

JUMPSTART!

21 Days To Creating A Rock-Solid Expansion Plan for Your Ministry

Bye-bye “Busy” Resources Checklist

- ✓ *Decide to work differently.*
- ✓ *Develop an action plan.*
- ✓ *Stick to your plan.*

1. **Calendars** – We are only as effective as the schedules we keep.

a. Online Applications – these all sync to our SmartPhones

i. Google Calendar – www.Google.com/calendar

ii. Time Driver – www.TimeDriver.com

b. At-A-Glance Yearly Wall Calendar – A MUST HAVE

You can get this at most office supply stores:

[http://www.ataglance.com/ataglancestore/mwv/product/Vertical-Horizontal-Yearly-Erasable-Wall-Planner/A1102?pageSize=6&rootCatId=Wall Calendars 11&goToPage=1&catId=Wall Calendars 11&prodId=A1102](http://www.ataglance.com/ataglancestore/mwv/product/Vertical-Horizontal-Yearly-Erasable-Wall-Planner/A1102?pageSize=6&rootCatId=Wall%20Calendars%2011&goToPage=1&catId=Wall%20Calendars%2011&prodId=A1102)



2. **Timer** – Track your time ALWAYS!



3. **Voicemail Applications**



a. Google Voice – www.google.com/voice

b. K7 - www.K7.net