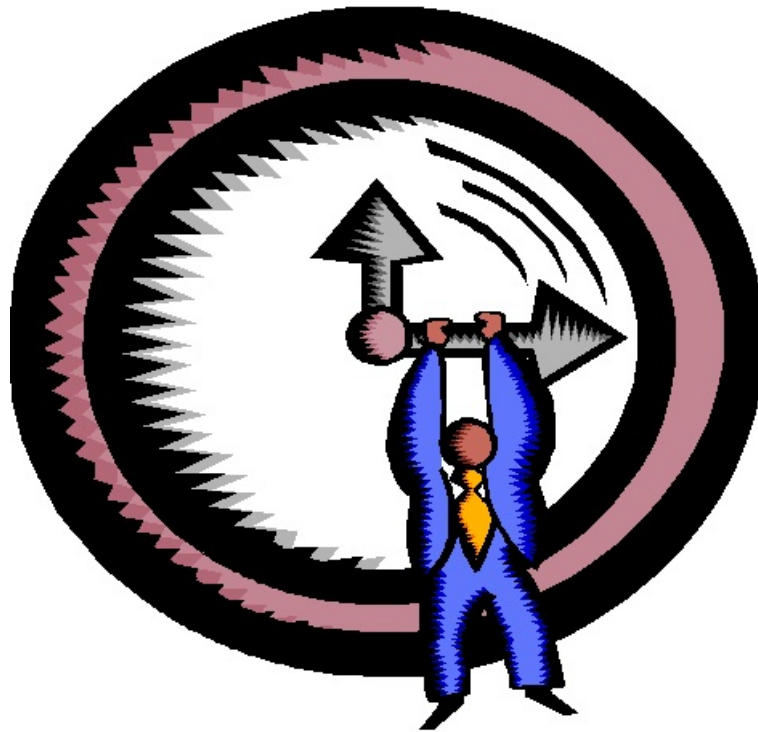


# CHRISTIAN TIME MANAGEMENT

“... take care of the minutes ...”



Helping God's people better understand  
and effectively manage God's gift of time.

– LCC Stewardship Initiative –

Rev. Mark Danielson

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# CHRISTIAN TIME MANAGEMENT

“ . . . take care of the minutes . . . ”

– LCC Stewardship Initiative – Rev. Mark Danielson

— Helping God’s people better understand and effectively manage God’s gift of time —

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“I recommend to you to take care of the minutes; for hours will take care of themselves.”<sup>1</sup>

Have you ever found yourself feeling like President Roosevelt when he stated in one of his fireside chats “Never before have we had so little time in which to do so much.”<sup>2</sup> If you have, you are not alone! If anything, things are worse today than when F.D.R. penned these words. Seven out of ten Canadians say that “the general pace of life” has been increasing, as have the “demands on their time.”<sup>3</sup> A survey by Day-Timers® tells us that 62% of workers feel they are always or frequently rushed to do the things they have to do. Only 5% rarely or never feel rushed.<sup>4</sup> Reginald Bibby reported that in the mid-1990’s 60% of Canadians feel that they “almost never” have extra time on their hands that they don’t know what to do with. Six out of ten Canadians say there’s been a decrease in the time they have to do the things they want.<sup>5</sup> Even though the amount of ‘time’ to use as we wish has increased, it seems that the demands on our time have increased faster.

When faced with the number of things that need to be done, and the limited amount of time we have, we may be tempted to despair. It reminds me of my younger days when I was into mountain climbing. The thought of climbing a major peak like Mt. Rainier seemed rather overwhelming. After all, climbing the 14,411 foot mountain is roughly the equivalent of climbing up a staircase for over a day and a half (then running down the stairs). As difficult as this may be, every climber that has successfully conquered the mountain has done it the same way – one step at a time. There are many important things involved in climbing. There is the goal (summit). There is proper training and technique. But the key is to take it one step at a time.

