The effective small group leader contacting plan

My primarily weekly contacting time is throughout the week and the goal for amount of time is at least 60 minutes a week. I have no place i am recording my time and my primary means of contacting is either by text or call the questions that i ask often is, How are you doing? And if there is anything you need let me know Amen

My weekly preparation time is a few hours and the amount of time is 2 hours per week or more and the place i prepare is at my house