

BIBLICAL TIME MANAGEMENT



Eph. 5:15-21

TIME MANAGEMENT



Bro. Abhishek

Outline

Walk	Walk Wisely - do not live Carelessly 5:15-16
Walk in	Walk in the Will of God - do not live Confused 5:17
Walk in	Walk in the Spirit - do not be Controlled by the world 5:18
Work	Work of Spirit-filled Life - evidence of Spirit filled life 5:19-21

Making the Best use of the Time



Time Management?

- Time Management is the strategic process of organizing and planning how to **allocate one's time** effectively for maximum productivity.
- It involves, setting **Priorities** Creating **schedules** effectively using the time to maximize the Productivity in achieving desired goals.



The Truth about the Time !

- **Time is Precious** - Eph. 5: 15-16, , Ps. 90:12
 - *“Time is more valuable than Money, you can get more money, but not more Time.”*
– Tim Rohn
 - *“Be very careful, then, how you live—not as unwise but as wise, making the most of every opportunity, because the days are evil.”* Eph. 5:16 NIV
 - Making the most of Every Opportunity... Time Management

Wanna know the worth of Time...?

- The Cost of One Year
 - ask a detained student
- The Cost of One Month
 - look at a Premature Baby
- The Cost of one Day
 - Ask a Bankrupt merchant
- The Cost of one hour
 - ask a man who suffered delayed treatment
- The Cost of a Minute
 - ask a man who missed an imp. Flight/ train
- The Cost of a Second
 - ask a man who escaped a near death/ accident
- The cost of a Milli second
 - ask the one who missed the Gold in

The Truth about the Time !

- **Time is Limited** -James 4:14, Ps. 39:4-5
 - *Know the Brevity of Life*
 - *Life is very Short and truly Uncertain.*
- **Take not the Time for granted:**
 - *It cannot be Stopped*
 - *It cannot be Stored*
 - *It cannot be Stretched*
 - *It cannot be Swapped*
 - *It can be Stewarded well*



TIME MANAGEMENT

DETECTING THE DIFFICULTIES
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In order to manage your time more effectively, it is important to analyse where you are wasting time.



KILL THE TIME KILLERS

How to Manage the Time?



