



13 Unit Plan:
A Time Management Plan for the Church Professional

- Seven-day cycle of 13 “units”
- Each day is made of three possible units – morning, afternoon, evening
- Sunday morning is considered two units
- Evenings with work-related activities are considered two units

Rationale?

- The importance of “13 units” is establishing a rhythm and flow of work, not a number counting method.
- (Re)thinking a daily schedule in three parts is meant to change the way one thinks about time blocking. When a boundary is put around your time, it is used more effectively.
- Evening is considered prime repair and refreshment time, therefore it is more “valuable” – hence, valued two units instead of one. *(Yes, even if the meeting is only one hour long!)*
- The demands and pace of Sunday morning make it worth two units.
- While an actual hour amount for each unit is not formally set in this method, four hours can be used for those who need to quantify their time.

Value?

- Time becomes more meaningful.
- Effective visual check-in when you circle each unit worked in the week.
- Provides a common language for a staff to function within.

How to get started?

- Look at current schedule. Map out the last few weeks to see how many units worked.
- Map out an ideal (yet realistic) week. How many units does it contain?
- Negotiate with other stakeholders (supervisor, etc) to determine what 13 units would look like in your particular ministry area.
- Determine what comp time means if units are exceeded.
- Establish an evaluation time to assess success of plan. If units are regularly exceeded, decide what this means.