



Center for Health

Units of Time

Adapted from B. Leslie Robinson, Jr., 'Units of Time'
Initiative for Ministerial Excellence, Center for Congregational Health

This is a helpful time management tool for clergy and other church staff who often work evenings and weekends.

Divide your waking day into thirds (i.e., morning, afternoon, evening). If you are currently working 15 units/week, be intentional about organizing your time and saving more personal time for yourself.

- "Full-time"=10 units/week
- Try to work 10–12 units/week

Block off at least six to nine units/week (goal of 10) for personal/Sabbath time, including at least three consecutive units. Use these "free" units of time for activities important to you—exercise, family time, doctor's appointments, etc. When emergencies must be addressed in personal time, be sure to reschedule personal time right away.

Units of Time—Example

Share this strategy with your P/SPRC and other staff members so that everyone is on the same page regarding a healthy work/life balance.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 Worship			Staff meeting and planning 	Sermon preparation		
Hospital visitation and/or office hours		Office hours 	Hospital visitation and/or office hours	Office hours 	Sermon preparation	
 Bible study		Committee meeting or member visitation	Prayer meeting 			

- Each major section of the day is a unit—morning, afternoon, evening.
- A full-time job is 10 units; ministers should aim to maintain 10-12 units on a regular basis.
- An 'X' indicates personal time off; you need at least six to nine blocks for personal/Sabbath time, including at least three consecutive blocks (a day off).
- Strive to work no more than three evenings per week.

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