Prioritize



Plan



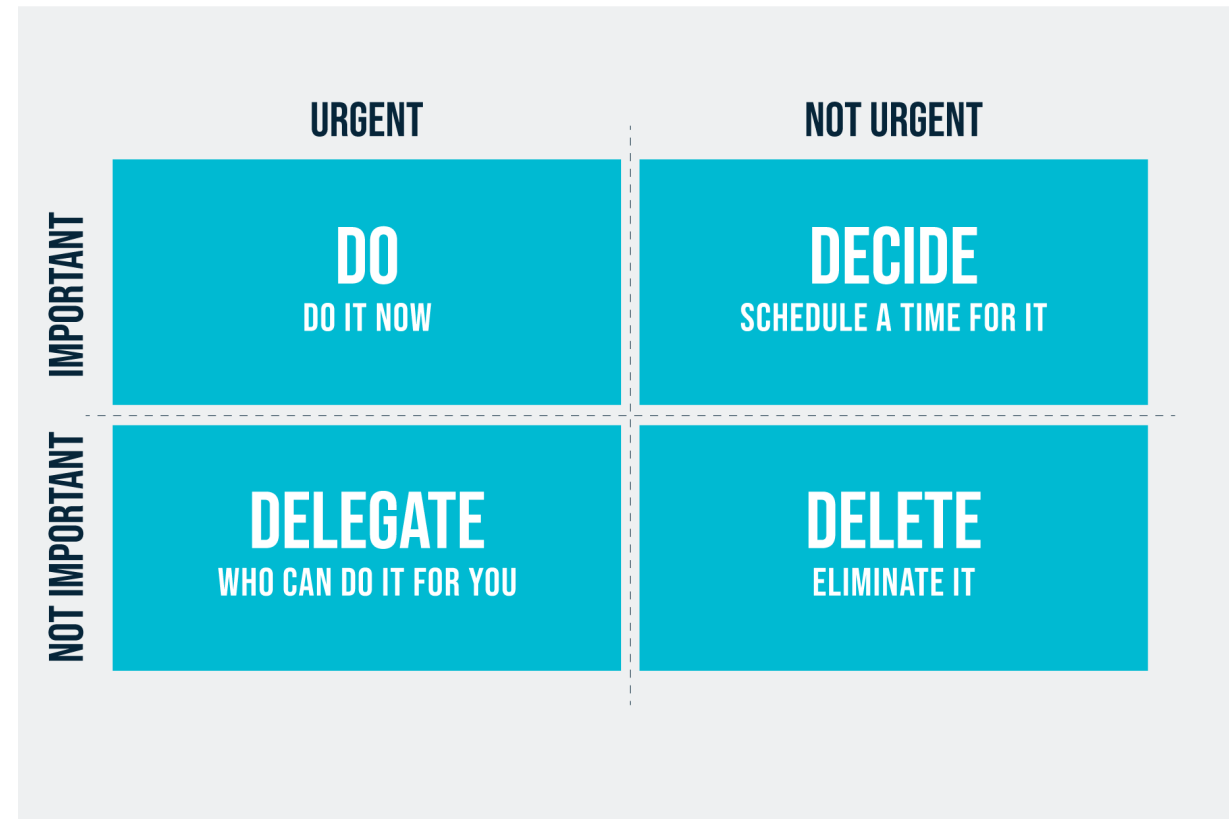
Perform

1. Prioritize your work

Pareto-Principle



4D - Model



2. Plan your Work

- “If you Fail to plan, you plan to fail.”
- Year Plan
- Monthly plan
- Weekly plan
- Day schedule
- Planning is Biblical...



3. Perform – Execute your plan

- Plan & Action Plan (Vision & Mission)
- Do Not Procrastinate
 - Tomorrow is not yours Prov. 27:1
 - It is Sin James 4:17
 - It is Self James 4:13-14
- Do not Over Commit
- Balance the Work and Rest
- Review and Revise

PROCRASTINATING?

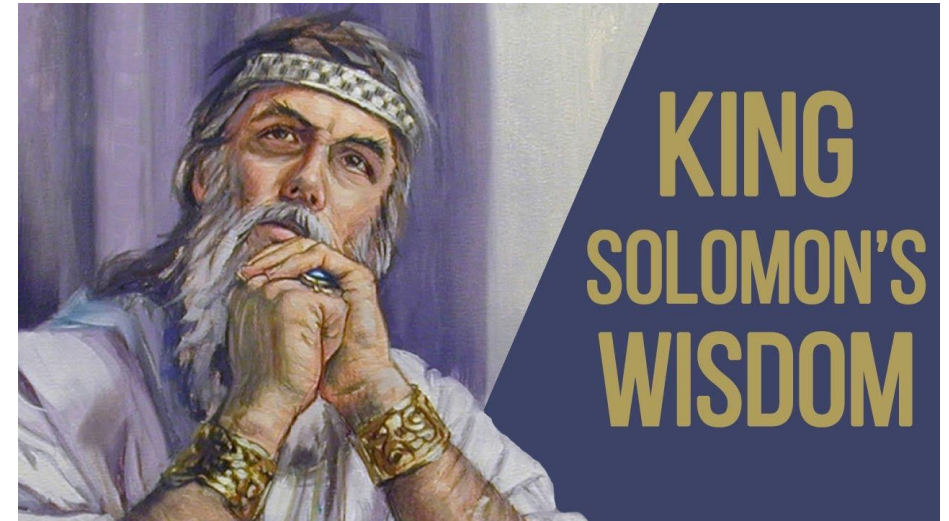


"Time management is really
Personal management, Life
Management and
Management of Yourself."

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Case Studies

- Example for a Wasted Life - Solomon
- Example for an Invested Life - St. Paul



Summary

- Recognize the brevity of Life
- Prioritize God's Will
- Redeem the Time
- Overcome Procrastination
- Be a good Steward of Time.
- "I think the hardest part of aging is, recognizing the time that you wasted and the things that you have worried about that really did not matter"

