

Time Management

Believe it or not =Time Management is Not the Same Oxymoron as “Government Intelligence” or “Working Vacation”

Most would Agree that Time is the Scarcest Resource:
Unless you manage time, Nothing Else Can be Managed.

Yet most People Identify “Time” as Something which they have Little Control Over.

Like for us, pastors, - How can you manage time when 2 funerals appear in the middle of a full week?

- What can you do when an unexpected marriage-counseling crisis appears during your only available time to prepare Sunday’s Sermon?
- How can you manage your time in a profession where unexpected interruptions often provide your best opportunities for ministry?

Well, like for the most of you, it’s Not a “If Can”, but a “have to”

So what I have learned is “If you do Not Manage Time – “Time” will Ruin You!

7 Basic Principles of Time-Management Methods

Principle #1: God Requires that we Manage our time.

"Moreover, it is required of stewards that they be found trustworthy," Paul said (1 Cor 4:2).

God prizes the Stewardship of our Time - at least as much as
- the Stewardship of our Money.

“Time does Not Belong to Us BUT To God - We are Only Stewards of it”

People who decide to Manage their time as a “Spiritual Stewardship”
Of Life - Can apply “Time-tested” Management Techniques.

Those who Do Not See and Apply this Truth will Continue
to Let Circumstances Manage their lives.

Principle #2: We will never be more effective in our ministries and our lives than our effectiveness in managing time.

→ No matter how Gifted a person is, Failure in time management spells Failure

Principle #3: We all have the same amount of time.

People who get things done have the same number of hours in each week as people who don't get things done... They simply use their hours
more Effectively and more Efficiently.

Principle #4: We must take charge of our time, or other people will take charge of it for us.

Plenty of people stand in line to “take charge” of a pastor's time.

If I Neglect this Responsibility - Others will handle it.

Principle #5: We have all the time we need to do God's will for our lives.

Can you imagine a God who is So Unfair that he Gives you a job to do
And then Steals the Time that you Need to do it?

When you find yourself constantly running out of time, one or the other - or both of 2
things is happening:

Either you are doing things that Are NOT God's Will for you to do with your Life and
Gifts,

OR you are doing God's will in an Inefficient Manner.

For most people, it is about 50/50...

Principle #6: We are Never Powerless over time problems.

We Can take Control of our Time and Life.

We are Not Victims of Time-Damage; We are Accomplices.

Principle #7: Our Psychological Makeup greatly influences our ability to manage time. Examples:

- High-anxiety people have difficulty managing their time.

The Higher the Anxiety level, the Greater the Difficulty Concentrating on and Living-out a Consistent Plan.

- *The More Depressed people are, the More they have Difficulty Concentrating, Affecting Good Time Management.*

- A High Need for Recognition can Decrease Time-management Because it can cause People to “say yes” to More Requests than They can Accommodate.

Age is a factor. People born in or After the 70's grew up in a culture that Values Leisure Above Work.

They therefore tend to feel mildly guilty and Uncomfortable if their Lifestyle is Short on Leisure And Long on Work.

People born In or Before the 60's grew up in a culture that Values Work Above Leisure.

They therefore tend to feel mildly guilty and Uncomfortable if

their Lifestyle is short on work and long on leisure.

* These have a tendency to become Obsessive-Compulsive Workaholics.

Those born in or after the 70's become Obsessive-compulsive "Leisureholics."

Either Extreme Damages Time-Management Ability.

The way those 7 principles play out in a persons Thought systems

and Emotional circuits Greatly influences whether he or she

Uses or does Not use Effective Time-management methods.

14 Proven Methods

Method #1: Get clear about your central purpose and priorities.

Good time management results from making
the right Decisions about the right Priorities.

Until we get our Priorities Straight - we will Never get our Time straight.

Decide precisely what gifts God has given you that

You Alone Can and Should Do in your ministry setting.

The ability to Separate those from the many other things that You and Other People

Think - You ought to do is the Key Element to Time-use Effectiveness.

"All essential matters are important, but not all important matters are essential".

Method #2: Practice zero- based time management.

Every Leader experiences a creeping loss of time control as he or she develops new projects and programs as the ministry grows.

At least once a year, Take Time To take "Personal Inventory"

- *List all the things you do each month.*
- *ask yourself which items are essentials.*
- *Which items could Other People Do,*
- if You Gave them the proper Opportunity and Training?

Once you Make these Decisions, List the People to whom you
Could Delegate these Responsibilities... Then Do it.

Method #3: Spend most of your time working in areas where you are strong rather than trying to prop up your weaknesses.

→ UA SPIRITUAL GIFT PERSONALITY – 2 Factors

Knowing what your gifting is also allows you to know
What Your Limitations are.

You Know the things that you Can Do Well and those you Don't

-There is no need to feel guilty about things that are Difficult
for you to do. . . Stay in Your Lane and Thrive.

