your time in preparation for your annual development review. Keeping a two week diary is one way of doing this. It is personal to you and you do not need to share the details with the reviewer unless you want to.

Choosing 'two' weeks is fairly arbitrary – however one week not be sufficiently representative and one month be just too much effort.

Try to choose two fairly typical weeks sometime in advance of the review.

You need to write down the start and finish times of everything you do in your waking hours! This may feel quite strange at first, but it is quite important to record everything. You could either note the time at the beginning/end of the activity or write up what happened at the end of the day.

Once the diary is complete the most important thing to do then is to process the information. Try to find a category for each activity you wrote down – these could number up to about ten to fifteen, for example

| | |
|--------------------|------------------------|
| Family time | Church Meetings |
| Recreation | Community Meetings |
| Relaxing | Prayer |
| Administration | Reading |
| Prayer and Worship | Support and Planning |
| Sermon preparation | Visiting/Pastoral Care |
| Occasional offices | Training/Teaching |

Place the number of hours by each category. Add up the total hours and then work out the percentages of time you spent on each. Is the result surprising in any way? What would you ideally do?

For the categories that constitute 'work' add up the total hours and work out the percentage of time spent on each area – where is most of your time spent? Is there a good balance?

Finally add up how many hours you worked in each week – if it is more than 50 consider what you should do about this.