

# (Enter Name) - 4x4

## (Enter Month and Year)

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### 4x4

The 4x4 list is for the 4 major projects you are working on over the next 4 weeks (or for the month). This list should not include tasks or events that are part of your normal job (i.e., Newcomer's Reception, Child Dedication, etc.). These are the 4 areas you are working to advance. You should limit yourself to 4 across all your roles (campus, central, multiple hats, etc.) and you should consider how your 4 relate to Echo.Church's Thematic Goal and Defining Objectives (at least 1-2).

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  - Quis nostrud exerci tation ullamcorper.
  - Suscipit lobortis nisl ut aliquip ex ea commodo consequat.
2. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.
  - Quis nostrud exerci tation ullamcorper.
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### Other Work Tasks, Events, etc.

The other list includes events or tasks that are part of your everyday job. These are different from the 4 areas you are trying to improve, but often can compete or limit your ability to accomplish your 4.

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- Ut wisi enim ad minim veniam.

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- Quis nostrud exerci tation ullamcorper.
  - At vero eos et accusam et justo duo dolores et ea rebum
  - Ut wisi enim ad minim veniam.
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  - At vero eos et accusam et justo duo dolores et ea rebum
  - Ut wisi enim ad minim veniam.
  - Quis nostrud exerci tation ullamcorper.

## Fixed Weekly Rhythms, Meetings, etc.

Make a list of your current meetings, recurring tasks, etc. This is to help you and your supervisor see how much time you have to work on your 4x4 and Other, along with helping you see any changes you need to make. Include the number of hours for each and total at the end.

- At vero eos et accusam et justo duo dolores et ea rebum (1 hr)
- Ut wisi enim ad minim veniam. (2 hr)
- Quis nostrud exerci tation ullamcorper. (30 min)
- At vero eos et accusam et justo duo dolores et ea rebum (15 min)
- Ut wisi enim ad minim veniam. (45 min)
- Quis nostrud exerci tation ullamcorper. (2 hr)
- TOTAL WEEKLY: 6.5 hours