

Priorities and Time Management

Presented by Bobby Rodriguez and Steven Ratliff

What do you give your time to everyday?

Priority #1

Priority #2

Priority #3

Priority #4

Priority #5

“Your greatest danger is letting the urgent things crowd out the important.” – Tyranny of the Urgent

SMART Goals

S – Specific **M** – Measurable **A** – Attainable **R** – Relevant **T** – Time-bound

1 Corinthians 10:31 - Whether, then, you eat or drink or whatever you do, do all to the glory of God. (NASB)

Colossians 3:23 - Whatever you do, work at it with all your heart, as working for the Lord, not for men, (NIV84)

Time Management

Do More Better by Tim Challies –

“Productivity is effectively stewarding your gifts, talents, time, energy, and enthusiasm for the good of others and the glory of God. This means you are responsible to take all you have and direct it to this one great goal.”

3 Essential Tools

1. Task Management – Todoist, Wunderlist, Asana, Things, Omnifocus

2. Scheduling – Google Calendar, Apple Calendar, Outlook, Paper Calendar

3. Information – Evernote, OneNote, Notability, Dropbox