

Time Management

1. God wants us to make good use of our time.

Ephesians 5:15-17

Therefore be careful how you walk, not as unwise men, but as wise, making the most of your time, because the days are evil.

So then do not be foolish,
but understand what the
will of the Lord is.

Psalm 90:12

So teach us to number our days, that we may present to Thee a heart of wisdom.

2. Time management is a stewardship issue.

Luke 12:42-43

And the Lord said, “Who then is the faithful and sensible steward, whom his master will put in charge of his servants,

“To give them their rations
at the proper time?
Blessed is that slave whom
his master finds so doing
when he comes.”

3. Faithfulness as a steward
of God is a big deal to God.

1 Corinthians 4:2

In this case, moreover, it is required of stewards that one be found trustworthy.

4. A basic principle of leadership is that the more faithful we are as a steward with what God entrusts to us, the more He will entrust us with.

Matthew 25:21

“His master said to him,
‘Well done, good and
faithful slave; you were
faithful with a few things,

‘I will put you in charge of many things, enter into the joy of your master.’

5. The more faithful we are
the more authority God will
give us.

Daniel 5:29

Then Belshazzar gave orders, and they clothed Daniel with purple and put a necklace of gold around his neck,

And issued a proclamation concerning him that he now had authority as the third ruler in the kingdom.

Daniel 6:4

Then the commissioners and satraps began trying to find a ground of accusation against Daniel in regard to government affairs;

But they could find no ground
of accusation or evidence of
corruption, inasmuch as he
was faithful,

And no negligence or
corruption was to be found
in him.

6. The more faithful we are
the more energy God will give
us.

1 Timothy 1:12

I thank Christ Jesus our Lord,
who has strengthened me,
because He considered me
faithful, putting me into
service.

7. The key to getting better or more faithful at anything we do is to know how we are presently doing.

8. The only way to get a grip on self evaluation in the use of time is to work hard at becoming systematic in record keeping.

9. It takes a lot of effort and discipline but nobody will ever become a good steward of their time who does not keep track of how they are presently spending their time.

10. The second part of keeping track of what we have done, is making a goal of what we want to do in the future.

11. Very few things are more effective in time management than good, old fashioned “to do” lists.

12. Writing up a daily “to
do” list will help us
prioritize the things that we
want to accomplish.

13. Establishing our personal priorities and diligently keeping them first place in our life is the single most important key to success.

14. We need to make sure that we make the faithful accomplishment of the basic disciplines of the Christian life the highest priority in our lives.

15. If we don't make these first in our life we won't have the wisdom or the energy to accomplish great things with our life.

16. Our family ought to be a high priority in our life and in our use of time.

17. When our family life is good, our ability to manage pressure goes up substantially.

18. A key that is often overlooked in our culture in giving our family plenty of time is creativity.

19. Those who get the most done in a day are the ones who spend most of their time doing what they are good at.

20. Being wise enough, humble enough, and brave enough to delegate is the second most important time management principle there is.

21. It is important to decide ahead of time what we don't want to do.

22. Those who faithfully make goals and “to do” lists that are an expression of their priorities have a much easier time saying “no”.

23. Our daily, weekly, monthly and yearly goals are supposed to put pressure on us so that we work harder, faster and smarter.

24. Faithful use of time won't happen without a sense of urgency that creates pressure on us. We always function best under pressure.

25. There are two kinds of pressure: the pressure we put on ourselves and the pressure the world puts on us.

26. The more we steward our use of time the more we will be in control of what and who pressures us.

27. Out of control living,
especially in ministry,
causes anxiety, guilt and
stress.

28. A simple “to do” list will help tremendously with the human problem of getting distracted and forgetting what we wanted to do.

29. A focused leader is one who knows well what he wants to accomplish no matter how hectic and demanding life becomes.

30. We all have the same amount of time every day and we all use it up every day. Being a good steward of our time will not earn us more time.

31. The issue in time management is, “How much do we get done that matters, in the time that we have each day.”

32. Nobody will ever be a good steward of their time who does not want, really want, to accomplish more with their life that matters.

33. The biggest barrier to time management is laziness.

Romans 12:11

Not lagging behind in
diligence, fervent in spirit,
serving the Lord.

Proverbs 6:6-11

Go to the ant, O
sluggard, observe her ways
and be wise, which, having
no chief, officer or ruler,

Prepares her food in the
summer, and gathers her
provision in the harvest.
How long will you lie down,
O sluggard?

When will you arise from
your sleep? “A little
sleep, a little slumber, a
little folding of the hands to
rest” - -

And your poverty will come
in like a vagabond, and your
need like an armed man.

Proverbs 13:4

The soul of the sluggard
craves and gets nothing,
but the soul of the diligent
is made fat.

Proverbs 18:9

He also who is slack in his
work is brother to him who
destroys.

Proverbs 10:4

Poor is he who works with
a negligent hand, but the
hand of the diligent makes
rich.

Proverbs 24:30-34

I passed by the field of the sluggard, and by the vineyard of the man lacking sense; and behold, it was completely overgrown with thistles,

Its surface was covered
with nettles, and its stone
wall was broken down.

When I saw, I reflected
upon it; I looked, and
received instruction.

“A little sleep, a little slumber,
a little folding of the hands to
rest,” then your poverty will
come as a robber, and your
wealth like an armed man.

Proverbs 14:23

In all labor there is profit,
but mere talk leads only to
poverty.

Proverbs 12:24

The hand of the diligent will rule, but the slack hand will be put to forced labor.

Proverbs 12:27

A slothful man does not
roast his prey, but the
precious possession of a
man is diligence.

34. A major occupational hazard in ministry is laziness.

35. A key to time management is working faster and harder, as well as smarter.

36. Lazy people don't want to work faster and harder.

37. We tend to think that if we are really struggling to get everything done that we must be too busy.

38. We can train our flesh
and our mind to enjoy
being busy.

39. We tend to think that if we are feeling tired and weary that we are too busy.

40. We can train our flesh and our mind to enjoy the feeling of weariness at the end of the day.

41. A major principle in the training process is to always rejoice and be thankful for being considered worthy of lots to do for the Lord.

42. Allowing ourselves to think “poor overworked me” thoughts is a very bad habit.

43. A key to running the race hard all day long is wise and systematic rest and renewal.

44. Being a wise steward of our time is also being a wise steward of our physical and emotional energy.

45. Knowing when we are truly tired is critically important in learning to manage our energy.

46. Very few have learned
what is most effective in
bringing rest and renewal
into their life.

47. A major issue in being a good steward is being motivated by a desire to please the Lord rather than people.

Galatians 1:10

For am I now seeking the
favor of men, or of God?
Or am I striving to please
men?

If I were still trying to
please men, I would not be
a bond-servant of Christ.

1 Thessalonians 2:4

But just as we have been
approved by God to be
entrusted with the gospel,
so we speak,

Not as pleasing men but
God, who examines our
hearts.

48. Probably the hardest
thing to do in ministry is to
not become a people
pleaser.

49. Making a daily
commitment to serve the
Lord faithfully is a key to
motivation.

Luke 9:23

And He was saying to them all,
“If anyone wishes to come
after Me, let him deny himself,
and take up his cross daily, and
follow Me.”

50. A major issue in motivation is focusing on the end of our life and the Judgment Seat of Christ.

2 Corinthians 5:9-10

Therefore also we have as
our ambition, whether at
home or absent, to be
pleasing to Him.

For we must all appear
before the judgment seat of
Christ, that each one may
be recompensed for his
deeds in the body,

According to what he has
done, whether good or
bad.