Go with the flow of Your Strengths - Only God is Good at Everything !

Method #4: Learn how to delegate.

Several kinds of “Hang-ups” keep people from Delegating Effectively

- The most common hang-up is Perfectionism,

→ *Accompanied by the Feeling that*

"Nobody can do this quite as well as I can do it."

- Another hang-up is - The Fear of Giving Away Power and Authority

- Another is the sense of security that many people find in doing detail work
(when they quit doing details, they begin feeling insecure).

Good delegators convince themselves that other people can do a job well if given Sufficient - Time, Training, and Authority.

As the Delegator gains Experience, he or she learns that "Delegating is a Ministry."

When people Succeed at the Responsibilities Delegated to them,

Their Self-Esteem Increases.

An Effective delegator Enables other people to Experience the Same Joy, Achievement, and Creativity that he or she Likes to Experience.

Method #5: Learn how to say “No” graciously.

Because You have answered the call to enter a ministry in which you are supposed to help people, Our minds get set in a “Yes mode”.

= BURN OUT

Because saying No feels Emotionally inappropriate, Learn and Memorize

Responses that you can use in those situations. Examples:

- "I surely would like to, but I just can't." This works best as a solo sentence.

Avoid giving a long list of arguments for why you can't do it.

People tend to assume that you have good reasons for saying no.

- "I am honored to be asked, but I have another commitment that requires preparation time that week. Do me a favor and let me say no."

Method #6: Plan your time in week-long blocks, not in hours or days.

This was the full game changer for me, when I first started ministry within a year I was being tested to see if I was anemic... Nope the answer was **Doing Too Much**

SLIDE

Set up a sheet with twenty-one time blocks --morning, afternoon, and evening for each of the 7 days of each week.

(This does not replace the weekly calendar on which you put appointments; that's another matter.)

1. Set aside all three blocks on one day for a day off.

That leaves eighteen blocks.

2. Assign two additional evening blocks to leisure and family.

That leaves sixteen blocks.

3. Write in the "Have-to's" in your responsibility

WATCH FOR THE OVERLAPS OR THE BACK TO BACK'S... THOSE GET YA

Method #7: Expect interruptions, but don't let every interruption control you.

Interruptions are part of every minister's job. You must push back a deadline on an important project if something essential interrupts you.

But make sure that **you set priorities in ways** that allow you to **distinguish** between **Essential interruptions** and **Important interruptions**.

Method #8: Use “your” prime time of the day for tasks that require your best thinking ability.

We all have circadian rhythms – patterns that cause people to peak in energy, thinking ability, and brain function at certain times of the day).

No amount of willpower changes that system.

Method #9: Set deadlines in your mind and on paper for accomplishing particular major tasks.

"When am I going to have it done?"

Creative juices flow best when you work against deadlines

Method #10: Learn how to use waiting or idle moments

Automobile travel is one such opportunity.

Method #11: If you have an assistant, delegate things that are nonessential for YOU to do.

Correspondence, making appointments, printing, making calls.

Method #12: Don't try to remember Anything.

Most people are under the illusion that they can remember what someone tells them and what they promise people they will do.

Memory systems are quite fallible, and your credibility eventually gets damaged

The following 4-point system Allows a Person to handle countless details without having to remember Anything.

1. Have **one place** where are you jot things down
2. **Each evening** before you go to bed, **take a look at that list see** what was accomplished, and what needs to be scheduled and or delegated.
3. **Devise a System** that helps you **Distinguish** the **Urgent**
From the **Important**.
(If you have not, please read "The Tyranny of the Urgent")
4. Then set up **a System of Reminders**

**The Result: You will Develop a Reputation as a Depend-able,
Capable person who gets things done.**

Method #13: Handle your Email only once.

Some people open their email, and glance at it.

They come back the **next day and look at it again, trying to decide**

what to do with it. Some people look at their Email 4 or 5 times.

What a Horrendous Waste of Time!

Take 1 of 2 actions with every piece of Email.

Devise a Criteria of Auditing what is “Action-Now” vs. “Action-Later”

1. “**Action-Now**” = Take action on it Immediately OR Delegate it

2. “**Action-Later**” = set aside a Certain Time IN your week To Respond to these.

Then read it and delete it.

Method #14: Be concerned about everything in the ministry, but avoid the compulsive tendency to take responsibility for everything in the ministry.

- I was once told as a young pastor from a senior pastor,
“Waxer, there was only one Messiah, and they crucified Him”

Assume Responsibility for What belongs to you.

Give Responsibility For Other things to other people.

Other-wise, you are breaking one of the 10 Commandments.

You are Stealing.

Time is Never Lost, Only Poorly Used !

If you will see yourselves as Stewards of a Precious Gift

AND Build on that Conviction WITH Effective Habits. . .

Effective Ministry Results.

Healthy Ministers