



Time Management Principles to Employ for Him

By Kurt von Schleicher

Time really can't be managed if you think about it. You can't slow it down or speed it up or manufacture more of it. It just IS. "Time management" is basically MANAGING YOURSELF under Christ's Lordship when following some basic time management principles. You want to make the most of every minute so that when you arrive home with God, others will also be there that you took with you.

SO WHERE DOES YOUR TIME GO?

In the world, time is often equated with money, and just as we often find ourselves short of cash, we also find ourselves short of time. We think of time in relation to others. To understand where your time goes, it is important to assess how you actually spend it. One way to do this is to keep simple operating records on certain activities, and for this you will need a "yardstick" to evaluate your utilization of time. Make a record of activities and accomplishments during a typical week. This should give you a start in observing your time usage more objectively. When you have completed a time chart of sorts, attempt to locate your time budgeting problems.

You have so many competing demands on your time: friends, work, exercise, church, movies, studying lectures, home, relationships and on and on. Man, how can you come to grips with all of it? Most time management gurus say that one of the first things you need to do to manage your time is to determine how you are spending time now. Isn't that what we do with money when spending gets out of hand? We track it. Ok, some of us are better at this than others.

*When you do the things you have to do, when you have to do them
...the day will come when you get to do the things you want to do,
when you want to do them."* Zig Zigler

REASONS FOR PROGRAMMING YOUR TIME

- A well-planned schedule can get you started (allow the Lord to delete or add things to it).
- It prevents avoidance of much disliked subjects.
- It monitors and can kind of check you in the fleshly slacking-off process.
- It eliminates cramming.
- It makes studying enjoyable when done without too much time pressure.
- It promotes cumulative review.
- It frees up the mind – putting things to do on paper takes them off the mental treadmill.
- It controls the study break – rewarding yourself with 10-minute breaks when you finish a scheduled study session helps you die to fleshly "clock-watching".
- It allows you to schedule time for needed recreational activities.
- It helps raise your recreational efficiency.
- It regulates your daily living.

LEARN TO MANAGE YOUR TIME IN HIM

- Make time for Bible reading, prayer, Bible-based fellowship, memorizing, witnessing, thinking, and review.
- Prayerfully make a time schedule (daily, weekly, monthly, yearly).
- Decide what the Lord wants to accomplish and organize how you will do it. Check out you're your good desires. Be sure to write down your short-term and long-term-goals and put a date down too. Set the right deadlines and reward yourself a bit for reaching them. Praise and thank Jesus.
- Get right to work when you study or have a project.
- Work to learn and finish the job right rather than merely to put in time.
- Make lists and set the right priorities.
- Break big jobs into smaller parts.
- Make good use of class time – work towards completing homework assignments, asking good questions, reviewing for exams, reviewing taken exams.
- Make good use of the odds and ends of time. Use small amounts of time during the day for small jobs or to get started on larger assignments. For example students, in between classes, head over to the library to work on your math.
- Make good use of study time. Study during the time you have designated for study so that you will protect your free time. Your whole life can be a time for learning. Never quit being a student of truth.

WHY DO WE PROCRASTINATE?

- We basically take heed to our fleshly nature, we listen to carnal friends, we feed our face because we are hungry (nothing wrong with that), we watch too much TV and succumb to laziness.
- We have a very difficult project before us.
- We aren't quite sure if it's even God's will for our life.
- We feel that we have better things to do with our time – things that will benefit us and others more in the long run ...and we might be right so we need to pray and be sure.
- We feel we have/or we really do have more absolute deadlines that must be met.

TIME MANAGEMENT PRINCIPLES

Here are some Principles of Time Management that you can easily apply.

Identify the "Best Time" for praying and studying for you: it's different for different people. The Bible says that we are to seek first the kingdom of God and His righteousness (see Matt. 6:33). There are also other types of studying you will need to do. Remember: Every

Christian has high and low periods of attention and concentration. Are you a "morning person" or a "night person"? Use your highly awake times to study; use your down times for other mundane routines such as laundry, fixing the car and basic errands. Discover the times of day when you are most alert, feel motivated, and can concentrate the best. Do your most difficult or most important studying at those times. So get in the Word early, before others take that time away from you.

*"O GOD, You are my God;
Early will I seek You;
My soul thirsts for You;
My flesh longs for You
In a dry and thirsty land
Where there is no water." —Ps. 63: 1*

"Learning is not obtained by chance: it must be sought for with ardor and tended to with diligence." –Abigail Adams

Study and Work on the Difficult Assignments First: When you are fresh, you can process information more quickly and save time as a result.

