

## **SAMPLE**

### **“MINISTER’S DAILY LOG” (Kept on Desk)**

- 8:00** - **Select Sun. A.M. sermon**
- 9:00** - **Do rough outline of sermon**
- 10:00** - **Begin office routine**  
**Log Sunday’s sermons on log**  
**Listen to phone messages**  
**Check calendar for the week**
  
- 11:00** - **Do printed “order of worship”**  
**(Songs, reading,etc)**
  
- 12:00** - **Lunch with ministry team**
  
- 1:00** - **Do study- fill in sermon outline**
  
- 2:00** - **Visit hospitals**  
  
**Mary Smith (Med. City)**  
**Joe Jones(Presbyterian Hosp.)**
  
- 3:00** - **Write radio spot announcement for Community**  
**Enrichment**
  
- 4:00** - **Counseling (Jim Smith)**
  
- 6:00** - **Visitation Meeting (dinner & visits)**
  
- 7:00** - **Visit**
  
- 8:00** - **Home**