

# Tips for Time Management

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Colossians 4:5-6: "Conduct yourselves with wisdom toward outsiders, making the most of the opportunity. Let your speech always be with grace, seasoned, as it were, with salt, so that you may know how you should respond to each person."

1. Time is related to productivity. If you can produce more per unit-time, you will have more time.
2. Productivity is related to energy. If you have more energy, you can produce more.
3. The greatest secret to productivity, then, and to more available time, is to walk in the power of the Holy Spirit.
4. Prepare a schedule that has a place for your classes and other regular responsibilities, but also for any irregular responsibilities.
5. List your irregular activities. Ask yourself, at a set 15-minute period of time each morning, regarding everything you plan to do that day:
  - a. Can I forget it (in light of my goal, the Great Commission)? Follow through. You may not want to forget it, but if you can, you should. (ie. times for relaxation, socializing, rest and exercise are vital)
  - b. Is there someone else I could ask to do this for me
  - c. Where in my schedule can I most quickly and effectively accomplish it?
6. The following tips on the mechanics of planning:
  - a. Use big blocks of time for big jobs, not small ones.
  - b. Save little things, such as phone calls, for little spaces of time.
  - c. Estimate the amount of time a job will take.
  - d. Write down a list of tight deadlines for yourself.
  - e. Carry key phone numbers in your wallet or day-planner.
  - f. When getting to bed late, set the alarm for eight hours. It's easy to sleep longer than necessary.
7. Now you have planned your work. Get a vigorous start. Work for quality. "Whatsoever thy right hand findeth to do, do it with all thy might." Press to ] completion. Plan your work. Work your plan!
8. Explain how to do a weekly schedule every week:
  - a. Review typical pitfalls to following your weekly schedule.

b. Explain the reality of freedom to responsibilities completed.

9. Walk through the TIME ACTIVITIES ANALYSIS chart. Everyone should do this chart in class.