



TIME MANAGEMENT

A Biblical Perspective

TIME MANAGEMENT – Spiritual Benefits

- ▶ “To those suffering under stress, pressured and weary, the real solution appears to be clear. Relieve the pressure and ease the stress by a sensible re-arrangement of the timetable. Be drastic, be courageous, be honest. Face the facts squarely. It may mean losing something of the things which moth and rust doth corrupt but it will mean gaining something which is incorruptible and undefiled. Remember that very often spiritual stress has its origin in bodily stress. Ease the earthly burden, take another look at the rat race, start to sleep well and enjoy your food. Take an occasional holiday. Play with the children. Greet your partner with a smile and a kiss. You may well feel that the world looks better – your world and God’s world, and the Truth is something to be treasured and enjoyed.”



OUR TIME IS SHORT

Ps. 90 :10

“The days of our years are threescore years and ten; and if by reason of strength they be fourscore years, yet is their strength labour and sorrow; for it is soon cut off and we fly away”



OUR TIME IS SHORT

	<u>Day</u>	<u>Year</u>	<u>70 years</u>
Tot.Av.	1440	525,600	36,792,000 (minutes)
Sleep	480	175,200	12,264,000
Work	540	197,100	13,797,000
Eat	120	43,800	3,066,000
PerCar	120	43,800	3,066,000
Free	180	65,700	4,599,000

Ps. 90 :12

“So teach us to number our days, that we may
apply our hearts to wisdom”



OUR TIME IS SHORT

Ps. 89:47 – ‘Remember how short my time is’

Job 7:1-3,7 – ‘Is there not an appointed time to
man on earth...my life is wind’

Job 10:9-13 – ‘Thou hast granted me life and favour’

Ps.31:15 – ‘my times are in thy hand’



OUR TIME IS SHORT **REDEEM THE TIME**

...AND SAVE THE REST OF OUR LIVES!

Col.4:5 – ‘...redeeming the time’

Eph.5:15-16 – ‘...redeeming the time’



Gr. ‘exagorazo’ – ‘to rescue from loss, improve opportunity’

Ecc.3:1 – 15

Man's Opportunity Limited by Time

Everything

Heb 'the whole, totality'

- 14 pairs of opposites – used to cover widest possible range and thus every aspect of human life – totality in pairs is common OT idiom

man & woman – Ex.36:6

great & small – Jer.6:13

sea & land – Jonah1:9

A Season

Heb. 'to fix, appointed occasion, stated time', BDB 'a set time'

- used 4X – Neh.2:6, Est.9:27,31

A Time

Heb.'a certain time' – as having a limit, as opposed to eternity ie a short space of time – indication of the transitoriness of things – 'duration'

Ecc.3

LIFE

Born

Plant
Kill
Break Down
Weep
Mourn
Cast Away Stones
Embrace
To Lose
Keep
Rend
Keep Silence
Hate
War

Peace
Love
Speak
Sew
Cast Away
To Get
Refrain from Embracing
Gather Stones
Dance
Laugh

Ecc.7:14

Days of
Adversity

... CONSIDER

Days of
Prosperity

... BE
JOYFUL

Ecc.3:1-15

Every Event in Life is a Growth Opportunity

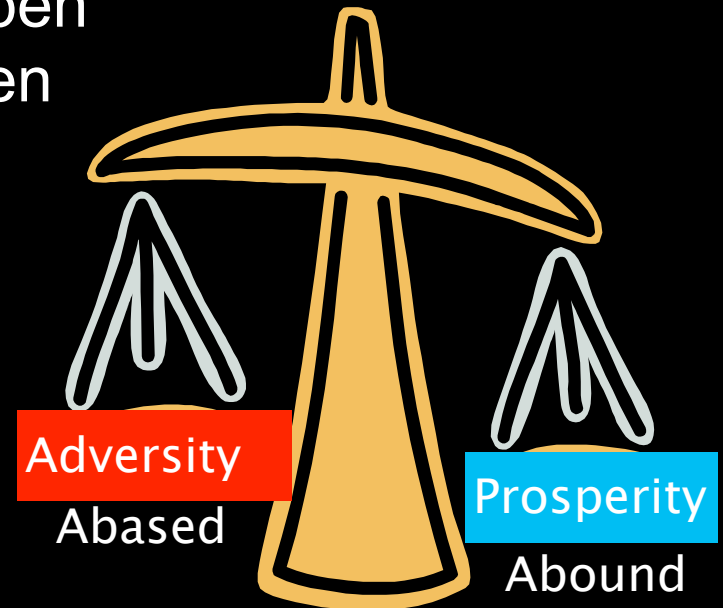
Ecc.3:9 – There is no certainty, no continuance.

