

Leadership 301

Lesson Ten

**Time
Management**

This lesson belongs to: _____

Lesson Ten

Time Management

Key Verse: “Teach us to number our days, that we may gain a heart of wisdom.” Psalm 90:12 NKJV

Purpose: The purpose of this lesson is to help the disciple/leader learn basic principles for successful time management.

1. Time management begins with an understanding of God’s _____.
 - a. God is _____ and exists outside the realm of time.
 - b. God planned our lives before time _____. (2 Timothy 1:9; Titus 1:2)
 - c. God is _____ His plan for us in the realm of time.
2. There is a _____ and a _____ for every purpose of God in our lives. (see Ecclesiastes 3:1-8)
3. Time is God’s _____ to us.
 - a. When we are born, God gives us a birthday present—“time”.
 - b. At birth, we are given all the time we need to fulfill God’s purpose for our lives.
4. Time is an earthly _____, which, if used wisely, will produce eternal treasures and rewards.
 - a. You will never have enough time, but you have all the time you will ever have.
 - b. You do not have enough time to do everything, but you do have enough time to do the will of God.
5. Time is a _____ resource.
 - a. James 4:14 (NKJV) “For what is your life? It is even a vapor that appears for a little time and then vanishes away.”
 - b. Like sand in an hourglass, so God’s gift of time is slipping away.
6. Time is a daily treasure that attracts many _____.
7. Time is something we must _____ and _____ to fulfill God’s purpose in our lives.
8. Time is a moment of divine _____ that must be recognized and seized before it passes.
 - a. Ephesians 5:15-16 (NKJV) “See then that you walk circumspectly, not as fools but as wise, redeeming the time, because the days are evil.”
 - b. Colossians 4:5 (NKJV) “Walk in wisdom toward those who are outside, redeeming the time.”
9. Wisdom is knowing the difference between _____ divine timing and _____ fallen sense of timing.
 - a. God’s timing (Genesis 1): Each day God made something new.
 - b. Man’s timing (Genesis 3): After the fall, man lost his fellowship with God and thus his sense of divine timing.
 - c. Ecclesiastes 8:5-6 (NKJV) “A wise man’s heart discerns both time and judgment, because for every matter there is a time and judgment.”
 - d. When man operates under his own sense of timing, he reaps the curse of much

- _____.
10. At Calvary God brought reconciliation between Himself and man. Now man can perceive and walk in the correct times and seasons of God by _____ in the Spirit.
11. Walking in God's timing brings about _____ and _____.
- Walking in God's timing
- a. Places us in the right place at the right time.
 - b. Keeps us from the wrong place at the wrong time.
 - c. Alleviates fear and anxiety.
 - d. Produces faith and patience in God who works all things together for good according to His purpose in time.
 - e. Produces maturity for the proper season of opportunity.
 - f. Brings stability and strength.
 - g. Nurtures and heals.
 - h. Brings wisdom, knowledge, and understanding.
 - i. Produces confidence, courage, boldness, and strength.
 - j. Allows us to inherit promises rather than problems.
 - k. Helps us to know when to move and when to rest.
 - l. Produces the right atmosphere for divine activity.
 - m. Brings results to our faith.
 - n. Prevents premature delivery and problems with overdue delivery.
 - o. Releases the sequence of God's order.
 - p. Helps us to know when to continue and when to change.
 - q. Brings forth fruitfulness in God's seasons
12. Operating by God's timing insures maximum and enduring _____.
- a. Proper timing on a gasoline engine allows maximum power and performance while bad timing results in inefficiency, backfires, loss of power and momentum, breakdown, and frustration.
 - b. If we do not allow God time to do things right, then when will we find time later to do them over?
13. It takes _____ to walk in God's timing.
- a. It takes more patience to grow trees than flowers.
 - b. Patience is allowing God TIME to bring forth things in our life according to His eternal purpose and plan. This purpose involves not only our lives but also the lives of others around us plus those in the generations to come.
14. For man, time has become an _____. As we learn to walk in the Spirit, time will become our _____.
15. Principles in time management
- a. Connect with your _____ in life.
 - 1) Why am I here?
 - 2) What is God's plan for my life?
 - 3) What gives my life ultimate meaning?
 - b. _____ time with God.
 - 1) He is the Giver and Sustainer of our time.
 - 2) Give Him the firstfruits of your time.
 - 3) We are too busy NOT to pray.
 - c. Determine and prioritize your _____.
 - 1) What is my function (s)?
 - 2) What sets me apart as vital to the team?
 - d. Determine and prioritize your _____.