Use Distributed Learning and Practice: Study in shorter time-blocks with short breaks between. This keeps you from getting fatigued and "wasting time." This type of studying can sometimes be efficient because while you are taking a break, the brain is still processing the information. A recent study though, showed that college students studying in a long uninterrupted block of time were much more effective than studying in short bursts.

Be Sure your Workspace Surroundings are Conducive to Studying: This will allow you to reduce distractions which can "waste time." When you are alone with God praying, don't feel you must answer every phone that rings.

Create Some Margin in your life for decent Entertainment and Relaxation: Work time and College time – it should be more than mere studying and getting those hours in. Do it heartily as unto the Lord, not as a man-pleaser. It can really be a healthy way of life when God wants you there and your priorities are in order. You need to have a healthy social life, You also need to have a spiritual balance and an exercise balance in your life.

Make Sure you Have Time to Sleep and Eat Properly: Sleep is all too often an activity (or should I say a lack of activity) that students, employees and church workers use as their time management "bank." When they need a few extra hours for studying or "fellowshipping" or socializing with friends, they simply withdraw a few more hours of sleep. They go on less—often too little sleep. Doing this often can make things dangerous while driving and it can make the time they spend studying less effective because they will surely need more rest to get a good hour of productive time in where they need it. This is not a good way to manage yourself in relation to time.

"It is vain for you to rise up early, to sit up late, to eat the bread of sorrows: for so He giveth His beloved sleep" (Ps. 127:2 kjv).

Earl Nightingale said, *“If you will spend one hour a day studying one thing, in five years you can become an expert on anything.”*

John Maxwell said, *“You cannot overestimate the unimportance of practically everything.”*

Try to Combine a Couple Activities: Kill two birds with one stone so to speak. If you are spending time at the Laundromat, bring your Bible or iPod (loaded full of edifying audio teaching and music) to hear or to study. If you are waiting in line for tickets to the latest *Audio Adrenaline* concert, bring your Scripture flashcards to memorize verses.

College students aren't the only ones who have had to become more efficient workers. Employees, church workers and pastors must also learn to make the best use of their time. Get a head start now in developing these skills and learn how to manage yourself in respect to time today. Good time management does not mean that you should never take time for friends. God brings around certain interruptions into your life at times in the form of people that need to receive ministry or who are there to give ministry to you. He knows better what you need than you do. Many people concerned with time do not allow for interruptions, or friendships or sinners who are open to hear what you have to say. A friend must show himself friendly!

Prioritizing: You alone are responsible to determine your priorities – proper priorities. By the time you hit 40 year old, you should have your priorities set. You should know how you want to spend your time and do what you want to devote your life to. The following statement highlights the importance of this:

*“He who seeks one thing,
May hope to achieve it before their life is done.
But he who seeks all things wherever he goes
Must reap around him in whatever he sows
A harvest of barren regret.”*

I like the old Indian proverb that says: He who chases two rabbits, catches none. There are times to humble yourself and serve in different areas that your boss wants you working in. At your job, do what your boss says short of sin. Personally, I would rather gather expertise in one or two areas than become a jack of all trades.

John Madden, the sports analyst and former championship coach of the Raiders was at one time a victim of burnout due to improper time management and priorities. What were the first signs? John said, *“You won't have the energy because you won't have the interest. Suddenly, you don't care about the draft. You're not interested in mini-camp. You don't care who the best college linebacker is. You don't care if they've signed any of your veteran players to contracts. When you don't care it's time to go...you're history...you're done.”*

Maybe it's just time to relax and get some rest or to steal away to get with Jesus to find out what His marching orders are all about. He must come first. His Kingdom come, my kingdom go. His will be done, not mine!

Estimate Accurately: Allow 25% more time than you think it would normally take to accomplish a goal in the areas you are good at. Allow 50% more time than you think it would normally take to accomplish a goal in the areas you are not good at or in areas which are new to you.

Time management is crucial for a soul-winning pastor. If you don't have time to get out there with needy sinners, you are not managing your time right. Determine your priorities and goals (according to the Lord's lead) and then allocate your available hours to accomplish them rather than the myriad tasks that clamor for your attention. Also, understand what your management style is and how it affects those you work with. Seek to improve your managerial skills by learning from the example and wisdom of others.

