



worldoutreach
SCHOOL OF LEADERSHIP

SERIES TWO

MODULE ONE: TIME MANAGEMENT



Outline Session 1 - 2

1. Time Management (Part 1)
2. Time Management (Part 2)

SESSION ONE: TIME MANAGEMENT (PART ONE)

(William Penn) 'Time is what we want most, but what we use worst.'

Two key Scriptures in relation to time management: Ephesians 5:15-16 & Colossians 3:5

Alec Mackenzie in his book, *'The Time Trap'*, wrote that we *'...cannot manage time...'* as such, we *'...can only manage ourselves in relation to time. We cannot control how much time we have; we can only control how we use it.'*

Therefore, 'time management' is actually 'self-management'.

How can a leader manage themselves in relation to time?

1. Surrender our 'time' to the Lordship of Jesus

2. Budget our time (as we do our finances)

- Distinguish between the fixed and discretionary
- Distinguish between the negotiable and non-negotiable

3. Determine our life and leadership priorities

Personal priorities as a Christian:

- To live a godly life that glorifies God
- To become more and more like Jesus
- To spend devotional time with God each day
- To cultivate a happy, fulfilled marriage
- To raise godly children, provide for them and have quality time and relationship with them
- To fulfil our calling and exercise our gifts
- To be a witness by sharing our faith through personal evangelism and exemplary living

Public priorities as a Christian leader / minister:

- Time leading people into God's purposes of mission and maturity
- Time fulfilling the specific vision God has placed in our heart
- Time loving, feeding and building the people under our oversight
- Time developing leaders and equipping people for ministry
- Time invested into our personal development



Personal priorities as a human being:

- Maintaining personal health and wellbeing
- Fostering healthy friendships and relationships
- Pursuing and practicing leisure activities
- Balancing life, work and leadership
- Stewarding our finances and resources

4. Plan our time

Yearly, monthly, weekly and daily.

(John Maxwell) 'If you fail to plan, you plan to fail.'



SESSION TWO: TIME MANAGEMENT (PART TWO)

5. Plan each day

(Alec Mackenzie) ‘...planning your day...is the single most important piece in the time management puzzle.’ He added: ‘A daily plan, in writing, is the most effective time management strategy...’

How to plan each day?

- List everything we’re supposed to do
- Categorise each activity into broader groupings
- Prioritise each activity within the category
- Assign the category to a certain time of the day

Plot your ‘personal energy cycle’ of the day. (Mackenzie) Schedule our ‘...key tasks for your best working times, and work on these tasks at the same time each day.’

Learn to say ‘no’ to the unimportant.

(Dr Howard Hendricks) ‘The secret of concentration is elimination.’

6. Avoid time wasting and time wasters

Adapted from Mackenzie’s work in his chapter on ‘20 Biggest Time Wasters and How to Cure Them’, here is a list of time wasters categorised into ‘personal’ and ‘leadership’ time wasters.

Personal time wasters (These are things caused by me):

- Attempting too much
- Confused about our responsibility or authority
- Daydreaming
- Inadequate planning
- Indecisiveness
- Ineffective delegation
- Inability to say ‘no’
- Lack of self-discipline
- Leaving tasks unfinished
- Management by crisis
- Mental worry
- Paperwork
- Personal disorganisation
- Procrastination
- Socialising or social networking
- Travel
- Unimportant distractions



Now let's look at Leadership time wasters (these are things caused by others)

- Crises
- Poor communication
- Drop in visitors
- Inadequate controls and progress reports
- Inadequate staff
- Incompetent staff
- Incomplete information
- Meetings
- Meetings without an agenda (scheduled or not)
- Poor planning
- Telephone interruptions

7. Don't procrastinate

Start the task now.

Finally

Remember Jesus said that the most important day of our life is TODAY!

