

# 7 Principles for Being Purposeful, Present & Productive

*from "Redeeming Your Time" by Jordan Raynor*

1. **Start with the Word:** *Find meaningful connection with the author of time daily*
  - Begin each day with prayer and the Word
  - Focus your prayer on what you know to be true (not worrying about what you don't)
2. **Let Your Yes Be Yes:** *Accept only the commitments you can fulfill*
  - Adopt a system to organize your workflow
  - Collect your open loops (i.e. items on your to do list) in a single tracking system
  - Define the desired outcome and actions steps for your work
3. **Dissent from the Kingdom of Noise:** *Create room for silence, stillness, and reflection*
  - Set boundaries and filter access and time on social media and the internet
  - Don't pick up your phone every time there is a pause in your day
  - Designate time for deep work without access to your phone
  - Make time to think, daydream, take a walk, spend time in silence and solitude
4. **Prioritize Your Yeses:** *Confidently maintain your commitments*
  - Accept your God-given mission and refine your specific calling
  - Set epic long-term goals and define quarterly goals with actions items
  - Lock "posteriorsities" in the basement (i.e. put away unimportant tasks)
5. **Accept Your Uni-presence:** *Focus on one important thing at a time.*
  - Schedule and block-out time for deep work (study, writing, projects, etc.)
  - Maintain concentration and eliminate interruptions by designating specific and limited times to check messages (emails, text, etc.)
  - Eliminate other external distractions
  - Create space for shallow work (meetings, calls, scheduling, etc.) and unplanned needs
6. **Embrace Productive Rest:** *Live the God-designed rhythms of rest which are productive for our goals and souls*
  - Take a break for 15-30 minutes every-other-hour
  - Sleep a full 8 hours each night
  - Practice a weekly 24-hour Sabbath to rest, feast, and recharge
7. **Eliminate All Hurry:** *Embrace productive busyness while ruthlessly eliminating hurry from our lives*
  - Build, review, and adjust a time budget template (1- important/urgent, 2- important/not urgent, 3- not important/urgent)
  - Protect your time with a thoughtful approach to saying "no"