# Two Week Diary

## Part of the Ministerial Development Review

This is an optional tool; use it if you will find it helpful.

It is designed to help you reflect on how you spend your time. It is personal to you; you may choose to .discuss aspects of it with your MDR reviewer if you will find that helpful.

Try to choose two fairly typical weeks as you approach your MDR interview. Record briefly everything you do in your waking hours.

Once the diary is complete, you might like to group your activities in categories; for example:

**Personal / Family time**

**Relaxing and Recreation**

**Preparing and leading worship**

**Training, teaching and preaching**

**Occasional offices**

**Church Meetings**

**Mission and Community involvement**

**Prayer, bible study, spiritual nourishment**

**Visiting / pastoral care**

**Resourcing yourself (reading, training etc)**

**Ministry-related Administration**

**Planning**

**Other employment (particularly if you are a Self-Supporting Minister)**

How much of your time did you spend on each category? Does this surprise you in any way? What would you ideally do?

Looking at your ministry and mission activities, where was most of your time spent? Was there a good balance?

Add up how many hours you spent on ‘work’ (i.e. ministry and mission plus any other employment). If comes to more than 50 hours, how do you feel about this?

## Timesheet – Week 1

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## Timesheet – Week 2

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