Don't spend major time with so called minor people (and nobody means here that anyone has minor value or aren't loved as much as others). If there are negative thinkers though, people in your life that continually tear down the work of Christ, people who disappoint you, talk trash and smack in your ear, people that break promises, stomp on your God-given dreams, people who gossip, or are overly judgmental, hateful and have a lame value system... if they are people who don't have your back during difficult times... that person is not a major friend. To have a real friend, you need to become a real friend (become a spiritual person with Jesus as your best Friend). Sometimes in life as you grow, your friends will either grow or go. Surround yourself with people who reflect biblical values/your values, good goals, good interests and a healthy lifestyle. Think of any successes that God may have given you and be thankful to GOD from whom all blessings flow, and then show gratitude to your family and friends that enriched your life. Over the years my phone book has changed because I also changed for the better. God is doing that in me. At first you think you're going to be alone, but after a while new people show up in your life that make your life so much sweeter and easier to endure. Remember all that your elders used to say, ***"Birds of a feather flock together."*** He who walks with wise men will grow wise, but a companion of fools will suffer harm. If you want to be like an eagle, don't hang with the turkeys. Don't make chickens your best friends: Chickens Can't Fly! Hang with the eagles so to speak. I know that sounds "hyper-motivational."

Remember: *If you do not seize your so called "free time," others will.* When there are add-ons each year (more responsibilities / duties / work) there also needs to be "take away-s" in order to have a balanced life. You want to eventually be spending most of your time in areas that you are really gifted in and good at. Make time for Jesus and for church. If you are the chief, you really need to subtract the unnecessary (activities, which might even be good things to do) and wisely say "no" to invitations that are not pertinent to the specific goals that God has given you (keep in mind that God does want you to represent Him well to your family, friends and relatives). Give some of your duties away. Get rid of duties or responsibilities unless you (I mean the Holy Spirit through you) are literally drawing more leaders with them into your God-given-vision to help you do His will. Find someone you can train to do 98% of what you do and then delegate it to them so you can spend time doing what you do best for God's glory! How do you find a leader?: It takes one to know one, It takes one to show one, it takes one to grow one. It takes one to make one (God makes effective leaders through effective leaders who have Jesus as Lord of their lives). Ok, so I've heard some skilled speakers in my day who could rhyme stuff a little.

*Time is your most important resource; it's all you really have to sell.
Time is perishable; it cannot be saved, only spent.
Time is irreplaceable; nothing else will do - especially in relationships.
Time is essential for accomplishment; your time usage determines the quality of your life.
Time management is a skill, like any other, that can and must be learned.
The most important quality for time management is self-discipline, self-mastery and self-control from the Holy Spirit (that means make sure you are saved and obedient).
Some have said that the most vital element in a positive mental attitude is a "sense of self control".*

Many things in life can happen beyond our control and we must remain flexible as we look to the Lord for direction. But the Holy Spirit through good time management choices, will for the most part enable you to control the sequence of life events (the things you accomplish) - the secret of success.

You are always free to choose what you do first, what you do second, what you do not do at all.

You currently are the sum total of all the choices you have made up to this time. Your personal choices and decisions determine the direction of your life and pretty much all you achieve. Is it time to make new ones?

*I got this part believe it or not from a sample file belonging to a Lotus Organizer distribution. They get the credit.

As a leader of people: **The less you do, the more you accomplish.** I'm not talking about laziness or idleness here. Great leaders don't spend an inordinate amount of time propping up or bolstering up their weaknesses – they play to their strengths. They capitalize on their strengths. **The less you do, the more you enable others to accomplish.** The more time you spend doing all the things that you are not good at, the less value you will add to your organization – this will only make people think less of you (not that we live for what they think of us). Your organization should reflect your strengths. If you as the leader, try to “do everything” in your organization it will reflect your weaknesses because you won't have much time to concentrate on your strengths and you certainly won't perfect your strengths. Andy Stanley, (the pastor of Northpoint Church in Atlanta) says: You need to **discover your sweet spot** in ministry. See the book of Acts. The twelve leaders of the early church (who maintained a servant attitude) said to the other disciples: ***“It is not desirable that we should leave the word of God and serve tables ...we will give ourselves continually to prayer and to the ministry of the word”***(6:2-4). These guys did want to major on minors. They wanted to make their time count most for souls.

To leverage your leadership for God's glory, you've got to do less (but remember there will always remain time, where it is appropriate, to set the example and do servant clean up jobs. You will need to set the humble tone, showing that no work is beneath you like you are some kind of SUPERstar. There will always be moments where you'll need to take the time for the one (a lowly saint or sinner needing your help) – yes, a person who isn't one of your leaders—Jesus did that.

