

## Strategies for Effective Time Management

1. Discuss your answers on the previous page. What are the biggest struggles for you?
2. Two useful time management techniques are a “to do” list (a list of tasks needing doing which we cross off when complete) and a weekly timetable (tabulating when we devote time to certain commitments and how long). Have you tried either of these and if so how effective have they been?
3. What other time management ideas can we share with each other that have worked for us?
4. What ideas will help you to be more effective in finding time to do all that’s expected of you in the various commitments you have?



### Session 1:

## Time Management

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### Thinking about Time and Busy-ness

1. Discuss the following statements—do you agree or disagree?:

*The harder we work the more pleased God is with us.*

*In Christian work we can never say “I’ve done enough” - there’s always more we could do.”*

*What’s important is not the time we spend in serving but the results achieved.”*

2. Read the following verses. What light do they throw on the conclusions you have drawn from the above discussions?

i. *John 17:4,5*

ii. *Genesis 2:2,3*

iii. *Proverbs 6:6-11*

iv. *James 4:13-15*

## Looking at the Big Picture

1. Make a list below of the major commitments you have in life right now (work, study, family, church etc). Prioritise each of these commitments from most important to least important and estimate the average amount of time you need to devote weekly to each.

What insights do you get about your use of time from writing these down?

2. To help you with priorities ask yourself:

i. *What do I want to have achieved in 5 year's time (my 5 yr goals)?*

ii *What do I want to have achieved in 1 year's time (my 1 yr goals)?*

How do these questions further help you with priorities?

## Enemies of Effective Time Management

A number of factors can cause us to not use our time well. Read through the following list and tick those accompanying statements that are generally true for you:

- i. Unclear purposes  
 *"As I look at my various commitments I am only vaguely aware of what I am aiming to achieve with each."*
- ii. Unclear priorities  
 *"I need to prioritise my commitments and concentrate first on the urgent."*
- iii. Unclear procedures  
 *"I need to look for more efficient ways of getting everything done."*
- iv. Over commitment  
 *"I need to learn to say 'no' and not take on too many responsibilities"*
- v. Disorganisation  
 *"I need to use a diary well, plan ahead better, and have some sort of system for keeping track of important notes."*
- vi. Interruptions  
 *"I need to learn to stop interruptions and distractions from slowing me down."*
- vii. Procrastination  
 *"I need to stop putting off tasks that are difficult or dull."*
- viii Health  
 *"I need to exercise more regularly and eat and sleep well so I have more energy to get everything done."*
- ix Self Control  
 *"I simply need greater discipline to put into practice time management principles and practices I am already familiar with."*