- 1) What is your job description?
 - 2) What are the duties for which you will be held accountable to God and to those over you in the Lord?
 - 3) Make sure you spend time in these areas.
- e. _____ to others those things that keep you from fulfilling your purpose, role and responsibilities.
- 1) The only way to increase the amount of time in your life is to recruit time from others.
 - 2) Acts 6:1-7 The twelve apostles established deacons to minister to the needs of widows so that they could give themselves to their role and function as ministers of the word and prayer.
- f. _____ on important activities.
- 1) Good things can be the enemies of the best.
 - 2) Good things can keep us away from the *God* things.
 - 3) Good things can keep us from doing the necessary.
 - a) Luke 10:41-42 (NKJV) *“Martha, Martha, you are worried and troubled about many things. But one thing is needed, and Mary has chosen that good part, which will not be taken away from her.”*
 - 4) Keep activities focused around fulfilling your purpose.
- g. Be _____ driven, not _____ driven.
- 1) Everything is important, but some things are more important than others.
 - a) How many people on their deathbed wish they had spent more time at the office?
 - 2) Even God works all things according to the counsel of His will (i.e. “purpose”), not according to our need.
 - 3) Although Jesus cared about the needs of people, He did not allow their needs to keep Him from fulfilling His purpose (see Mark 1:38).
- h. Allow _____ to override _____.
- 1) Principles are focused on purpose, while procedures are focused on method. When procedures fail to accomplish the purpose then time begins to be wasted on accomplishing non-essentials.
 - 2) Is your time getting eaten away with accomplishing tasks and procedures that have ceased to fulfill your purpose?
- i. Set _____.
- 1) Goals keep us accountable with our time and energy.
 - 2) Goals allow us to establish activities around purpose.
 - 3) “The number one requirement for having real growth—unlimited church growth—is to set goals.” (Dr. David Yonggi Cho)
 - 4) Dr. David Yonggi Cho, pastor of the world’s largest church recommends five principles for setting goals:
 - a) Set _____ goals.
 - b) _____ about those goals (vision).
 - c) _____ for the fulfillment of those goals.
 - d) Constantly _____ those goals with others to generate enthusiasm and faith.
 - e) Get _____. (Prepare now)
- j. Commit to implementing and consistently using a personal _____ system.
- 1) Secretary
 - 2) Legal pad or notebook
 - 3) Organizer system

- k. Designate for yourself time to _____.
 1) Planning results in time efficiency with maximum results.
 2) If you fail to plan, then you plan to fail.

 - l. Prioritize by keeping a good _____.
 1) Schedule priorities first and everything else afterward.

 - m. Learn _____.
 1) No one else can effectively manage your time except you.
 2) Learn to say “no” to yourself and to others.
16. When you become frustrated with multiple priorities, _____ the problem by asking yourself the following questions:
- a. Do I understand MY purpose, role, and responsibility?
 - b. Do I give God the first moments of my day?
 - c. Do I trust God’s timing rather than my own?
 - d. Do I know my top priorities?
 - e. Do I spend my time fulfilling these priorities?
 - f. Do I set aside personal time to plan?
 - g. Do I organize effectively?
 - h. Do I exercise self-discipline?
 - i. Do I delegate responsibility for non-priorities to others?
 - j. Do the people under me know and fulfill their priorities and responsibilities?
 - k. Do the people under me have a different idea of what they are to be doing than I do?
 - l. Do I meet regularly with key people?
 - m. Do I ensure that these meetings are focused and productive?
 - n. Do I stay up to date with information necessary to oversee those under me?
 - o. Do I actively seek to be led by the Spirit?
 - p. Do implemented procedures still accomplish the desired purpose?
 - q. Do I adjust to accommodate the changing the times and seasons of God?