

# Time Management

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## 1. What is time?

Time is a concept which describes—

- 1) the system in which events are related as past, present, or future;
- 2) **the continuous duration within which all events take place.**
- 3. the duration of any event, quantified as a ratio or multiple of the duration between two uniformly occurring events.

Genesis 1:14 “Then God said, ‘Let there be lights in the expanse of the heavens to separate the day from the night, and let them be for signs, and for seasons, and for days and years’”

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## 2. Why should we manage our time?

Because following Jesus Christ requires us to have priorities—

“But seek first His kingdom and His righteousness;” (Matthew 6:33a) (We should have priorities.)

“Follow me and I will make you fishers of men.” (Matthew 4:19) (One of our priorities is people.)

“We must work the works of Him who sent Me as long as it is day; night is coming when no one can work.” (John 9:4) (We have limited time to accomplish our work.)

Jesus priorities were His Father and people? (Mark 1:21-39)

Because God says it is wise to make the most of our time—

So then, do not be unwise men, but wise, making the most of your time, because the days are evil. (Ephesians 5:15-16) poneros-evil, bad, wicked, malicious, slothful, painful (from hearts, spirits)

Because there are consequences for what we do with our time—

“For we must all appear before the judgment seat of Christ, so that each one may be recompensed for his deeds in the body, according to what he has done, whether good or bad.” (2 Cor. 5:10)

“Do not be deceived, God is not mocked, for whatever a man sows, this he will also reap. For the one who sows to his own flesh will from the flesh reap corruption, but the one who sows to the Spirit will from the Spirit reap eternal life. (Galatians 6:7-8)

“The soul of the sluggard craves and gets nothing, but the soul of the diligent is made fat.” (Prov.13:4)

## Choices

When we boil it down, Time management is mostly about the choices we make. **Appendix C**

### How our choices are made....



### and how our choices affect the success of our plans

“The mind of man plans his way, but the LORD directs his steps.” (Proverbs 16:9)  
God lets us make plans; but, He can open and shut doors to confirm or confound those plans.  
“Commit your works to the LORD and your plans will be established.” (Proverbs 16:3)  
*Kun-to stand erect* (Proverbs 4:26, 12:3a)  
If we commit what we do to God, He promises that our plans will stand.

**Choices** (Wisdom is speaking.)

As we read the following passage in Proverbs 1, look for the results of the choices people make;

“Because I called and you refused, I stretched out my hand and no one paid attention; And you neglected all my counsel and did not want my reproof; I will also laugh at your calamity; I will mock when your dread comes, when your dread comes like a storm, and your calamity comes on like a whirlwind, when distress and anguish come on you. Then they will call on me, but I will not answer; They will seek me diligently, but they shall not find me, because they hated knowledge, and did not choose the fear of the Lord.” (Proverbs 1:24-30)

Q. “What were the choices men made in this passage?” (underline)

Q. “What were the consequences of the choices made by men in this passage?” (bracket)

**What do our choices determine?**

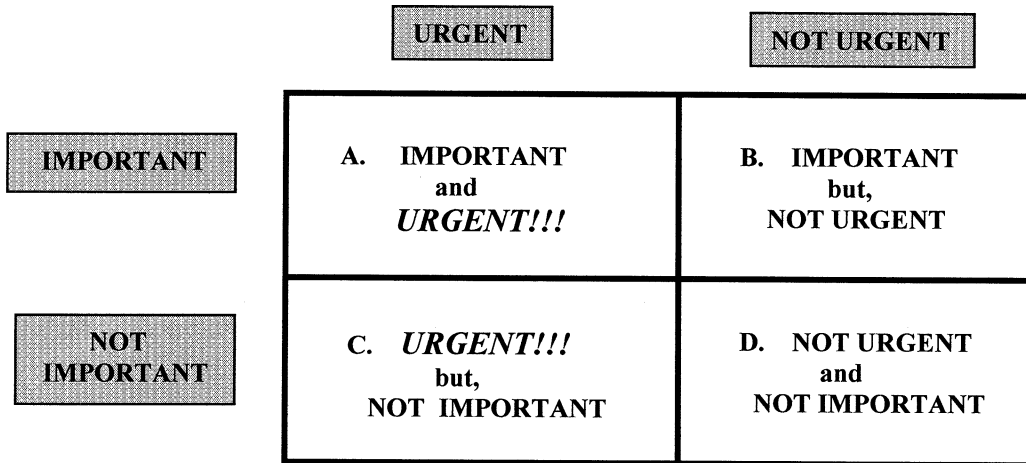
**Examples of our choices**

- Our **past Choices** => helped determine our present situation
- Our **current Choices** => are helping determine our future situation
- Our **Choices** => determine our ultimate destiny and legacy