When it comes to ‘conquering’ the tasks that lay before us the answer is much the same. We need to take it ‘one minute’ at a time. Goals, training and technique are all important. But the key is to be careful how we spend our minutes. If we take care with our minutes, the hours will be well spent! Do you have a ‘mountain-top’ in your life that you would like to devote some serious time to? How about a year? Seem impossible? If you are careful with your minutes, it is possible. Think about it for a minute. If you can spend one hour a day on that project, in the course of 24 years you will have spent one entire year working on it.

**Time is your most valuable personal resource. Use it wisely because it cannot be replaced.**

Author Unknown

I. Our Goal: To use our time wisely.

Be very careful, then, how you live—not as unwise but as wise, making the most of every

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opportunity, because the days are evil. Ephesians 5:15-16<sup>6</sup>

In our seminar today we will be taking a look at time, the time that God has given you here on earth, and how you use it. Our hope is that you will come to see 'time' as a precious gift of God to be treasured and used wisely in:

## A. Your personal life

1. "Who am I? I haven't always been and I won't always be, but right now I'm on the move, measuring out life. People wait for me, submit to me, and fear me; but no one can stop me except the Lord Himself. Most men think I'm on the move forever, but I'm not. When God stops me, that will be it. Then it will be too late to forgive your brother, to apologize to your sister, to visit a sick friend, or to help the needy. Worst of all, it will be too late to repent and be saved. My name is TIME, and when I come to my end, you will go with me into eternity."<sup>7</sup>
2. The length of our days is seventy years—or eighty, if we have the strength; yet their span is but trouble and sorrow, for they quickly pass, and we fly away. . . . Teach us to number our days aright, that we may gain a heart of wisdom. Psalm 90:10,12
3. Stop for a moment and think about your funeral. What will people be saying about you and your life? Was it productive? Did you make a positive contribution to the world? Did you accomplish your goals? And most importantly, where will you end up?



## B. Your family life

1. Eighty-six percent of Canadians ranked their family as "very important" in a 1995 survey.<sup>8</sup> Day-Timer's® survey found that 65% of those surveyed saw spending more time with their family as a priority or goal in their lives. This survey also found that on average adults spend only 10 hours a week alone with their 'significant other.' We might contrast this with the fact that the average Canadian spends 22.8 hours a week watching television.<sup>9</sup> How much time do you spend with your family? What do you do with that time?
2. Hear, O Israel: The LORD our God, the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on

“. . . take care of the minutes . . .”

your foreheads. Write them on the doorframes of your houses and on your gates. Deuteronomy 6:4-9

3. Our families are most important. One of the devil’s greatest lies is that there is plenty of time for them. The reality is far different. Harry Chapin sang about it in the 70’s in his song Cats in the Cradle: “When you coming home, dad?” “I don’t know when, But we’ll get together then.” “You know we’ll have a good time then.” . . . . “I’m gonna be like him, yeah. You know I’m gonna be like him.” Our children will leave home all too soon we need to make the most of the time we have with them. In a survey that was taken of 1500 children they were asked, “What do you think makes a happy family?” the vast majority said, “Doing things together!”<sup>10</sup>

C. Your church life

1. Reginald Bibby reports that in 1995 only 25% of Canadians worshiped the Lord on a weekly basis.<sup>11</sup>
2. “There are six days when you may work, but the seventh day is a Sabbath of rest, a day of sacred assembly. You are not to do any work; wherever you live, it is a Sabbath to the LORD.” Leviticus 23:3
3. How is your worship life going?