Ecc.3:10 – Life is an exercise!

2 Types of Events in the Life of a Believer

1. Events God Causes to Happen
2. Events God Allows to Happen

Phil. 4:12-13



Ecc.3:1–15

Ps.77:13–19 – ‘...who is so great a God as our God...
thy footsteps are not known’

Is.30:18–21 – Listen in adversity and hear
God’s voice...‘This is the way,
walk ye in it’

James 4:13–15

‘...ye ought to say, If the Lord will’

The SIN of Idleness

Ecc. 10:18 – ‘through idleness of the hands
the house droppeth through’

Heb. ‘remissness’ (Strgs.)

Ezekiel 16:49 – The Iniquity of Sodom

1. Pride

2. Fulness of Bread

3. Adundance of Idleness
Prov.19:15 – ‘the idle soul shall suffer hunger’



Heb. ‘remissness’ (Strgs.), ‘letting down
or relaxing of the hands, indolence (Ges.)

The SIN of Idleness

The Labourers in the Vineyard

Matt. 20:1–16

v.3,6 – ‘standing idle’



Gr. ‘free from labour, at leisure – lazy, shunning the labour which one ought to perform’ (Thay.)



II Pet.1:8 – ‘barren’ – mgn. ‘idle’

I Tim.5:13 – ‘learn to be idle’

Procrastination

“Overcoming a Non-Productive Tendency”



Is Procrastination Wrong?

- The sin and folly of depending on future time!
- It presumes upon the grace of God.
- Assume that we have been given future time.
- Our time may be cut short.

Wisely Improve the Time God Gives Us

Live with a sense that today could be our last,
but understand that we need to prepare for tomorrow
should God give it to us.

Procrastination

The problem of putting things off



Prov.10:4–5 – Avoid wasting hours meant
for productive work

Lazy are Never Without Excuse

Prov.20:4

Prov.26:13–16

Josh.18:3 – ‘How long will you wait before you begin?’

Gen.42:1 – ‘Why do ye look one upon another?’

Procrastination

Why do I Procrastinate?



1. Indecision – Double minded man... Ja.1:8
2. Perfectionism – Perfect conditions...Ecc.11:4
3. Fear – ‘The fear of man is a trap’ – Prov.29:25
4. Anger – Lazy = destructive – Prov.18:9
5. Laziness – Lazy want much but get little – Prov.13:4
6. Escapism – Instant gratification



Time Mis-Management

Failure to manage our time creates
inconvenience for others!

1. Omnipotence – No problem – I'll do that!
2. Over-Responsibility for Others Feelings
3. Lack Realistic Anxiety
4. Rationalization

...they fail to close....end the day without satisfaction....

“The desire accomplished is sweet to the soul”

Prov.13:19

Time Mis-Management

Task Completion – ‘Finishing Well’

II Tim.4:7–8 – ‘I have finished my course’

John 19:30 – ‘It is finished’

Internal Inability to say “NO”!

1. We are our own worst enemies – ‘mote in my own eye’
2. We withdraw from relationships when we most need it
3. We try to use ‘willpower’ to solve our problems!



Relying on willpower alone = Failure guaranteed
Will is only strengthened by relationship.

Time Mis-Management

Col.2:20-23 – ‘Will Worship’



Gk. 1479 – 1X – ‘voluntary, arbitrary worship’

- ‘worship which one devises & prescribes for himself contrary to the contents & nature of the faith which ought to be directed to Christ’ (Ges)

Time Mis-Management

Col.2:20-23 – ‘Will Worship’

‘These rules have indeed an appearance of wisdom where self-imposed worship exists, and an affectation of humility and an ascetic severity, but none of them are of any value in combating the indulgence of our lower natures.’ (Weymouth)

‘I know that these regulations look wise with their **self-inspired efforts at worship**, their policy of self-humbling, and their studied neglect of the body. But in actual practice they do honour, not to God, but to **man’s own pride**.’ (Philips)

‘Such asceticism may appear to be spiritual, but it actually promotes nothing more than **confidence in self rather than in Christ**.’

