

Diocese of Southwell & Nottingham
Clergy Development Scheme

Keeping a two-week diary

The purpose of the diary is to help you with your preparation for your bi-annual development review. It is personal to you and you do not need to share the details with the reviewer unless you want to.

The idea is to give you a 'reality check' as to how exactly you are using your time. Choosing two weeks to scrutinise is fairly arbitrary – however one week may become unrepresentative and a month be just too much effort.

Try to choose two fairly typical weeks sometime in advance of the review.

You need to write down the start and finish times of everything you do in your waking hours! This may feel quite strange at first, but it is quite important to record everything. You could either note the time at the beginning/end of the activity or write up what happened at the end of the day.

Once the diary is complete the most important thing to do then is to process the information. Try to find a category for each activity you wrote down – these could number up to about ten to fifteen ...

Family time
Recreation
Relaxing
Administration
Worship and sermon preparation
Occasional offices
Church Meetings
Community meetings
Prayer
Reading
Support and planning
Visiting / pastoral care
Training / teaching

Place the number of hours you worked by each category and then work out the percentages of time you spent on each. Is the result surprising in any way? What would you ideally do?

Now do the same for the categories that constitute 'work' – where is most of your time spent? Is there a good balance?

Finally add up how many hours you worked in each week – if it is more than 50 how can you justify this?