D. Your community life

1. The Day-Timer® survey found out that more than one-third of American workers don't perform any community service, while 40% say they spend between one and ten hours a month working in the community.
2. For the grace of God that brings salvation has appeared to all men. It teaches us to say “No” to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age, while we wait for the blessed hope—the glorious appearing of our great God and Savior, Jesus Christ, who gave himself for us to redeem us from all wickedness and to purify for himself a people that are his very own, eager to do what is good. Titus 2:11-14
3. Do you remember the 80/20 rule? It states that 80% of the work done in volunteer organizations is usually done by 20% of the people. When it comes to making your community a better place to live are you part of the 20%?<sup>12</sup>

# CHRISTIAN TIME MANAGEMENT

E. This list could certainly be expanded. Your employer, for instance, needs a portion of your time! However, our time is limited. Hopefully as you have examined these areas and taken a quick 'snap-shot' of your life you have come to realization that your 'time' is not yours alone. It truly is a gift of God which He expects you to share this gift with your spouse, family, church and community.

## II. Time from God's perspective

A. "God does not count time by ten, a hundred or a thousand years, nor does He measure portions of it consecutively, the one before the other, as we must do in this life. On the contrary, God grasps everything in a moment, the beginning the middle, and the end of the entire human race and of all time." Dr. Martin Luther<sup>13</sup>

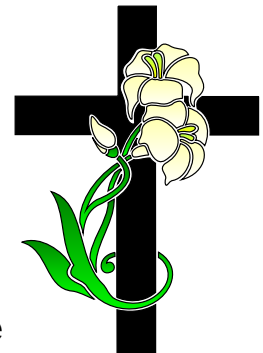
B. But do not forget this one thing, dear friends: With the Lord a day is like a thousand years, and a thousand years are like a day. The Lord is not slow in keeping his promise, as some understand slowness. He is patient with you, not wanting anyone to perish, but everyone to come to repentance. 2 Peter 3:7-9

C. God created time, He is not bound by it as we are. Rather, He is in control of it. And, being in control of time God has given us the 'time' we need to accomplish the tasks He desires. Our challenge is to be good managers of this time. And the good news is that God is there for us as 'managers of time.' He gives us guidance, strength and forgiveness when we fail.

## III. Time from our perspective

A. There is a time for everything, and a season for every activity under heaven: a time to be born and a time to die, a time to plant and a time to uproot, a time to kill and a time to heal, a time to tear down and a time to build, a time to weep and a time to laugh, a time to mourn and a time to dance, a time to scatter stones and a time to gather them, a time to embrace and a time to refrain, a time to search and a time to give up, a time to keep and a time to throw away, a time to tear and a time to mend, a time to be silent and a time to speak, a time to love and a time to hate, a time for war and a time for peace. Ecclesiastes 3:1-8 NIV

B. You have enough time for the important things in life. The challenge is to separate the important from the unimportant.



“. . . take care of the minutes . . .”

**Time lost is time when we have not lived a full human life, time unenriched by experience, creative endeavour, enjoyment, and suffering.**

Dietrich Bonhoffer

IV. Our Time, God’s gift to us.

A. Luther put it well. Our lives have a beginning, a middle and an end . . .

1. Our time on this earth is determined by God.

a. “See now that I myself am He! There is no god besides me. I put to death and I bring to life, I have wounded and I will heal, and no one can deliver out of my hand. Deuteronomy 32:39

b. A voice says, “Cry out.” And I said, “What shall I cry?” “All men are like grass, and all their glory is like the flowers of the field. The grass withers and the flowers fall, because the breath of the LORD blows on them. Surely the people are grass. The grass withers and the flowers fall, but the word of our God stands forever.” Isaiah 40:6-8

c. You sweep men away in the sleep of death; they are like the new grass of the morning—though in the morning it springs up new, by evening it is dry and withered. Psalm 90:5-6

2. We will be held accountable by God for how we use our time.

a. . . . “Be holy, because I am holy.” Since you call on a Father who judges each man’s work impartially, live your lives as strangers here in reverent fear. For you know that it was not with perishable things such as silver or gold that you were redeemed from the empty way of life handed down to you from your forefathers, but with the precious blood of Christ, a lamb without blemish or defect. He was chosen before the creation of the world, but was revealed in these last times for your sake. Through him you believe in God, who raised him from the dead and glorified him, and so your faith and hope are in God. 1 Peter 1:16b-21

b. Do not be deceived: God cannot be mocked. A man reaps what he sows. The one who sows to please his sinful nature, from that nature will reap destruction; the one who sows to please

