

DAILY SCHEDULE

Week of: 01/03/2021

Set the starting date in cell C2. Rows 3 and 4 will automatically update with the correct dates and days of the week.

	1/3 SUNDAY	1/4 MONDAY	1/5 TUESDAY	1/6 WEDNESDAY	1/7 THURSDAY	1/8 FRIDAY	1/9 SATURDAY
8:00 AM			Daily Planning	Daily Planning	Daily Planning	Daily Planning	Weekend Planning
8:30 AM			Diocesan Call	ClergyWomen	Exercise		Rector Reflections
9:00 AM				Staff Meetings		Buffer Admin	Vestry Retreat
9:30 AM			Buffer Admin		Buffer Admin		
10:00 AM	Church			Buffer Admin		Coaching	
10:30 AM					Special Projects Time		
11:00 AM			Vestry Retreat Prep				
11:30 AM		Exercise			Strategic Planning		Buffer Admin
12:00 PM	Buffer Admin			Prayer and Share			
12:30 PM							Exercise
1:00 PM				Praxis		Coaching	
1:30 PM			Dispatch of Bus				
2:00 PM					Buffer Admin		
2:30 PM							
3:00 PM			AAL and NAC prep		Worship Recording	Buffer Admin	
3:30 PM						Buffer Admin	
4:00 PM	Exercise		Not a Cube	Dinner Prep		Writing Rector Refl	
4:30 PM				Buffer Admin			
5:00 PM	Dinner Break					Review, Loose Ends	
5:30 PM		Friend Calls	Buffer Admin	Rector/Wardens			
6:00 PM			Dinner Break	SC Facilitators	Dinner Break	Dinner Break	
6:30 PM							
Evening			Open for Meeting	Rebecca Ordination			

Goals and Tactics, Week 1

Goal 1: Reset for Healthy Balance

- ___ ___ ___ Walk/20 min exercise 4 times weekly
- ___ ___ ___ Do Arty/Prayer 3 times weekly
- ___ Record my health numbers
- ___ Work 38-42 h/wk

Goal 2: Learn and Share Demonstrable Skills for Future Church

- ___ Organize Praxis Course with Kate
- ___ 1 h prep for Coaching for Post-Pandemic Church
- ___ Read 1 article or 3 book chapters
- ___ Post weekly blogs: Rector and CDC