As you do less, you will end up doing a lot more and will accomplish a lot more and at that point (when you are extremely fruitful) **point you can opt to occasionally violate this**

rule when it's appropriate. Andy Stanley said of his dad, Pstr Charles Stanley (at InTouch Ministry, who is heard in every nation by radio) that Charles goes down to the shipping department in their building during the last two weeks of December each year to do manual labor in jeans and in a flannel shirt. If he did that all the time, he wouldn't have anything to ship out].

Hey, it's not about "doing a lot more so you will accomplish a lot more" if no Christian is being discipled to worship, equip and win souls better and no sinner is being won to the Lord.

Have you heard the seven habits of highly defective people? Highly defective people:

- 1. Have not become good at time management. They don't even know where their time went.**
- 2. They possess a losing attitude.**
- 3. They quit growing.**
- 4. They have no game plan for their life (lack of life strategy make us apathetic).**
- 5. They are unwilling to change.**
- 6. The repeatedly fail in relationships and don't profit from their failures. RC**
- 7. They do not righteously prioritize or pay the price of success.**

Seven habits of highly defective leaders stink. What 'sup with defective leaders?:

1. They have not developed time management skills.

Most of the time, they don't even know where their time went.

- a. Prioritize! ***"You cannot overestimate the unimportance of practically everything."*** –John M
- b. Prayerfully Plan your time – this is so you don't waste your time.
- c. File for the future (Hard and soft copy). ***"A short pencil is better than a long memory."*** Or ***"An idea that is not filed immediately will be lost eventually."*** John M
- d. Say "no" more (pstr, have a praying hatchet committee mtg).
- e. Delegate [get underlings trained to do 80% of what you do, so you can focus on what brings the highest return and what you do best].
- f. Eliminate! Decide what to do, then do what you decided. Decide what not to do, then don't do what you decided.
- g. Simplify, streamline.
- h. Steal one hour per day and that will give you an 260 hours per year. Chuck Swindol said that's how he wrote every one of his books, He'd get up early and steal one hour per day.

2. They possess a losing attitude.

- i. ***"Only 10% of all Americans will actually buy a book and read it."*** John Maxwell.
- j. The world's a better place because Mary didn't say, ***"I don't do virgin births."***...

- | |
|---|
| <ol style="list-style-type: none">k. Effective leader's say to their authority, "I will find a way to do that."l. Non-effective leader's say to their authority, "I can't do that." Don't be a workaholic, but have a can do attitude. |
|---|

3. They quit growing.

- m. There's a big difference between growing old in the Lord and simply growing in the Lord. J. Max
- n. It takes effort and study to grow. Chuck Swindoll

- o. Paul tells Timothy to
- p. Gifts without growth equals ineffective leaders. J. Max
- q. "It's what you learn after you know it all that counts." J. Max
- r. Earl Nightingale said, ***"If you will spend one hour a day studying one thing, in five years you can become an expert on anything."***

4. They have no game plan for their life (the lack of a life-strategy can make us apathetic).

- s. There are two types of failures: **Those who thought and never did** and **Those who did and never thought.**

t. Ask four questions:

- b. "What exactly do I want to do with my life (if money wasn't an issue and if I knew I couldn't fail)?"
- c. Now, can I bring it down and get real specific with a projected timetable?
By word, attitude and example, I want to prayerfully become a primary influencer of Christian influencers (I mean influence to the breaking point – for decisions). –KvS
- N.V. Peale said ***"There is nothing more confusing that someone who gives good advice and yet sets a bad example."***
- d. Am I presently accomplishing this?
- e. What do I have to change to accomplish this? **ZigZ says *"You've got to give up to go up!"***

"The average person does not know what to do with their life, but they want another one that will last for ever." John Max

5. They are unwilling to change.

- i. Eric Hoffer said "People will cling to and unworthy pattern..."
- ii. Mark Twain said, "The only person who likes a change is a wet baby." Some spend a lifetime trying to change others. Change yourself.

"If you do what you always did, you get what you always got." JM

6. They repeatedly fail in relationships and never profit from those failures.

- a. They leave a trail of broken friendships behind them that are the other's fault. RDE-C
- b. ***"Please realize that the entire population on this planet, with the exception of only one person, is made up of others."***
- c. Don't live to please people, but discover what others want – their dreams.
- d. ***"You will not have big, long term success without a lot of people wanting you to have it."*** John M
- e. Everybody wants to be somebody. Nobody cares how much you know, until they know how much you care. Everybody needs Somebody. Anybody who helps somebody influence a lot of bodies towards thee Somebody will become a somebody. Somebody will rise up today and become a somebody.