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the Spirit, from the Spirit will reap eternal life. Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers. Galatians 6:7-10

3. As good stewards we need to use our time wisely.
    - a. The length of our days is seventy years—or eighty, if we have the strength; yet their span is but trouble and sorrow, for they quickly pass, and we fly away. . . . Teach us to number our days aright, that we may gain a heart of wisdom. Psalm 90:10,12 NIV
    - b. Be very careful, then, how you live—not as unwise but as wise, making the most of every opportunity, because the days are evil. Ephesians 5:15-16
  4. In heaven, time as we know it will be no more.
    - a. Now we know that if the earthly tent we live in is destroyed, we have a building from God, an eternal house in heaven, not built by human hands. 2 Corinthians 5:1
    - b. Praise be to the God and Father of our Lord Jesus Christ! In his great mercy he has given us new birth into a living hope through the resurrection of Jesus Christ from the dead, and into an inheritance that can never perish, spoil or fade—kept in heaven for you, who through faith are shielded by God’s power until the coming of the salvation that is ready to be revealed in the last time. 1 Peter 1:3-5
- B. Our walk of faith, with regards to our past, present and future.
1. Our Past
    - a. As members of the human race we all are unique. Each of us has a life, a past, that is different. However, as children of Adam we all share one very sad thing in common. We are all sinners. As sinners each of us has a certain amount of ‘baggage’ that we carry around. (The consequences of sin, guilt . . .) We daily sin and add to that baggage. The only way that we can get rid of this baggage is through our Lord and His forgiveness. That is why confession and absolution is so important in your life.
    - b. With regards to time management, the primary sin that we are talking about is the sin of slothfulness. This sin can be seen in two areas, laziness and procrastination.



“. . . take care of the minutes . . .”

## ☹ Laziness

Scripture is filled with passages reminding us of the importance of hard work!

- ⇒ "He who works his land will have abundant food, but the one who chases fantasies will have his fill of poverty." Proverbs 28:19
- ⇒ "In the name of the Lord Jesus Christ, we command you brothers, to keep away from every brother who is idle and does not live according to the teaching you received from us. For you yourselves know how you ought to follow our example. We were not idle when we were with you, nor did we eat anyone's food without paying for it. On the contrary, we worked night and day, labouring and toiling so that we would not be a burden to any of you. We did this, not because we do not have the right to such help, but in order to make ourselves a model for you to follow. For even when we were with you, we gave you this rule: 'If a man will not work, he shall not eat.' We hear that some among you are idle. They are not busy; they are busybodies. Such people we command and urge in the Lord Jesus Christ to settle down and earn the bread they eat." 2 Thessalonians 3:6-12
- ⇒ Dr. Luther writes: "For if God would not add His blessing, neither a single blade of straw would grow; instead, all would be at an end. Nevertheless, He wants me to take this position: if I would not plow or sow, I would have nothing. For without my work He will not let it happen, and yet it should not be perfected through my work. He does not want me to sit at home, be idle and commend this to God, and wait until a fried chicken flies into my mouth. It is tempting God that He should let something grow for me where usually it does not grow; He does not want that."<sup>14</sup>

Scripture is filled with warnings against laziness:

- ⇒ "Diligent hands will rule, but laziness ends in slave labour." Proverbs 12:24
- ⇒ "Lazy hands make a man poor, but diligent hands bring wealth." Proverbs 10:4
- ⇒ "Laziness brings on deep sleep, and the shiftless man goes hungry." Proverbs 19:15

Laziness is not something that you seek after. It is something that you fall into.

Here are some of the characteristics of the lazy person, the sluggard.

- ⇒ The sluggard does not believe that he is lazy. He continually thinks up excuses and reasons why he cannot work. In fact a sluggard is so good at this that he can think them up excuses much faster than they can be shot down!

