HOW TO DO: THE SHEET WE DO

THIS A SIMPLE WEEKLY RHYTHM FOR PASTORS AND CHURCH LEADERS. AS AN EIGHT-WEEK TOOL, IT IS DESIGNED TO HELP US LEAD WITH CLARITY, STAY HEALTHY, AND KEEP OUR MINISTRY ALIGNED.

EACH WEEK FOCUSES ON ONE LEADERSHIP THEME (SYSTEMS, SOUL CARE, VISION, ETC.), AND USES THE SAME REPEATABLE FRAMEWORK SO YOU BUILD HABITS; NOT JUST NOTES.

1. START WITH THE WEEKLY THEME

- EACH PAGE BEGINS WITH A THEME
  - (ex: Practical – Systems, Soul Care, Vision, Renewal & Rest, etc.) to help you focus your leadership in a specific area that week.
- READ THE INSPIRATION OF THE WEEK VERSE OR QUOTE AT THE TOP OF THE PAGE TO SET YOUR MINDSET

2. BRAIN DUMP FIRST

- USE THE BRAIN DUMP BOX TO CLEAR YOUR HEAD
  - Every page literally says: "Unload everything on your mind before starting."
- LIST TASKS, WORRIES, IDEAS—ANYTHING TAKING MENTAL ENERGY

3. IDENTIFY YOUR 2 ACTION ITEMS

- AFTER THE BRAIN DUMP, CHOOSE THE TWO MOST IMPORTANT ACTIONS FOR THE WEEK
  - This forces clarity over urgency and pushes you to focus on what actually moves ministry forward

4. REVIEW & LOOK AHEAD

TWO BOXES HELP YOU STAY GROUNDED AND INTENTIONAL:

- TAKEAWAYS FROM LAST WEEK –
  - What worked?
  - What didn't?
  - What did God show you?
- LOOKING FORWARD TO THIS WEEK –
  - What's coming?
  - Where do you need more clarity?

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5. WEEKLY SCORECARD (1–5)

RATE YOUR HEALTH IN THESE CATEGORIES (LISTED ON EVERY PAGE):

- Energy
- Focus
- Soul Health
- Team Alignment
- Personal Joy

THIS HELPS YOU SEE TRENDS AND CATCH WARNING SIGNS EARLY.

6. THINK ABOUT THIS

- EACH WEEK INCLUDES A MINI LEADERSHIP INSIGHT
  - (ex: systems, soul care, delegation, planning, communication)
- USE THIS AS YOUR PERSONAL COACHING MOMENT—
  - Reflect on it and apply it somewhere **real**

7. FILL YOUR CORE LEADERSHIP BOXES

EVERY PAGE INCLUDES THESE SAME REPEATING LEADERSHIP TOOLS:

- DANGER ZONE
  - What do you need to watch out for this week (personally or in ministry)?
- LEADERSHIP CHALLENGE
  - Each week gives a one-sentence challenge to push you toward clarity and growth
- THIS WEEK'S WINS
  - Record any wins—big or small; Healthy leaders celebrate progress
- DELEGATION STATION
  - A table labeled Name | Task
    - Identify responsibilities someone else should own
    - Multiply leaders, don't just add tasks
- WHAT AM I PRAYING FOR
  - A dedicated space to write what you're asking God for this week
- I NEED TO CONNECT WITH
  - A relational focus:
    - List names, meeting needs, phone, email, and connection points

HOW TO DO: THE SHEET WE DO

8. CLOSE THE WEEK

BEFORE THE NEXT MONDAY HITS:

- Review the page
- Celebrate wins
- Note what carries into the next week
- Pray over the “What Am I Praying For” list
- Reflect on your weekly scorecard

THIS CREATES A SUSTAINABLE RHYTHM—NOT JUST ANOTHER TO-DO LIST.

THE BIG IDEA

THIS TOOL IS A WEEKLY RESET BUTTON. USE IT CONSISTENTLY, HONESTLY, AND SIMPLY.

“YOU DON’T RISE TO THE LEVEL OF YOUR GOALS—YOU FALL TO THE LEVEL OF YOUR SYSTEMS.” (JAMES CLEAR, SHOWN ON WEEK 1).

THE SHEET WE DO

WEEK 1 — PRACTICAL (SYSTEMS)

M T W T F S S

INSPIRATION OF THE WEEK:

"YOU DON'T RISE TO THE LEVEL OF YOUR GOALS; YOU FALL TO THE LEVEL OF YOUR SYSTEMS."
—*JAMES CLEAR*

BRAIN DUMP:

UNLOAD EVERYTHING ON YOUR MIND BEFORE STARTING

2 ACTION ITEMS

WEEKLY SCORECARD (1–5):

: Energy
: Focus
: Soul health
: Team alignment
: Personal joy

TAKEAWAYS FROM LAST WEEK

LOOKING FORWARD TO THIS WEEK

THINK ABOUT THIS:

Every church has systems, but not every church has systems that work.

Systems are the repeatable ways we help people take steps.

