

1. Time Management

a. Understand

In a brief paragraph outline a Biblical philosophy of time and work:

b. Reflect



Assess your ability to overcome the enemies of time management. Respond to the statements below by placing an "x" on the line.

	Never	Seldom	Sometimes	Often	Always
"I have a clear sense of what I am trying to achieve in my work."					
"I consider the priority of tasks, working first on the urgent."					
"I am always looking for more efficient ways of getting all my work done."					
"I have a good grasp on how long tasks take and can say, 'no' when necessary."					
"I am well organised with good diary habits and an efficient filing system."					
"I work at ways of minimising interruptions and distractions."					
"I tend to tackle difficult decisions and dull tasks as soon as possible."					
"I exercise regularly, eat healthily and get sufficient sleep."					

c. Apply

Using your responses from the previous page, and the notes on long term and short term planning, identify specific strategies for improving your performance in the area of time management (Minimum 100 words):

