

Time Management:

Program Objectives:

Clarify participant objectives

Recognize signs of chronic disorganization

Learn to clear your desk of clutter and create a filing system

Identify the most common interruptions of working time and ways to eliminate them

Determine why and where you procrastinate and overcome procrastination

Apply the practical techniques, concepts and strategies developed through this program

Please write a definition of Time Management

Definition of Time Management:

The predictable control an individual can exercise over a series of events.

Why is Time Management necessary?

What does “Time” (self) management do for you, your job, your group and / or your organization?

Controlling the Demands:

a. Manage the work (use time constructively)

b. Improve productivity / effectiveness (spend time on results – producing activities).

Let’s look at this thing called “Time Management.”

Time Wasting Culprits:

What are the most common time wasters, thieves and culprits?

Time Wasting Culprits (1 of 3):

Telephone Interruptions

Inefficient Delegation

Extended Lunches and Breaks

Cluttered Work Space

Poorly Run Meetings

Socializing On The Job

Laziness – Proverbs 24:33-34 Yet a little sleep, a little slumber, a little folding of the hands to sleep; So shall thy poverty come like one that travelth, and thy want like an armed man.

Time Wasting Culprits (2 of 3):

Misfiled Information

Poor Planning

Procrastination

Waiting / Delays

Paperwork

Junk Mail

Time Wasting Culprits (3 of 3):

Drop In Visitors

Not Setting or Sticking To Priorities

Time / Self Management Wasting

You do not manage your time!

You Manage:

Yourself

Others

And Work

How To Use Time Effectively (1 of 2)

Consolidate Similar Tasks

Tackle Tough Jobs First

Delegate And Develop Others

Learn To Use Idle Time

Get Control Of The Paper Flow

Avoid The Cluttered Desk Syndrome

How To Use Time Effectively (2 of 2)

Get Started Immediately On Important Tasks

Reduce Meeting Time

Take Time To Plan

Learn To Say “NO”

Remember That Now Is The Time To Put It All

Together

Avoiding Burnout Allow A Day For Restoration

Genesis 2:1-3 Thus the heavens and earth were finished, and all the host of them. And on the seventh day God ended his work which he had made; and he rested on the seventh day from all his work which he had made. And God blessed the seventh day, and sanctified it, because that in it he had rested from all his work which God created and made.

Investing Your Time Ecclesiastes 3:1 To every thing there is a season, and a time to every purpose under the heaven:

If God has given you a vision, He will provide the wisdom, knowledge, and joy to see the vision accomplished. Our mission will fulfill the vision.

Illustration 1: From the age of five a friend played school and dreamed of being a teacher. By the third grade she was helping other students. Her passion to teach required education, discipline and a love for students to learn to read. She taught four years in the public school system, and was part of a team that trained teachers in several counties for three years. Her desire to help students to read and to multiply her efforts, directed her to complete a doctorate's degree in 2.5 years. For the last thirty five years she has taught student teachers at a major university on how to teach reading. Averaging ninety students per semester or one

hundred eighty per year was demanding, but yet rewarding. If each primary teacher taught twenty students per year, how many students would have learned to read? The answer is a bunch. Each teacher was also taught how to be a role model in the classroom.

Illustration 2: My life was changed by God placing mentors in my life. A Sunday school teacher, a scout master, an athletic coach, my wife, and an educator. It was the educator that had the greatest impact on my life. He mentored and invested 10.5 years of his time in me. He taught me the ways of God, how to hear from Him, and how to mentor and disciple others. As a result I have invested in thousands of people all over the world. My life continues to change as we reach out to help others in need.

Put God First In Everything You Do!