Whats a system that feels clunky? Maybe our guest follow-up, volunteer onboarding, or communication flow). Now ask, "How can we make this better?"

Small fixes make the biggest difference. It may not feel flashy, but it will make a difference freeing.

DANGER ZONE

This week I need to watch out for:

LEADERSHIP CHALLENGE

FOCUS ON CLARITY OVER URGENCY

THIS WEEKS WINS

DELEGATION STATION

NAME	TASK
TASK	NAME

WHAT AM I PRAYING FOR

I NEED TO CONNECT WITH:

NAME	MEET	PHONE	EMAIL

THE SHEET WE DO

WEEK 2 — SOUL CARE

M T W T F S S

INSPIRATION OF THE WEEK:

"COME TO ME, ALL OF YOU WHO ARE WEARY AND BURDENED, AND I WILL GIVE YOU REST." — MATTHEW 11:28 (CSB)

BRAIN DUMP:

UNLOAD EVERYTHING ON YOUR MIND BEFORE STARTING

2 ACTION ITEMS

WEEKLY SCORECARD (1–5):

: Energy

: Focus

: Soul health

: Team alignment

: Personal joy

TAKEAWAYS FROM LAST WEEK

LOOKING FORWARD TO THIS WEEK

THINK ABOUT THIS:

It's easy to care for everyone but yourself. We often run on empty not realizing it until something breaks.

Take 10 minutes a day to slow down, breathe, and listen.

Ask God, "What am I carrying that Ishouldn't?"

Healthy ministry flows from a healthy soul.

Release something you've been gripping too tightly.

DANGER ZONE

This week I need to watch out for:

LEADERSHIP CHALLENGE

FOCUS ON CLARITY OVER URGENCY

THIS WEEKS WINS

DELEGATION STATION

NAME	TASK
TASK	NAME

WHAT AM I PRAYING FOR

I NEED TO CONNECT WITH:

NAME	MEET	PHONE	EMAIL

THE SHEET WE DO

WEEK 3 — PRACTICAL (LEADERSHIP)

M T W T F S S

INSPIRATION OF THE WEEK:

"EVERYONE WINS WHEN THE LEADER GETS BETTER."
—CRAIG GROESCHEL

BRAIN DUMP:

UNLOAD EVERYTHING ON YOUR MIND BEFORE STARTING

2 ACTION ITEMS

WEEKLY SCORECARD (1–5):

: Energy
: Focus
: Soul health
: Team alignment
: Personal joy

TAKEAWAYS FROM LAST WEEK

LOOKING FORWARD TO THIS WEEK

THINK ABOUT THIS:

Leadership isn't about doing more: it's about empowering more.

Look at your calendar and identify one thing you're doing that someone else could do. Not because they'll do it perfectly, but because developing leaders means surrendering control.

Ask yourself: "Where am I the bottleneck?" Then take one step to hand off responsibility, authority, and ownership.

Multiplication always beats addition.

DANGER ZONE

This week I need to watch out for:

LEADERSHIP CHALLENGE

FOCUS ON CLARITY OVER URGENCY

THIS WEEKS WINS

DELEGATION STATION

NAME	TASK
TASK	NAME

WHAT AM I PRAYING FOR

I NEED TO CONNECT WITH:

NAME	MEET	PHONE	EMAIL

THE SHEET WE DO

WEEK 4 — VISION

M T W T F S S

INSPIRATION OF THE WEEK:

"WRITE THE VISION; MAKE IT PLAIN ON TABLETS SO HE MAY RUN WHO READS IT." — HABAKKUK 2:2 (CSB)

BRAIN DUMP:

UNLOAD EVERYTHING ON YOUR MIND BEFORE STARTING

2 ACTION ITEMS

WEEKLY SCORECARD (1–5):

: Energy

: Focus

: Soul health

: Team alignment

: Personal joy

TAKEAWAYS FROM LAST WEEK

LOOKING FORWARD TO THIS WEEK

THINK ABOUT THIS:

Vision leaks. What once was clear to you can become blurry to our people.

This week, restate the "why" behind what our church does.

Remind volunteers why their role matters. Point back to the mission.

We don't need a new vision, we just need to repeat the one God already gave us!

Our church takes on what we celebrate and clarify.

DANGER ZONE

This week I need to watch out for:

LEADERSHIP CHALLENGE

FOCUS ON CLARITY OVER URGENCY

THIS WEEKS WINS

DELEGATION STATION

NAME	TASK
TASK	NAME

WHAT AM I PRAYING FOR

I NEED TO CONNECT WITH:

NAME	MEET	PHONE	EMAIL

THE SHEET WE DO

WEEK 5 — PRACTICAL (PEOPLE & COMMUNICATION)

M T W T F S S

INSPIRATION OF THE WEEK:

"PEOPLE DON'T CARE HOW MUCH YOU KNOW UNTIL THEY KNOW HOW MUCH YOU CARE."
—JOHN MAXWELL

BRAIN DUMP:

UNLOAD EVERYTHING ON YOUR MIND BEFORE STARTING

2 ACTION ITEMS

WEEKLY SCORECARD (1–5):

: ENERGY
: FOCUS
: SOUL HEALTH
: TEAM ALIGNMENT
: PERSONAL JOY

TAKEAWAYS FROM LAST WEEK

LOOKING FORWARD TO THIS WEEK

THINK ABOUT THIS:

Ministry moves at the speed of relationships.

