

# HOW TO BALCONY TIME



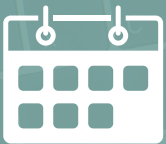
Find and guard a distraction-free time and space.



Review and update your master task list.



Prioritize and plan when to tackle unpleasant tasks.



Create your:  
- weekly task list  
- today's task list



Organize your emails.



Look at next week and schedule balcony time.



## What is balcony time?

Balcony Time is dedicated time to work ON your ministry, not just in your ministry. This time allows you to regularly recalibrate your priorities and see what's up ahead. During this time, you will determine what needs attention in the upcoming week and what will be intentionally procrastinated. This is also a great time to dream and pray! Balcony Time is only fruitful when you are without distraction. Plan to be committed to not answering calls, responding to emails, or working on anything urgent.