Junior high algebra  
Workshop application  
Repentance and faith  
Romans 10:9,10

“...that if you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you shall be saved; for with the heart man believes, resulting in righteousness, and with the mouth he confesses, resulting in salvation.” (Romans 10:9-10)

**Prioritizing—Deciding what is Important**  
**Urgency—Importance Grid**



Write out between one and three tasks (which would fit in each of the four quadrants) from the things you have done or should do this winter, then circle one thing you will do next week.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

**Evaluating your use of time**

To make the most of our time, we must invest our time in those activities which are important and which produce results that have lasting value.

“According to the grace of God which was given to me, as a wise master builder I laid a foundation, and another is building upon it. But each man must be careful how he builds upon it. For no man can lay a foundation other than the one which is laid, which is Jesus Christ. Now if any man builds on the foundation with gold, silver, precious stones, wood, hay, straw, each man’s work will become evident; for the day will show it because it is *to be* revealed with fire, and the fire itself will test the quality of each man’s work. If any man’s work which he has built on it remains, he will receive a reward. If any man’s work is burned up, he will suffer loss; but he himself will be saved, yet so as through fire.” (1 Corinthians 3:10-14)

In this passage, Paul refers to the value of men’s work built upon the foundation of Christ in the lives of the Corinthians. Paul compares that work to the materials in a building. One way to apply this passage to our lives is to evaluate the things we do by assigning them values on this chart.

**WORK EVALUATION CHART**

Identify some of your activities from last year (including work, chores, hobbies, fun and games, spiritual intake, ministry, social and family time and other specific tasks you may think of). Write them in where you think they belong on the chart. Don’t be too hard on yourself, and look over the verses below to help assign value. If you are not comfortable writing down an activity, that is ok, but locate it mentally where you think it belongs. Use empty columns for overflow.

Bearing fruit—Being light

Unfruitful deeds of darkness

Making the most of your time

Making the least of your time

	3 Gold	2 Silver	1 Precious Stones	-0- Neutral	-1 Wood	-2 Hay	-3 Straw	

What is one (gold) thing you will be diligent to do this next week? \_\_\_\_\_

What is one (straw) thing you will choose to stop doing today? \_\_\_\_\_

**Verses**

“...and to make it your ambition to lead a quiet life and attend to your own business and work with your hands, just as we commanded you”(1 Thessalonians 4:11)

“But if anyone does not provide for his own, and especially for those of his household, he has denied the faith and is worse than an unbeliever.” (1 Timothy 5:8)

“he who is wise wins souls.” (Proverbs 11:30)

“follow me and I will make you fishers of men.” (Matthew 5:18)

“It is in vain that you rise up early and go late to rest, eating the bread of anxious toil; for he gives to his beloved sleep.” (Psalm 127:2 ESV)

“Enjoy life with the woman whom you love all the days of your fleeting life which He has given to you under the sun; for this is your reward in life and in your toil in which you have labored under the sun.” (Ecclesiastes 9:9)

“Show hospitality to one another without grumbling.” (1 Peter 4:9 ESV)

“The mind of the prudent acquires knowledge, and the ear of the wise seeks knowledge.” (Proverbs 18:15)

“For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many.” (Mark 10:45)

