

Management of Time

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I. Introduction.

A. We are to redeem the time, meaning we need to get it back and use it properly. (Ephesians 5:15-16)

B. We must not to allow the world to squeeze us into its mold. (Romans 12:2)

II. First set of principles.

A. We have sufficient time in the day to do the whole will of God.

B. No matter who Christ was with, being with that person was the most important thing of the moment.

III. Second set of principles.

A. Priorities.

B. Organization.

C. Program.

D. Concentration.

E. Finishing.

F. Setting a goal.

IV. An approach to face the day.

A. One man never stopped working until his work was finished for the day.

B. Priorities: relationship to God, welfare of the family, and finally the ministry.

1. Those that thought their family ruined their ministry find that their family was their ministry.

2. God gives a special dispensation of grace to those who have heavy responsibilities such as mothers of many children.

3. There is significant overlap in these.

C. Splitting the day into areas: projects, routine and the unplanned.

1. There is a great tendency to avoid our responsibilities to help others with theirs.
2. We need to discover what are the most important things that we should be doing.
3. If the routine is absorbing prime time, we must leave in order to get the important things done. We cannot build our lives around the unplanned.
4. We deserve to end the day believing that our time has been spent on what is most important.

D. The approach does not work exactly the same for everyone.

1. Priorities are not always arranged by the person who is given the tasks.
2. Also, one cannot do everything that one thinks might be important.
3. When the unplanned comes up it can be from God, so we must be careful to write people off. (Hebrews 13:2)

V. Discussion.

- A. We need to find out our own convictions regarding what is most important.
- B. Often times priorities change. The unplanned can become priority.
- C. A common error is to assume the same amount of time is required to produce the same result.
- D. A full-time job is often the number one priority if we are in the will of God.
- E. There is spiritual, physical, and mental welfare that all go into determining priorities. 60% of mental break downs for top CEOs were found to be because of home life.
- F. A key to maintaining the family is by being intense with them. You need to give your whole heart to them when you are with them.

Application questions.

1. What should our priorities be and how should we organize the day according to the speaker?

2. How is it possible that we have enough time within the day to do the whole will of God? Explain.

3. How can you apply this system of arranging your priorities to accomplish more once the day is up? What are some of the immediate changes you foresee that need to be made?