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- ⇒ "The sluggard says, "There is a lion outside!" or, "I will be murdered in the streets!" Proverbs 22:13
  - ⇒ "The sluggard is wiser in his own eyes than seven men who answer discreetly." Proverbs 26:16
  - ⇒ Thus the lazy person, full of excuses, stays at home and sleeps . . .
  - ⇒ "How long will you lie there, you sluggard? When will you get up from your sleep? A little sleep, a little slumber, a little folding of the hands to rest - and poverty will come upon you like a bandit and scarcity like an armed man." Proverbs 6:9-11
  - ⇒ "As a door turns on its hinges, so a sluggard turns on his bed." Proverbs 26:14
  - ⇒ Even while such a person is at home nothing much is accomplished. Tasks are started and never finished.
  - ⇒ "If a man is lazy the rafters sag; if his hands are idle, the house leaks." Ecclesiastes 10:18
  - ⇒ "I went past the field of the sluggard . . . thorns had come up everywhere the ground was covered with weeds, and the stone wall was in ruins." Proverbs 24:30-31
- ☺ Clearly what God desires from us is diligent hard work. Such a person will be blessed by God either directly or indirectly. "I was young and now I am old, yet I have never seen the righteous forsaken or their children begging bread." Psalm 37:25
- ☹ Procastination – Another aspect of slothfulness is found in hard working people. This problem is seen in a man who works hard at something that he enjoys doing, but then he isn't willing to work hard at something he doesn't enjoy doing. The end result in such a case is the same as that of the lazy man who does nothing at all. All of us can relate to this. We work hard at things which we enjoy or find rewarding. We tend to put off or neglect those things which we do not enjoy or find rewarding. This is an aspect of slothfulness we need to keep in mind as we continue. A person who falls into this trap can be a hard worker who spends a lot of time getting nothing done.
- ☹ Other sins could be mentioned as well, overwork, mixed up priorities. . .

“. . . take care of the minutes . . .”

**We all sorely complain of the shortness of time,  
and yet have much more than we know what to do with.  
Our lives are either spent in doing nothing at all, in doing nothing  
to the purpose, or in doing nothing that we ought to do. We are  
always complaining that our days are few,  
and acting as though there would be no end of them.**

Seneca

☺ The wonderful thing about our Lord is the forgiveness He has for us:

If we claim to be without sin, we deceive ourselves and the truth is not in us. If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness. . . 1 John 1:8-10

c. We have a limited amount of time on this earth. Therefore we need to use it wisely, not dwelling on past sins but rejoicing in God’s forgiveness, and the fresh start that it gives us.

2. Our Present

a. Because of our Lord’s gracious forgiveness, each day becomes a fresh start, a new beginning.

(1) Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come! 2 Corinthians 5:17

(2) Luther like to talk about this in terms of our baptism: “Thus we see what a splendid thing Baptism is. It snatches us from the jaws of the devil, makes us God’s own, restrains and removes sin, and then daily strengthens the new man within us. . . everyone should consider Baptism as his daily dress to be worn constantly. Every day he should be found in the faith and its fruits, suppressing the old man, and growing up in the new;”<sup>15</sup>

(3) Luther also talks about how this relates to our sanctified life: “When we are washed in Baptism by the blood of Christ, we may say that our sins are entirely forgiven and that according to this forgiveness we are pure. At the same time, however, sin still sticks within and is as yet not entirely swept out. Forgiveness and sweeping are two things. I wrap myself in the righteousness of Christ and cover myself with it. This is the

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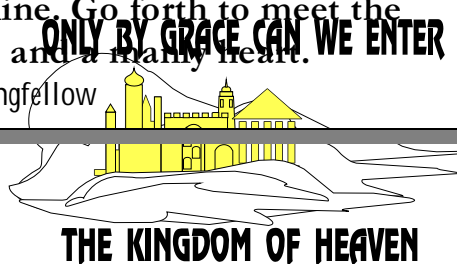
forgiveness, not the removal of sins. In the second place comes the duty also to sweep away sin.”<sup>16</sup>

- b. The present is the time for living . . . it is the place where we actually ‘take care of the minutes.’ Freed from our past we look to Christ for strength and guidance in living the sanctified life. We are to “sweep away our sins” as Luther puts it.