### 3. Practical ways to make the most of our time.

1. Know what you are doing—chart your use of time. **See appendix A**
2. Know how much time you have left—Number your days. (Psalm 90:12)
3. Know where you want to go —There is no reason to manage your time if you don't have goals. If you don't identify specific goals for your life, you will lack the motivation it takes to keep from wasting your time instead of making the most of it. Write out specific goals. What do you want to get done? **See appendix B**  
When you are writing out your goals, ask yourself the following:
  - a. Are they Specific?
  - b. Do they have a Time frame?
  - c. Are they Realistic?
  - d. Are they Important to me?
  - e. Do I have a method for checking up?
4. Prioritize and plan your day before you start. (Proverbs 16:9)
  - a. Use a prioritized daily **to-do list**. **See appendix E**
  - b. Do the most important things first. (Matthew 6:33)
5. Get started, do it immediately- Example of 3-way phone call.  
Putting off obedience keeps us from realizing what could have been. (Isaiah 48:18-19)
  - a. Get to bed- He gives sleep to His beloved, (Psalm 127:2)
  - b. Get up before the lazy people get up. (Prov. 26:14) like a door turns on its hinges-
  - c. Do it with all your might. (Ecclesiastes 9:10)
6. Sharpen your tools-(Ecclesiastes 10:10) A dull axe takes more effort. **Appendix F**
7. Do it on the way. Be ready for gaps in the action. Take your notepad. (Deut. 6:4-9)
8. Batch to save time. Have an itinerary when you make a run. (Proverbs 22:29)
9. De-clutter your work spaces. Touch it once. Don't overload your processor.
10. Learn to say, "No", with a smile. (See the full plate illustration below)  
Don't let others judge your use of time if you know you are doing what God wants. "So then, each one of us will give an account of himself to God." (Romans 14:12)  
"Therefore let no one act as your judge in regard to food or drink or in respect to a festival or a new moon or a Sabbath day." (Colossians 2:16)  
(Romans 14:2) Don't judge others use of time. They have different circumstances.  
Example: to do lists are not for everyone—

#### HOW FULL IS YOUR PLATE?

What's on your plate? If someone asks you to add something to your schedule, they may be asking you to take something else off your plate. You must decide if the Lord would have you quit doing the things you are currently doing before you say, "Yes", to a new opportunity. Good people will try to fill your life with good things.

**Remember, the good is the enemy of the best!**

"My mother's sons were angry with me; They made me keeper of the vineyard, but my own vineyard I have not kept." (Song of Solomon 1:6b)

"A man of many friends comes to ruin," (Proverbs 18:24a) "do not forsake a friend"(Proverbs 27:10)

#### BALANCE

"One hand full of rest is better than two fists full of labor and striving after wind" (Ecclesiastes 4:6)  
"It is vain for you to rise up early, to retire late to eat the bread of painful labor, for He gives to His beloved even in his sleep." (*sleep to His beloved* KJV). (Psalms 127:2)



**APPENDIX – A**

Fill in the time use chart for a typical week. Use empty spaces for other specific activities.

**TIME USE CHART**

<b>ACTIVITY</b>	<b>HRS/DAY</b>	<b>HRS /WEEK</b>
Alone time/Thinking/Planning		
Spiritual Input/Church/Audio/One-on-One		
Quiet Time/Prayer/Bible Study		
Eating/Preparing and Clean-up		
Sleep/Resting/Naps		
Shower/Shave/Etc.		
Work/Job/Earning a Living		
Maintenance/House/Car/Garden/Yard		
School/Studying/News		
Commuting/Total Time for all Travel/Waiting		
Exercise/Sports/Active Hobbies		
Time with Spouse/Children		
Social/Family/Hanging out/Dating/Talking		
Ministry/Meetings		
Other Hobbies/Computer/TV/Reading Margin		
<b>Totals</b>	<b>24</b>	<b>168</b>

How much margin do you have in a week? What should you do with the unproductive hours?  
 “Sow with a view to righteousness, reap in accordance with kindness; break up your fallow ground, for it is time to seek the LORD until He comes to rain righteousness on you.”  
 (Hosea 10:12)

**Fallow**—means uncultivated, unseeded, unproductive

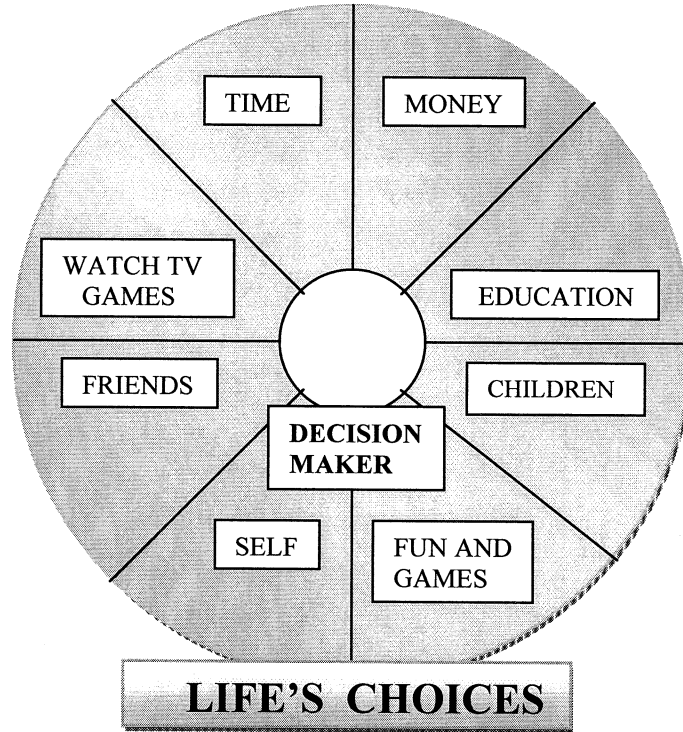
# APPENDIX – C

## THE DECISION MAKER- WHAT'S AT THE CENTER OF YOUR LIFE?

The decision process for the use of our time has been depicted in the "Pie Illustration". This illustration helps us see that whatever is at the center of our life is our "Decision Maker"