7. They do not righteously pay the price for lasting success.

- a. Paul Harvey said, "You can tell you are on the road to success, it's up hill all the way!"
- b. "Every church that stops growing and plateaus, does so at the point when the price gets too high."
- c. We've all been hurt, and when we finally get done with all the hand-holding, introspective theophostic therapy, shouting at the heavens and the casting out of demons from Christians, what are we going to do with it?
- d. ***"When you do the things you have to do, when you have to do them ...the day will come when you get to do the things you want to do, when you want to do them."***
Zig Ziggler

Time Management

Tick, tick, tick ...No, it's not the beginning to 60 MINUTES nor is it the dreaded crocodile coming to get Captain Hook. It's time moving on. College students often report that their inability to manage their time is the biggest problem they face in college. Time management is a skill few people master, but it is one that most people need.

Do you agree? Probably, since you are reading this right now. **You have so many competing demands on your time: friends, movies, studying lectures, home, relationships and on and on.** How can you come to grips with all of it? Most time management experts say that one of the first things people need to do to manage their time is to determine how they spend their time now. A tool for doing this is called a time audit. You may want to look at a sample time audit to compare yours. Once you have completed a time audit you can begin to change the way you manage yourself in relation to time.

1. PREVIEW. Before class, preview any homework or notes you've worked on since your last class. Use question marks or a highlighter to notate where you have questions to ask your tutor or instructor. Determine what you will do with your class time that day [homework, quiz review, review exam].

2. CLASSTIME. Get started immediately. Use this time to get as much done as possible! When asking questions, try to make them as specific as possible. Take notes on what your tutor or instructor says, so that you will be able to remember when you get home. When working on homework, make sure that you understand all aspects of the problem you are working on. When working on a quiz review, come up with ways to remember how questions are being asked and what steps are involved in each problem. When reviewing a previously taken exam, work through all problems you missed on separate paper. Have your tutor or instructor check them to make sure all steps are correct. If you do not feel confident working a problem, go back to your textbook and quiz review and re-work some problems for more practice. In mathematics, practice makes perfect!

3. TESTING. In a mastery class, you will find yourself testing more than any other class. Testing time is considered to be part of your three hours spent for every hour you are in class. To make your testing time most efficient, you must be prepared. Work and rework your quiz review until you are confident that you understand every problem. While testing, work through all problems you are sure of first, then go back through the exam and complete any you have left. Problems requiring many steps should be worked out first on scratch paper, then transferred to the exam. This helps eliminate small math errors. Go back over the exam one last time, making sure you did not skip any problems, and check for units, labeled graphs, etc.

4. STUDY. You should spend 3 hours outside of class for every hour you are in class. The best way to schedule these hours is to spread them out through the week. Trying to study math all day is inefficient, and tiresome. You will also retain material better and longer if you are working on it almost every day. You should expect to spend about 9 hours a week outside of class working on mathematics. Remember, some of this time will be spent testing. The rest of your time should be spent reading your textbook, taking notes, and doing homework assignments and quiz reviews. If you do your work outside of the tutoring center, make sure to use question marks or a highlighter to indicate what questions you will ask your tutor next class period. The best place to schedule your study time is in the MLC.

This will allow you to ask questions as they occur, and you will already be in the right place if you need to test.

WHY DO WE PROCRASTINATE?

- Difficulty of a project
- Better things to do
- More absolute deadlines that must be met

HOW TO EASE PROCRASTINATION IN A SO CALLED MASTERY CLASS

- Use class time productively. Always have your book, notebook, calculator, and pencil. Even if you plan on reviewing an exam, you should always have these items with you. You may finish reviewing your exam and still have time to work on homework.
- Work to follow the course deadlines. If you do fall behind, work to catch yourself back up.
- Break up assignments into parts. Completing one or two homework sections in a one or two hour study session is much more reasonable than completing all of the homework for one exam in one ten hour session.
- Get questions answered immediately. Don't let things build up, because then you feel overwhelmed.
- Use a highlighter or question marks to indicate where you have questions to ask in class. If your question is in depth, write it out so that you won't forget.
- Schedule your study time in the MLC. All of the resources and help that you need are at your fingertips.
- If you are having excessive difficulties, tell someone! Talk to your tutor, your instructor, an MLC supervisor, or to the MLC director. We want you to succeed, but don't always know that you are having trouble.
- When taking an exam, remember that your time is only limited by you. Schedule your time so that you won't feel rushed. Take tests during your most alert and refreshed part of the day.

© Copyright 2007 by Fish4Souls. All rights reserved.