### 3. Our Future

**Look not mournfully into the Past. It comes not back again.  
Wisely improve the Present. It is thine. Go forth to meet the  
shadowy Future, without fear, and a manly heart.**

Henry Wadsworth Longfellow



a. With regards to our future there are a number of things that we should be doing. We should be planning ahead, making short and long-term goals. We should be seeking out ways to improve ourselves mentally, spiritually, and physically. We should be seeking ways in which we can build up our families, churches and communities. And most importantly we should be preparing ourselves for heaven.

b. Concerning heaven Luther writes: “We should learn to bring our eyes, our hearts and our souls to bear upon yonder life in heaven and in a lively hope await it with joy. For if we would be Christians, the ultimate objects of our quest should not be in marrying, giving in marriage, buying, selling, planting, building — activities that Christ says the (Matt. 24:37ff; Luke 17:26ff.) the wicked will be engaged in especially before the Last Day. To be sure, we, too, must use these things in order to satisfy the needs of the body. But our ultimate quest should be something better and higher: the blessed inheritance in heaven that does not pass away.”<sup>17</sup>

### V. God’s guidance with regards to our time!

#### A. God’s Time

##### 1. The Sabbath Day

- a. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. Colossians 3:16



“... take care of the minutes ...”

- b. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching. Hebrews 10:25
- c. "You shall work six days, but on the seventh day you shall rest; even during plowing time and harvest you shall rest." Exodus 34:21 (NASB)
- d. Remember the Sabbath day by keeping it holy. What does this mean? We should fear and love God so that we do not despise preaching and His Word, but hold it sacred and gladly hear and learn it.<sup>18</sup>
  - (1) The Old Testament (covenant) clearly sets aside the seventh day [Saturday]<sup>19</sup> as a sabbath (rest) day. The Hebrew word for Sabbath comes from the verb *sabat*: to cease, to pause, to rest. The observance of this day was so important that a farmer was even to stop the harvest to observe it. Yet the Lord's day was not to be a sober day. It was a day set aside to be refreshed from the Lord's great storehouse of strength.
  - (2) The purpose of this commandment was to give us both the time and the opportunity for physical, mental and most importantly spiritual refreshment. (Re-creation) It was a time for the family, a day of rest from work. The no cooking rule even kept Mom out of the kitchen! It was a day for the family to be together as a family for private and public worship, fellowship and fun. While we are no longer under Law, but under grace, this Law still serves as our guide.<sup>20</sup>

**THE LORD' DAY**

Whatever else I ponder  
And wherever I may plod, I must  
remember in my heart this day  
belongs to God.

This day is meant to honour Him  
who understands my cares,  
and who is not too occupied  
to listen to my prayers.

And so I try to live my life According  
to His way, Because I know that  
Sunday is His very special day.

These four and twenty hours are  
the least that I can give,  
to say my thanks because  
He has enabled me to live.

And that is why when Sunday  
comes, I set the day apart and offer  
God the gratitude that fills my

Here are some thoughts for your consideration.

- ☞ Time: In the Old Testament God asked that one twenty-four hour day be set aside for Him each week. If we take a look at that in terms of an eight hour

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work day where do you and your family fall. Do you spend eight hours in the course of a week in family & personal devotions, Bible studies and Sunday school, public worship and private study?

