**TIME AVAILABILITY WORKSHEET**

As part of your regional interview, we’ll evaluate your schedule together to see if the coordinator role could be a good fit with your current responsibilities. Please fill out the worksheet below (1 per person) and send to your interviewer at least 24 hours prior to the meeting.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| 7:00 |  |  |  |  |  |  |  |
| 8:00 |  |  |  |  |  |  |  |
| 9:00 |  |  |  |  |  |  |  |
| 10:00 |  |  |  |  |  |  |  |
| 11:00 |  |  |  |  |  |  |  |
| 12:00 |  |  |  |  |  |  |  |
| 1:00 |  |  |  |  |  |  |  |
| 2:00 |  |  |  |  |  |  |  |
| 3:00 |  |  |  |  |  |  |  |
| 4:00 |  |  |  |  |  |  |  |
| 5:00 |  |  |  |  |  |  |  |
| 6:00 |  |  |  |  |  |  |  |
| 7:00 |  |  |  |  |  |  |  |
| 8:00 |  |  |  |  |  |  |  |
| 9:00 |  |  |  |  |  |  |  |
| 10:00 |  |  |  |  |  |  |  |
| 11:00 |  |  |  |  |  |  |  |

**PART A:** Identify obligated time

1. Fill in the hours you work
2. Fill in the time it takes to get ready and travel between home, school, and work.
3. Fill in a lunch and dinner break; consider food preparation time.
4. Fill in any regular events that you / your family is engaged in.
5. Fill in any other regular appointments (volunteering, part-time jobs, home groups, church, etc.)

**PART B:** Analyze your situation

1. Have you found “free time” you didn’t know you had?
2. Is there enough time available to insert the time represented in the “Week in the Life of Coordinator” sample?
3. Are there items that could be removed during your season as an onsite team so that you have time to invest in the lives of others? If so, What?