

MANAGING YOUR TIME

Time management is imperative. Time is your most important commodity. You can't get any more time. If you play in your youth, you will starve in your old age. What are you going to do with the time you have left? Get into the habit of finishing what you start (Luke 14:28-30). Managing yourself means to learn from experience; glean learning from past successes and failures, self-awareness, and self knowledge. It means to be direct and truthful about you concerning the standards that God requires of a Christian (Eph 5:1-7). **John 9:4 1 Thes 5:1-2**

Scriptures: Rom 12:11 Prov 24:30-34 Prov 6:6-11 Eph 5:15-17 Heb 9:2 2 Tim 4:6-8

Do You Have A Time Management Problem?

- Do you find yourself doing important tasks in a rush or in a crisis environment on a regular basis?
- Do you dread going to work because of the mountain of work that will face you?
- Do you miss important meetings and appointments?
- Does your supervisor or co-workers often remind you of upcoming deadlines which you repeatedly miss?
- Do you forget to return phone calls after you promise the caller you will do so?
- Do you spend minutes and hours looking for a piece of paper you needed in a hurry only to find it hidden in a pile of unrelated papers?

Developing Critical Time Management Habits Is Possible

- God requires it of good stewards.
- Time mismanagement is money mismanagement.
- The stress of time mismanagement is unhealthy.
- You are missing out on the meaningful things of life.

Recognize The Value Of Time As An Irreplaceable Resource

1. Wasted Time is Never Regained.
2. Time is Money, because it takes Time to Create Wealth.
 - Statistics: The average manager wastes about 1 hour per day, because of disorder, and 1/2 hour is stolen by time thieves.
 - This equates to approx. \$6K annually for a supervisor making \$35K annually.
 - \$12K for a supervisor making \$70K annually.
 - At \$50K, five minutes is worth \$2.14.
3. What are your minutes worth?
 - Moments wasted is money thrown out the window.

The Impact Of Failed Time Management

1. Task incompleteness, which has negative ripple effects.
2. Extended workdays, which have a diminishing return.
3. Deadline stress factors compound anxiety and affect health.
4. The missed opportunities from time mismanagement can never be recovered.
5. The lack of good stewardship of time leads to developing a reputation for being unreliable.
6. The lack of proper management of time leads to an "imbalanced life," which leads to unstable relationships.

Identify Time Thieves

1. Distraction - those things that pull you away from purpose and planned activities.
2. Interruptions - those things that break routine from purpose and planned activities.
3. Disorganization - those things that are out of order that prevent the expeditious performances of defined tasks.
4. Improper Delegation of Tasks - this most common thief has its roots in miscommunication and will frustrate purpose.
5. The following elements contribute to improper task delegation:
 - Lack of clear instructions and expectations
 - Lack of proper monitoring and follow-up of established tasks
 - Incompetent staff

Five Things Essential To Taking Control Of Time

1. Proper Planning of Projects
 - This step is the product of a conviction to accomplish the tasks at hand.
2. Prioritized Purpose
 - Establish what really matters.
3. People on Your Team
 - People around you will be assets or liabilities to time management
 - Capable and competent people will be advantageous in time management
4. Plotting Your Schedule
 - Mapping out your time according to priorities will help maximize your time.
5. Protecting Your Schedule
 - The entire process for time management will be aborted if there is no commitment to protect the schedule from time thieves.

Biblical Examples Of Time Management

1. Moses - Delegation in Ministry (Exodus 18:13-26)
2. Jesus - Organization in Ministry (Mark 6:37-44)

1 Corinthians 14:40 "Let all things be done decently and in order."