- ⇒ Quality Time: "Guard your steps when you go to the house of God. Go to listen rather than to offer the sacrifice of fools, who do not know that they do wrong." Eccl. 5:1 Worship and Bible study involve our active participation. God isn't looking at us simply to 'put in time.' That is what He calls the 'sacrifice of fools.'
  - ⇒ Worship: There is no excuse acceptable to God for failing to worship Him. Some have valid reasons why they cannot worship at the Sunday morning. This is not an 'excuse' from worship. There is still private and family devotions and many Churches offer alternate worship times. Luther writes: "Every day should be a "Sabbath" for us Christians; for we should hear God's Word every day and should lead our lives in accordance with it."<sup>21</sup>
2. Bible Study: Stop and think for just a minute. It has been estimated that the entire Bible can be read aloud in less than 71 hours. Most of us can read faster silently. Over half of the books of the Bible can be read in 45 minutes or less. Have you ever read the Bible from cover to cover?
  3. Truly, if we think about it, all of 'our' time is God's time. He is the one who has given us life. And He is the one who will decide when it ends.

**Time is so fleeting that if we do not  
remember God in our youth, age may find us  
incapable of thinking about him.**

Hans Christian Andersen

### B. "Our Time"

1. Personal Time: Jesus urged his disciples to rest: Then, because so many people were coming and going that they did not even have a chance to eat, he said to them, "Come with me by yourselves to a quiet place and get some rest." Mark 6:31 We also need times for personal refreshment and 'recreation.' Don't forget rest and recreation is God's idea. In this text He urges his disciples to take some time off to rest. They were beginning to fall into the sin of overwork thus harming themselves. In our sinful pride and arrogance we sometimes feel that we don't need a day of rest. We think that we can go on non-stop day after day, week after week, year after year. But we can't. If we try such a course, we will eventually find out that there is a price to be paid, physically, mentally, and spiritually. Rest is not some optional thing. It is a requirement. I think most of us are glad to hear that. However, there is one very important aspect of rest and recreation that we often forget.

“... take care of the minutes ...”

That is what I like to call re-creation. God desires that we take a portion of our time to 'recreate' ourselves in Him. As you just read, the Sabbath day of the Old Testament had as a major focus the worship and praise of God. It was a time when people turned to the Lord and received His blessing. That is the element that is so often missed in our rest and recreation today. Don't miss out on re-creation in your recreation.

2. Family Time

a. Your spouse (marriage)

- (1) Husbands, love your wives, just as Christ loved the church and gave himself up for her. . . Ephesians 5:25  
Husbands, love your wives and do not be harsh with them. Colossians 3:19
- (2) Wives, submit to your husbands as to the Lord.  
Ephesians 5:22
- (3) . . . this is the way the holy women of the past who put their hope in God used to make themselves beautiful. They were submissive to their own husbands, like Sarah, who obeyed Abraham and called him her master. You are her daughters if you do what is right and do not give way to fear. 1 Peter 3:5-6

b. Your children (nuclear family) Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. Ephesians 6:4

c. Your parents and grandchildren (family) “Honor your father and mother”—which is the first commandment with a promise—“that it may go well with you and that you may enjoy long life on the earth.” Ephesians 6:2-3

d. Other relations (extended family) If anyone does not provide for his relatives, and especially for his immediate family, he has denied the faith and is worse than an unbeliever. 1 Timothy 5:8

3. Employer's Time: Slaves, obey your earthly masters with respect and fear, and with sincerity of heart, just as you would obey Christ. Obey them not only to win their favor when their eye is on you, but like slaves of Christ, doing the will of God from your heart. Ephesians 6:5-6

4. Community Time: The commandments, . . . and whatever other commandment



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there may be, are summed up in this one rule: "Love your neighbor as yourself." Romans 13:9

## VI. Some Biblical Priorities — You and Your time

### A. Your relationship to God is top priority.

1. The one thing needful is your Lord. It is the only thing that will matter when your last hour comes.
2. We have already mentioned forgiveness, and the new beginning that is ours in Christ.
3. A relationship with the Lord also has many benefits in the here and now. Here are some benefits we can see in 'Making Time for Jesus' in our daily lives.