Who do you need to check on, encourage, or challenge this week?

Think of: a person who's drifting, a person who's hurting, and a person who's thriving.

A simple text, call, or coffee can strengthen more than a new program.
People remember time long after they forget words.

DANGER ZONE

This week I need to watch out for:

LEADERSHIP CHALLENGE

FOCUS ON CLARITY OVER URGENCY

THIS WEEKS WINS

DELEGATION STATION

NAME	TASK
TASK	NAME

WHAT AM I PRAYING FOR

I NEED TO CONNECT WITH:

NAME	MEET	PHONE	EMAIL

THE SHEET WE DO

WEEK 6 — RENEWAL & REST

M T W T F S S

INSPIRATION OF THE WEEK:

"HE RENEWS MY LIFE; HE LEADS ME ALONG THE RIGHT PATHS FOR HIS NAME'S SAKE." —PSALM 23:3 (CSB)

BRAIN DUMP:

UNLOAD EVERYTHING ON YOUR MIND BEFORE STARTING

2 ACTION ITEMS

WEEKLY SCORECARD (1–5):

: ENERGY
: FOCUS
: SOUL HEALTH
: TEAM ALIGNMENT
: PERSONAL JOY

TAKEAWAYS FROM LAST WEEK

LOOKING FORWARD TO THIS WEEK

THINK ABOUT THIS:

This week, evaluate the rhythms that refill you. What helps you breathe?

Is it Scripture, prayer, exercise, solitude, journaling, unhurried family time? choose one and schedule it.

Intentional rest doesn't make you less committed; it keeps you committed for the long haul.

DANGER ZONE

This week I need to watch out for:

LEADERSHIP CHALLENGE

FOCUS ON CLARITY OVER URGENCY

THIS WEEKS WINS

DELEGATION STATION

NAME	TASK
TASK	NAME

WHAT AM I PRAYING FOR

I NEED TO CONNECT WITH:

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THE SHEET WE DO

WEEK 7 — PRACTICAL (PLANNING & EXECUTION)

M T W T F S S

INSPIRATION OF THE WEEK:

"IF YOU FAIL TO PLAN, YOU ARE PLANNING TO FAIL."
—BENJAMIN FRANKLIN

BRAIN DUMP:

UNLOAD EVERYTHING ON YOUR MIND BEFORE STARTING

2 ACTION ITEMS

WEEKLY SCORECARD (1–5):

: ENERGY
: FOCUS
: SOUL HEALTH
: TEAM ALIGNMENT
: PERSONAL JOY

TAKEAWAYS FROM LAST WEEK

LOOKING FORWARD TO THIS WEEK

THINK ABOUT THIS:

Sunday is always coming; but Vision dies without care.

Think in terms of outcomes, not tasks.

Instead of "I need to get things done," ask, "By Friday, what do I need to be celebrating?"

Clarify 3 outcomes for the week, then align your actions under them.

Avoid the urgency trap by doing the important work first.

DANGER ZONE

THIS WEEK I NEED TO WATCH OUT FOR:

LEADERSHIP CHALLENGE

FOCUS ON CLARITY OVER URGENCY

THIS WEEKS WINS

DELEGATION STATION

NAME	TASK
TASK	NAME

WHAT AM I PRAYING FOR

I NEED TO CONNECT WITH:

NAME	MEET	PHONE	EMAIL

THE SHEET WE DO

WEEK 8 — PRAYER, CALLING & SPIRITUAL FOCUS

M T W T F S S

INSPIRATION OF THE WEEK:

"NOT BY STRENGTH OR BY MIGHT, BUT BY MY SPIRIT," SAYS THE LORD OF ARMIES. — ZECHARIAH 4:6 (CSB)

BRAIN DUMP:

UNLOAD EVERYTHING ON YOUR MIND BEFORE STARTING

2 ACTION ITEMS

WEEKLY SCORECARD (1–5):

: ENERGY
: FOCUS
: SOUL HEALTH
: TEAM ALIGNMENT
: PERSONAL JOY

TAKEAWAYS FROM LAST WEEK

LOOKING FORWARD TO THIS WEEK

THINK ABOUT THIS:

Church leadership is more than leadership;
it's calling.

This week, pause to remember why you started.

Remember the moment God broke your heart for people?

When your calling is clear, criticism stings less and challenges shrink.

Ministry isn't sustained by talent; it's sustained by dependence on God alone.

DANGER ZONE

This week I need to watch out for:

LEADERSHIP CHALLENGE

FOCUS ON CLARITY OVER URGENCY

THIS WEEKS WINS

DELEGATION STATION

NAME	TASK
TASK	NAME

WHAT AM I PRAYING FOR

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