

HOW TO MANAGE YOUR TIME

- I. Scripture: Psalm 90:12; Ecclesiastes 3:1; Ephesians 5:15-16

- II. We all deal with not having enough time to get everything done that we want to. We tend to handle time problems in 1 of 2 ways: stop doing things, but that often results in feeling guilty; or continue to overdo it and overextend yourself, leading to burnout. When we have so many good things we can be asked to do, how do you choose which one to do and when to say no?

- III. The most common source of time problems: Lack of priorities

- IV. The first step in good time management is establishing priorities.
 1. Begin with prayer.
 2. Know what the non-negotiables are, things that you have no choice over.
 3. Don't let the tyranny of the "urgent" overshadow the "important." Distinguish between the two.
 4. Jesus was always busy, but never in a hurry. John 17:4 – He accomplished the work God gave Him to do, even though all the sick were not healed and all the sinners were not saved. His priorities came from the Father.

- V. Helpful reminders:
 - A. A schedule is meant to be a helpful tool, not a straitjacket. Be flexible. Be led by the Holy Spirit, not by your schedule.
 - B. Time is a gift from God. Be good stewards of it.
 - C. Who controls your time - you, others, or God?
 - D. We will always have enough time to do God's will.

Time problems arise when we seek to do more than God's will for our lives.
 - E. Live by priority, not by pressure. Just because something needs to be done doesn't mean you are to do it.
 - F. Place activities in your schedule according to priority. Once the schedule fills up, you can do no more.
 - G. Time is lost in the smallest units first.

We lose minutes before hours, days before weeks. We waste time because we use the gaps of time between activities in unproductive ways.
 - H. Relaxation is not wasted time. It is a necessity for the proper functioning of the body. (Mark 6:30, 31)
 - I. Learn to evaluate all new potential activities by asking the following questions:
 1. Does this activity fit into my priorities?
 2. Does doing it mean that some higher priority item will have to stop?
 3. Should I rework my priorities in light of this new opportunity?

- VI. Some tips on planning:
 1. Use big blocks of time for big jobs, not small ones.
 2. Save little things for little spaces of time.
 3. Carry key phone numbers with you.

4. Don't be afraid to say no.
5. Start the day by listing all the small tasks which you would like to accomplish. List them in order of priority. Be prepared to use unexpected available time to finish those items.