(ESV Study Bible)

Time Mis-Management

Col.2:20-23 – ‘Will Worship’

‘The willpower approach is simple. Whatever the problem behaviour is just stop doing it. In other words, “just say no”.....The problem with this approach is that **it makes an idol out of the will**, something God never intended.... **will is only strengthened by relationship**; we can’t make commitments alone...If we depend on willpower alone, we are guaranteed to fail. We are denying the power of the relationship promised in the cross. If all we need is our will to overcome evil, **we certainly don’t need a Saviour** (I Cor.1:17). The truth is, willpower alone is useless against self-boundary struggles.’

(Cloud & Townsend, Boundaries, pg.225)

Time Mis-Management

Col.2:20-23 – ‘Will Worship’

Course of action.....

Deliberate

Realistic

Shared

Achievable

Public

External

Advertised

Invite Others In

Committed

Failures as opportunities

Specific

Prayer

CONFESS YOUR FAULTS ONE TO ANOTHER

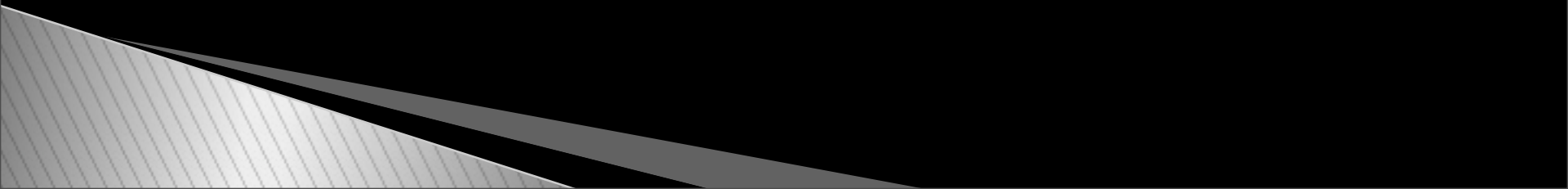
James 5:16

REDEEM THE TIME

Time Mis-Management

Procrastination

The SIN of Idleness



Redeem The Time

PROACTIVE SPIRITUAL TIME MANAGEMENT

1. Discover Your Purpose
2. Prioritize Systematically
3. Act it Out – Invite Others In

‘Be instant, in season, out of season’

II Tim.4:2

Redeem The Time

PROACTIVE SPIRITUAL TIME MANAGEMENT

Discover ~~Your Purpose~~ God's Purpose for You

Rom 8:28 – ‘them who are the called according to purpose’

Eph.5:15 – ‘Look carefully then how you walk! Live purposefully and worthily and accurately, not as unwise and witless, but as wise.’

(Amplified Bible)

I Cor.6:19–20 – ‘...ye are not your own’

Redeem The Time

PROACTIVE SPIRITUAL TIME MANAGEMENT

Discover ~~Your Purpose~~ God's Purpose for You

Eph.1:5,11 – ‘having **predestinated** us...**to himself**’

Ps.139:13–16 – ‘Thine eyes did see my embryo’

Jer.29:11 – ‘I know the **thoughts and plans** I have for
you...to give you **an expected end**’

Jer.1:5 – ‘Before I formed you in the womb I knew you,
and before you were born I consecrated you,
I appointed you a _____ to the nations.’

MY MISSION

It is my ambition that day by day I might in some small way reflect the character of HIM in whose image we were all created.

I will sacrifice self for the betterment of others.

I will teach others and in turn be taught.

I will show trust that I may be trusted.

I will not envy but will be content.

I will forgive that I may be forgiven.

I will strive to do all to the best of my ability.....

Although I might fail, I will not be a failure.

Redeem The Time

PROACTIVE SPIRITUAL TIME MANAGEMENT

Prioritize Systematically

Prov.16:9 – ‘The heart of man plans his way,
but the Lord establishes his steps’

(see also 19:21,20:24,21:30)

Ps.37:23 – ‘The steps of a good man are established
by the Lord’

Prov. 4:25–26 – ‘...ponder the path of thy feet...let all
thy ways be established’

Ecc.8:5 – ‘A wise man’s heart discerneth time
and judgement.’

THE TIME MANAGEMENT MATRIX

URGENT (Now! Requires immed. att'n.)