### THE PIE ILLUSTRATION

- WHAT IS THE CENTER OF YOUR LIFE?
1. Jesus Christ
  2. Pleasure
  3. Sports
  4. Respect
  5. Excitement
  6. Relaxation
  7. Friends
  8. Money
  9. Self  
(Ultimately it is self or Jesus)



- HOW DO YOU SPELL FUN & EXCITEMENT?
1. Seeking God
  2. Games
  3. Sports-Exercise
  4. Hunting-Fishing
  5. Travel
  6. Family
  7. Friends
  8. Parties-Partying
  9. Ministering
  10. Alone Time
  11. Reading-Learning
  12. Creative Arts
  13. Watching-TV/Movies
  14. Sensual Material
  15. Leading/Winning
  16. Being Up Front
  17. Earning Money
  18. Producing
  19. Buying Things

# APPENDIX – D

Write out, in twenty words or less, what you would like those left behind to have written on your grave stone? Examples; "Devoted husband, beloved father, godly man in the workplace"— ; or, "A man after God's own heart"— ; or, "He kept his golf game sharp until the very end"—

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# APPENDIX - E

## The Six Things Most Important Things I Must Do Tomorrow

Around 100 years ago, Charles Schwab, president of Bethlehem Steel, wanted to increase his own efficiency, and of the management team at the steel company. Ivy Lee, a well-known efficiency expert of the time, approached Mr. Schwab, and made a proposition Charles Schwab could not refuse:

Ivy Lee: "I can increase your people's efficiency – and your sales – if you will allow me to spend fifteen minutes with each of your executives."

Charles Schwab: "How much will it cost me?"

Ivy Lee: "Nothing, unless it works. After three months, you can send me a check for whatever you feel it's worth to you."

Charles Schwab: "It's a deal."

The following day, Ivy Lee met with Charles Schwab's management executives, spending only ten minutes with each in order to tell them:

Ivy Lee: "I want you to promise me that for the next ninety days, before leaving your office at the end of the day, you will make a list of the six most important things you have to do the next day and number them in their order of importance."

Astonished Executives: "That it?"

Ivy Lee: "That's it. Scratch off each item after finishing it, and go on to the next one on your list. If something doesn't get done, put it on the following day's list."

"Each Bethlehem executive consented to follow Lee's instructions. Three months later, Schwab studied the results and was so pleased that he sent Lee a check for US\$35,000. At the time, the average worker in the US was being paid \$2 per day.

**The To Do List** is one of the most effective and powerful tools to improve your use of time. If you do not usually write out a prioritized list of action items for the day, will you commit to doing so for one week? It could change your life.

# APPENDIX - F

What are some of the tools in your life which need to be sharpened?

- Examples:
- Spiritual \_\_\_\_\_ scripture memory is rusty
  - Physical \_\_\_\_\_ my body is out-of-shape
  - Work \_\_\_\_\_ old computers, not enough RAM
  - Home \_\_\_\_\_ shed disorganized- can't find tools,
  - Ministry \_\_\_\_\_ lack of pre-planning and specific prayer
  - Family \_\_\_\_\_ take my wife on a date

**TIME MANAGEMENT APPLICATION:**

Please take about five minutes to review the passages in this workshop. Ask God to show you one or two things He would have you do to make the most of your time; then, write out an application or two for this workshop. Be specific, have a time-frame and say who will check up on you.

Application 1. Example, I will work through workshop handout with my wife and have her identify areas I need to work on. I will memorize Eph. 5:15-16. My wife will check up on me.

Application 2. \_\_\_\_\_

Application 3. \_\_\_\_\_

“If only you had paid attention to My commandments! Then your well-being would have been like a river, and your righteousness like the waves of the sea. Your descendants would have been like the sand, and your offspring like its grains; Their name would never be cut off or destroyed from My presence.” (Isaiah 48:18-19) (It could have been better!)