

PRIORITIES AND THE USE OF TIME

Do you ever feel overwhelmed by the magnitude of the demands and projects you are facing? Do you find yourself so absorbed these demands that you have trouble sleeping at night? Does it ever look hopeless?

Consider Jesus

His mission was the most important in history. Since He was fully man and fully God, He understood His purpose in coming to this world -- to save mankind from an eternity of separation from God.

He was never in a hurry. Even though He was to die at age 33, He worked for his earthly father as a laborer until He was 30 years old. During His 3 years of public ministry he walked everywhere he went. He always had time to talk with people who needed Him, or to spend a few minutes with the children who wanted to see Him.

He had none of our modern conveniences. He never had a computer or a cell phone. He never used email or FedEx. He never traveled by train, plane or automobile.

And yet -- He got the job done. At the end of His time here on earth, Jesus was able to say to the Father, "I have brought you glory on earth by completing the work you gave me to do." (John 17:4)

What lessons can we learn from the life of Jesus that will help us accomplish God's purpose for our lives?

DO THE RIGHT THING...

1. Understand your _____. (What am I good at doing?)

Now there are varieties of gifts, but the same Spirit. And there are varieties of ministries, and the same Lord. There are varieties of effects, but the same God who works all things in all persons. But to each one is given the manifestation of the Spirit for the common good.
1 Corinthians 12:4-7

What am I am gifted & motivated to do?

2. Understand your _____. (Where is God opening doors for me to use my gifts?)

David was a shepherd boy and a gifted musician. In I Samuel 16 God leads His prophet, Samuel, to anoint the one He had chosen to be the next King of Israel. David was not the tallest or best looking --- but he was the one God had prepared and chosen. Music, courage and experience from herding sheep.

CALLING is where _____ and _____ and God's provision come together.

3. Understand your _____. (What do I need to delegate to someone else?)

Jesus was the ultimate delegator. He left the entire responsibility of His mission to seek and save the lost to 11 men --- and, in His power, they changed the world.

Moses' father-in-law said to him, "The thing that you are doing is not good. "You will surely wear out, both your- self and these people who are with you, for the task is too heavy for you; you cannot do it alone." Exodus 18:17-18

What am I doing that is not in the _____ of my _____ ?

What am I doing that someone else could be trained to do?

DO THE RIGHT THING... AT THE RIGHT TIME...

1. Understand your _____ of Life. (What is best for me to do *now*?)

Jesus came to be the Savior, but He spent long periods of His life in preparation. As a young boy He was a learner in the temple, and then spent the majority of His adult life as an apprentice carpenter.

To every thing there is a season, and a time to every purpose under the heaven. Eccl. 3:1

2. Protect your _____.

And in the morning, a great while before day, he rose and went out to a lonely place, and there he prayed. Mark 1:35

We need private, personal time for:

3. Don't let the Urgent keep you from the Important

Look carefully then how you walk, not as unwise men but as wise, ¹⁶ making the most of the time, because the days are evil. Ephesians 5:15-16

Urgent: Email, Cell Phone, Tele- phone, Newspaper, Invitations

How to Make Time for the Important:

- Get away as a couple at least annually
- Plan ahead
- Schedule blocks of time for the Important
- Say No

	IMPORTANT	NOT IMPORTANT
URGENT	IMPORTANT And URGENT <i>Do it Now!</i>	URGENT but NOT IMPORTANT <i>Don't Waste Your Time!</i>
NOT URGENT	IMPORTANT but not URGENT <i>Set aside a block of time!</i>	NOT IMPORTANT and NOT URGENT <i>No Way!!</i>

DO THE RIGHT THING... AT THE RIGHT TIME... IN THE RIGHT WAY

1. Cut the _____.

- Take a snapshot of your life – home, car, office, and closet. Identify the unnecessary things and get rid of them.
- Think through the routine tasks that result in clutter – mail, things dropped by the door, messages --- and find a place for them.
 - Table with drawers, baskets or file folders to sort mail.
 - Baskets for stuff and a place to hang coats

2. Make _____ your _____ --- Not your Master.

- Choose when you want to *not* be available (turn off the phone, cell phone, email).
- On vacation --- don't call in.
- Turn off the TV -- take a break from the news.
- At the office -- take a few minutes at the start of the day to get straight on your priorities for the day. Don't let the email in-basket set your agenda for you.

3. Deal with paperwork the _____ and _____ time you touch it.

From the book *The Organized Executive* by Stephanie Winston:

- T - Trash it
- R – Refer it
- A – Act on it
- F – File it

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