

TIME MANAGEMENT

Managing your Time vs. Managing your Life

Biblical Mandate:

Prov. 16:3 Commit your work to the LORD, and your plans will be established. 4 The LORD has made everything for its purpose, even the wicked for the day of trouble.

Prov. 6:6 Go to the ant, you lazybones; consider its ways, and be wise. 7 Without having any chief or officer or ruler, 8 it prepares its food in summer, and gathers its sustenance in harvest. 9 How long will you lie there, O lazybones? When will you rise from your sleep? 10 A little sleep, a little slumber, a little folding of the hands to rest, 11 and poverty will come upon you like a robber, and want, like an armed warrior.

Ecd. 3:1 For everything there is a season, and a time for every matter under heaven: 2 a time to be born, and a time to die; a time to plant, and a time to pluck up what is planted; 3 a time to kill, and a time to heal; a time to break down, and a time to build up; 4 a time to weep, and a time to laugh; a time to mourn, and a time to dance; 5 a time to throw away stones, and a time to gather stones together; a time to embrace, and a time to refrain from embracing; 6 a time to seek, and a time to lose; a time to keep, and a time to throw away; 7 a time to tear, and a time to sew; a time to keep silence, and a time to speak; 8 a time to love, and a time to hate; a time for war, and a time for peace.

John 9:4, We must work the words of Him who sent Me, as long as it is day; night is coming, when no man can work.

Acts 17:24 The God who made the world and everything in it, he who is Lord of heaven and earth, does not live in shrines made by human hands, 25 nor is he served by human hands, as though he needed anything, since he himself gives to all mortals life and breath and all things. 26 From one ancestor he made all nations to inhabit the whole earth, and he allotted the times of their existence and the boundaries of the places where they would live,

Eph. 5:16 making the most of the time, because the days are evil.

II. Common Misunderstandings about Time Management

1. "Time management means we prioritize our schedules."
Rather, means we schedule our priorities.
2. "Time management means learning to get more things done in less time."
Actually, this can made things worse, we merely do more but not directed at ultimate values, etc.
Rather, means we learn to do those things that best represent our values.
3. "Time management means keeping a schedule."
"Anything less than a conscious commitment to the important is an unconscious commitment to the unimportant."
Busyness might very will lead to a barren life wasted on the least important values.

What is needed is a new way of thinking. Learning how to manage our life after God's priorities and not so much learning how to manage our time. It means we learn how to make our calendars represent our values. It means learning how to differentiate between what is urgent and the things that are truly important.

III. Warning signs

1. Lack of quality in Personal relationships with significant others
2. Lack of Contentment at the end of the day/week/year.

3. Busyness without accomplishment.
4. Go from deadline to deadline or the "tyranny of the urgent."
5. Inability to control "time robbers."
 - procrastination
 - interruptions by people without apt.
 - poor delegation
 - poor use of telephone
 - wasted time on junk mail
 - ruled by deadlines
6. Time spent on praise related accomplishment rather than value related accomplishments.
7. Paper shuffling/dish shuffling/cloths shuffling, etc. (which can give a false sense of order in midst of disorder measured in terms of our most important values)
8. Either miss or often late to appointment.
9. Emotional instability
10. You find yourself talking about "time" a lot.

IV. How to Manage Your Time: *Putting First Things First*

1. Create a personal life mission statement.
 - a. General Purpose statement
 - b. General Values statement
 - c. Identify your Life roles
 - d. Prioritize your life roles (no more than 7) in lieu of ultimate importance
 - Note: Give first priority to roles related to those institutions that your are morally obligated to. (Family, Church, State)
 - Example: husband, father, church member, vocation, service group member, etc.
 - e. Vision for how your purpose and values would generally be reflected in your life roles.
2. Establish and Plan your Priority Goals as follows:
 - a. Distinguish and categorize 4 types of goals as applicable to each of your life roles. (see four quadrants below)

b. Estimate time needed to accomplish each Quadrant 2 Goal in a given week and make a list

c. Mark into weekly planner Quadrant 1 goals. (essentials only!)

d. Put Quadrant 2 goals into weekly planner give the needed time already established.

If your Quadrant 1 schedule has already used up too much time, you are doing too much!
Reevaluate your commitments in lieu of your values and purpose.

e. Plan Quadrant 3

f. Plan Quadrant 4

3. Helpful Hints:

a. Establish proper balance between work and leisure (1 and 7 applied to each unit of time-- day, week, year, etc.)

b. Know your rhythm of maximum effectiveness (best time of day, month, etc.)

c. Have realistic expectations

It is not a choice between good and bad, rather good, relative to my purpose and values, vs. good, relative to someone else's purposes and values.

d. Remember that relational goals will never impose a deadline until it is too late.

V. Evaluation Questions: *Did I keep first things first?*

1. In ten years, will you be glad you did what you are now doing?

2. When you get to heaven, will your time count there?

3. What are the 2-3 things you are not presently doing, which if you did consistently, would have a positive impact upon your life in service to God?