NOT URGENT

Quadrant 1

15% /Day

ACTIVITIES (REACTIVE)
Crisis Management
Pressing Problems
Fire Fighting

ACTIVITIES (PROACTIVE)
Relationship Building
Prevention
Identify New Opportunities
Planning
Recreation

Quadrant 2

75% /Day

IMPORTANT

(contributes to your mission,
values or goals)

**NOT
IMPORTANT**

ACTIVITIES
Interruptions
Some Calls
Some Mail
Some Reports
Some Meetings
Others Pressing Matters
Popular Activities

2-10% /Day

Quadrant 3

ACTIVITIES
Trivia
Busywork
Some phone calls
Procrastination Activities
Time Wasters
'Escape' Reading & TV
Some Mail

0-1% /Day

Quadrant 4

PROCRASTINATION

THE TIME MANAGEMENT MATRIX

URGENT (Now! Requires immed. att'n.)

NOT URGENT

Quadrant 1

15% /Day

ACTIVITIES (REACTIVE)
Crisis Management
Pressing Problems
Fire Fighting

ACTIVITIES (PROACTIVE)
Relationship Building
Prevention
Identify New Opportunities
Planning
Recreation

Quadrant 2

75% /Day

IMPORTANT

(contributes to your mission, values or goals)

ECCLESIA

ACTIVITIES
Interruptions
Some Calls
Some Mail
Some Reports
Some Meetings
Others Pressing Matters
Popular Activities

ACTIVITIES
Trivia
Busywork
Some phone calls
Procrastination Activities
Time Wasters
'Escape' Reading & TV
Some Mail

NOT IMPORTANT

2-10% /Day

Quadrant 3

0-1% /Day

Quadrant 4

URGENT (Now! Requires immed. att'n.)

NOT URGENT

Quadrant 1

Pastoral Care
Doctrinal Matters
Fellowship
Prayer
Memorial Service

Quadrant 2

Hospitality
Giving
Elderly Care
Ecclesial socials
Readings
Prayer
Memorial Service
Study Days
Preaching Efforts
CYCASS

Bible school
Exhortation
Personal Bible study

ECCLESIA

Gossip
Chat Rooms
Rumours
Repairs
Administration
Ecclesial protocol
Dress code
Traditions

Complaining
Procrastination
Gossip
Chat Rooms
Mountains from Mole hills
Redecorating
Justification for inactivity
Talents lying dormant

Quadrant 3

Quadrant 4

IMPORTANT

(contributes to your mission,
values or goals)

**NOT
IMPORTANT**

Redeem The Time

PROACTIVE SPIRITUAL TIME MANAGEMENT

Prioritize Systematically

Prov 31 – Virtuous Woman

- Worketh Willingly (v.13) – seeks wool and flax
- Strategic Inventory Mgt. (v.14) – bringeth food from afar
- Prioritizes Imm.Tasks (v.15) – rises in night
- Long Term Planning (v.16) – considers field & buys it
- Takes Care of Herself (v.17) – personal care, physical well-being
- Completes Tasks Begun (v.18) – industrious, hands to spindle
- Makes Time for Less Fortunate (v.20) – poor and needy
- Prepares for Emergencies (v.21) – anticipates unforeseen events
- Contributes to Well-Being of Household (v.22-24) – industrious
- Able to counsel Others (v.26)

VIRTUOUS WOMAN – TIME MANAGEMENT MATRIX

URGENT (Now! Requires immed. att'n.)

NOT URGENT

Quadrant 1

Rises while it is night (v.15)
Plants a vineyard (v.16)
Candle goeth not out by night (v.18)
Gives to poor and needy (v.20)

Quadrant 2

Seeks wool & flax (v.13)
Bringeth food from afar (v.14)
Considers a field & buys it (v.16)
Girds loins & strengthens arm (v.17)
Hands to the spindle (v.19)
Gives to poor and needy (v.20)
Prepared for snow (v.21)
Maketh herself clothing (v.22)
Husbands success built on her success (v.23)
Maketh fine linen and sells them (v.24)

Quadrant 3

Quadrant 4

Counsels others (v.26)

IMPORTANT

(contributes to your mission,
values or goals)

**NOT
IMPORTANT**

Redeem The Time

PROACTIVE SPIRITUAL TIME MANAGEMENT

Act it Out – Invite Others In

Are you doing what you came here to do?

Prov.4:25

Let thine eyes look right on...ponder the path of
thy feet...turn not to the right hand or to the left
Ecc.9:10

‘whatever your hand finds to do, do it with
your might.’

REDEEM THE TIME

...AND SAVE THE REST OF OUR LIVES!

WE NEED TO LEARN HOW TO.....

Lori:	Mgt. Comm:	Jeff
		Rob
Calls received:		Gary
Calls to make:		

GOTTA DUE	
<u>URGENT</u>	<u>IMPORTANT</u>