

Time Management For Christian Disciples

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This workbook accompanies the MP3 and video series and the 3-column Planner handbook and is designed for Christians who want to fully live their lives for God.

There are four studies:

1. Why Bother? The Biblical Basis of Time Management
2. Pray, Prioritize, Plan!
3. How To Deal With A Busy Schedule
4. How To Achieve A Major Goal

Time Management For Christian Disciples

Website with handouts, videos and book: <http://www.cybermissions.org/3col/>

Purpose: To enable Christians to manage their time well so that they:

- a) live sanctified Christian lives, free of stress and anxiety, and full of the fruit of the Spirit
- b) they accomplish all the good works that God has created beforehand for them to do.

Poor Time Management:

- a) Leaves us in a distracted hurry, this soon makes us impatient, then unkind, then we lose our self-control and after this goodness, peace and even love fly out the window. In the end we can lose our hope and faith because life becomes filled with disorganization and despair. Therefore if we are to fulfill Galatians 5:22,23 we need to manage our time well.
- b) Keeps us running in circles between low-priority tasks so that we do not fulfill our destiny or do the works that God has saved, called and prepared us to do (Ephesians 2:8-10). Our life is soon controlled by the demands of manipulative people who do not have God's interests or our interests in view. NB: we are saved by grace through faith but after salvation we are then called to live a life of good works as the fruit of a sanctified and holy life.

Good Time Management

- ✓ Gives us a peaceful, quiet and ordered life.
- ✓ Leads us towards diligence and a better life where we get to achieve our goals.
- ✓ Enables us to stand up to manipulative people and to reclaim our life and our time.
- ✓ Gives us some basis for building self-control by controlling our time and activities.
- ✓ Enables the growth of the fruit of the Spirit because we are no longer rushed and frantic
- ✓ Reduces fear and anxiety which then allows the growth of faith and love
- ✓ Keeps us from an intemperate and uncontrolled lifestyle.
- ✓ Enables us to prioritize the things of God above the things of the flesh
- ✓ Enables us to do the good works that God has prepared beforehand for us to do
- ✓ Enables us to redeem the time so that evil days are kept at bay.
- ✓ Makes Sabbath rest possible
- ✓ Makes devotional time possible
- ✓ Gives us space to be with our family, friends and to have Christian fellowship
- ✓ Give us the ability to do more of what works and less of what does not work
- ✓ Helps us to save money
- ✓ Helps us to make money
- ✓ Makes sure we are not like the sower's seed that grows up among the thorns and thistles and is choked by the cares of this world.

SESSION 1 – THE BIBLICAL BASIS

Watch the video or listen to the MP3 audio then discuss these points in your small group. Make sure you study the accompanying Scriptures!

- 1) We are made in the image of God who works, designs and plans well and has a schedule for His plans. (Genesis chapter 1)

- 2) The Holy Spirit is fire, light and love. People filled with the Spirit are called to do energetic tasks (Acts 1:5,8; Ephesians 5:18-21)

- 3) Laziness is a sin and has consequences:
Proverbs 10:4, 12:24, 13:4, 20:4, 21:25, 24:30-34 Ecclesiastes 10:18

- 4) Lazy servants receive harsh judgment: Matthew 25:24-27, 30

- 5) We were saved in order to do good works prepared by God
Ephesians 2:8-10, 1 Timothy 6:18, Titus 2:14, 3:8,14

- 6) The renewed mind has a clear sense of priorities
Romans 12:1,2; Luke 4:42,43; 9:51, 12:50

- 7) We have to redeem the time because the days are evil
Psalm 39:4, 90:12, Ephesians 5:14-17

- 8) Hardworking, diligent people tend to be those called by God for higher service such as the Christian ministry: Matthew 4:18-22, 24:44-51

SESSION 2 - PRAY, PRIORITIZE, PLAN

Watch the video or listen to the MP3 audio then discuss these points in your small group. Make sure you study the accompanying Scriptures!

- 1) Pray to know the mind of God (James 1:5-8, John 5:19)
- 2) Pray to be strengthened in the inner man so you can do the work (Ephesians 3:14-21, Colossians 1:11)
- 3) The 5 main priorities of a Christian disciple:
God's Will - being honest, faithful, ethical, in the Truth, loving
Health – you cannot help anyone if you are sick or dead
Family – your family needs to be functional if you are to do ministry
Friends – love one another, encourage one another etc. are *commands*
Work/Ministry/Activities – fulfilling your plan and your destiny
- 4) Prioritize: so you do more of what works, and less of what does not work
- 5) Prioritize: so that God's will comes before your will, and the priority of the Spirit before the lusts of the flesh (Galatians 5:16-18)
- 6) No one plans to fail, they just fail to plan! Kings and engineers plan their wars and their projects, so we must plan for the cost of being a Christian.
(Luke 14:27-33)
- 7) Plan your work and work your plan like Nehemiah did
Nehemiah 2:12-15, 3:1-6, 4:13-23
- 8) Plan your work so you can communicate God's plan to others so they can help you.
1 Chronicles 28:10-21

SESSION 3 - HOW TO DEAL WITH A BUSY SCHEDULE

You will need a copy of the 3-Column Planner for this session. First, watch the video and then do the exercises below.

- 1) Don't panic, commit your schedule to the Lord!
Proverbs 4:5,6; 16:3, Philippians 4:6,7
- 2) First, write it down. Get it out of your head and onto paper.
- 3) Put ALL the main tasks into the Tasks column in any order
- 4) Put ALL the administrative and financial details into the \$/Admin column
- 5) Put ALL the contacts, phone calls, emails, texts you have to send into the Contacts column and have a session or two when you just do them
- 6) Do, Delay, Delegate, Drop

If its IMPORTANT + URGENT then *do it now*

If a task is IMPORTANT but NOT URGENT – then *delay it for later*

If something is URGENT but NOT IMPORTANT – try and *delegate it out*

If something is NOT IMPORTANT and NOT URGENT – *drop it completely*

- 7) Have a session each week when you do all the small two minute jobs, banking etc.
- 8) Automate bill-paying and as many minor tasks as possible so you don't have to think about them
- 9) Get rid of guilt by setting up daily/weekly routines and having strict boundaries so that you are not pushed around by other people.
- 10) Have one day completely off and PLAN for it to be completely off.

Remember: If your schedule is too busy you will lose the fruit of the Spirit!

SESSION 4 - HOW TO ACHIEVE A MAJOR GOAL

This material is covered in the introductory notes in the 3-Column Planner especially in the sections: 11 Simple Planning Questions & 6 Steps To Project Innovation.

First, watch the video and then do the exercises below. It might help if your group pretended they were planning a special event or church service.

- 1) Make sure that the goal is of God and glorifies God.
- 2) Explore Ideas and Discover your strengths and gifts and what it is that you sense that God wants you to do: (See 6 Steps To Project Innovation in intro section)
- 3) Dream: Develop a big idea about what you want to achieve
- 4) Design: What it will look like when finished, right down to the smallest details
- 5) Deliver: Ask Who, What, When, Where, Why, How, How Much + SWOT (see 11 Planning Questions, only use SWOT for larger projects)
- 6) Deliver: Start!! Get moving, be brave, be daring, God moves with the movers. Have determination, overcome the obstacles with godly persistence.
- 7) Review and Redo: How could you improve it next time?
- 8) Celebration: When you achieve your goal be sure to celebrate it as the celebration will give you motivation