

Time Management

“See then that you walk wisely, not as fools but as wise, redeeming the time, because the days are evil.” Ephesians 5:15-16

The Value of Time

Scripture makes it clear that time is valuable in our relationship with God. Therefore, how we spend our time is an important part of our lives. Without an intentional, organized approach to time management, the gift of time can be easily squandered, leaving us with regret and a lack of fruit in our lives. This short article aims to practically help those desiring to manage their time more successfully.

Setting Goals

“Where there is no vision, the people perish or live without restraint,” declares Solomon’s proverb (Prov. 29:18). In other words, without a clear purpose for our life, we will most likely become distracted and live without necessary restraints.

We should seek to have long-term goals (ten–twenty years) and short-term goals (three months to three years) in each area of our life. This is a proven way to maximize fruitfulness in our lives. There are several areas to consider when setting goals. Our spiritual life, relationships, work life, ministry, finances, health, and leisure activities are all important spheres of our lives that call for clear goals and time allotments.

Keeping a Schedule

Once goals have been set for our lives, we must not lose focus, or some goals may become unattainable. One effective way to stay on task with our goals is by keeping a schedule. A schedule helps us to increase our focus and our level of productivity. Without a daily schedule it is easy to lose our focus and, thus, to needlessly waste time. Here are some tips for keeping a schedule effectively:

Schedule your day in time increments. First, begin with large increments (two to four hours). As you learn to follow a schedule, gradually lessen the time increments. The smaller the increment, the more precise you’ll be with your time management.

1. If you become distracted by something pressing (e.g. a bill to pay, an errand to run, an email to send, etc.) while in the middle of a scheduled activity, make note of it and proceed.
2. Aim to remain on schedule for at least 75 percent of your day. This is a reasonable goal that will yield great accomplishment over time.
3. Do your best to avoid playing “catch-up” all day, even if you skip a non-pressing scheduled event.
4. If you fail with keeping your schedule, make some adjustments and continue to experiment with different time arrangements until you’re able to remain on schedule for 75 percent of your day.