

# Management of Time

## *Jim Downing*

### I. Introduction.

- A. The day is evil and the world tries to squeeze us into its mold. We must redeem the time. (Ephesians 5:16; Romans 12:2)
- B. Being able to redeem the time seems to be a prerequisite of being filled by the Spirit.
- C. Jesus chose busy people.

### II. Discussion from J. Oswald Sanders and other notes.

- A. It is difficult to find enough time to do the whole will of God in a day.
- B. Major principles: priorities, planning ahead, doing one thing at a time, motivation,
- C. One of the most difficult things to do is to determine priorities and then to stick with them.
- D. Three sets of priorities.
  - 1. Our relationship to the Lord. This takes precedence.
  - 2. The welfare of the family. Those who neglect their family over their ministry may find out that their family was their ministry.
  - 3. Ministry.

### III. Three words: projects, routine, unplanned.

- A. Make a list of the major things to accomplish for the day. If the projects are not getting done, you should disappear so that the routine and the unplanned are not interfering.
- B. We deserve the satisfaction of knowing that we are redeeming the time.
- C. Projects can be adjusted based upon different needs.
- D. If we do not make room for the unplanned, we will make people feel like we have crowded them into our schedule. Sometimes the unplanned needs to become the number one priority, but not always. (Hebrews 13:2)

### IV. Discussion.

- A. We may mistake following the line of least resistance with the Holy Spirit's leading.
- B. We have to be selective about what we do. Like a painter it is as important what we exclude from the canvas as what we include.

C. Our own children are always more our responsibility than someone else's children. It is so easy to become busy with Christian work that the sharp edge of our family life is worn off. Periods of intensity with them are important.

D. The better "dish" is to not be busy about working, but to be with Christ. We see a reflection of our inner desires by what we choose. (Luke 10:42)

E. Things should not be thought of in blocks of time but in completing a task and completing it well.

F. The most important project needs to take the focus.

Application questions.

1. How should one go about planning his or her day according to the speaker?

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2. How flexible are the projects in this plan? What place does having a clear understanding of priorities play?

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3. How can you organize your schedule and work through the day better in light of this message? List two practical helps.

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