Study after study has reinforced the positive impact that Christianity has had upon the world and our individual lives. We could go back into history and point out how Christianity has been instrumental in raising the status of women, eliminating slavery, establishing hospitals, and developing schools, to mention just a few areas. Or, we could look at the 200 plus studies done in the past two decades which have clearly connected our faith-life with our physical well-being! Here is just a sample of what has been found:<sup>22</sup>

☺ In 1986 Forbes magazine, in an article by Barbra Kallen reported that Sixty-five percent of the nation's 100 largest corporations said that they and their families attend church or synagogue regularly. Many of them state that religion is an important part of the reason for their stable marriages and families. The percentage far exceeds that of the overall U.S. population where the average attendance is approximately 40%.

☺ A 1988 study of coronary care patients in San Francisco found that those who received prayers on their behalf had fewer cases of congestive heart failure and pneumonia.

☺ A 1989 study found that smokers who attended church regularly were four times less likely to have high blood pressure than smokers who didn't.

☺ A 1990 study found that elderly women recovery from hip surgery were less depressed if they had a strong faith.

☺ A 1991 article by Philip Yancey in Christianity Today found that "religiousness markedly reduced the incidence of heart attack, arteriosclerosis, high blood pressure, and hypertension." The same article points out that people who attend church live longer!

☺ A 1992 study by David Larson reviewed 12 years of psychiatric literature. More than 90% of the studies showed a link between religion and good mental health. Religion proved to be protection against suicide, drug and alcohol abuse, and depression.

☺ Another 1992 study at Purdue University discovered that active participants in religious activities report significantly higher states of health and well-being than those who don't participate.





“. . . take care of the minutes . . .”

- ☺ A 1994 study found that faith had a direct link to low blood pressure in females. This study found that a “high degree of religiosity correlated with low blood pressure — more so than any other measure.”
- ☺ A 1997 study by Duke University Medical Center showed that people older than 65 who attended religious services regularly had stronger immune systems than those who didn’t.
- ☺ A long term study begun in 1965 in Alameda County, California and updated in 1997 found that men and women who frequently attended religious services were 25% less likely to die early than those who attended infrequently.
- ☺ Statistics Canada reported in September of 1998 that people who attended religious services weekly have the most stable marriages, are healthier, less prone to stress and happier than people who do not. (Weekly Church attenders were 1.5 times as likely to describe their marriages as happy and their marriages were less than half as likely to break down.)

‘Making time for Jesus’ in our lives has clear physical benefits to us. This is so clear to the scientific community that more than 30 medical schools in the United States now offer courses on “spirituality and medicine.” As nice as this is, the really important benefits to us are not physical but spiritual. In Christ we have forgiveness, new life and eternal life. This truly is the one thing needful and the one thing that will endure for all eternity.



B. After our relationship to Him God gives us these priorities:

- ⇒ Our relationship to our Spouse [marriage].
- ⇒ Our relationship to our children [nuclear family].
- ⇒ Our relationship to our relatives [extended family].
- ⇒ Our health.
- ⇒ Work
- ⇒ Recreation/hobbies

– When we begin to mix up these areas - when we begin to neglect the important things in life for the relatively unimportant things need to change.

VII. Prioritizing Time — Break away from the tyranny of the urgent. Make time for the important things in life. (Sometimes important things are urgent!)

A. What is important?

1. Urgent: calling for immediate attention : pressing; conveying a sense of urgency; urging insistently. (Merriam-Websters)
2. Important: marked by or indicative of significant worth or consequence;; valuable in content or relationship. (Merriam-Websters)

B. How do we tell the merely urgent from truly important? The Story of Mary and Martha is a good place to start.

## CHRISTIAN TIME MANAGEMENT

As Jesus and his disciples were on their way, he came to a village where a woman named Martha opened her home to him. She had a sister called Mary, who sat at the Lord's feet listening to what he said. But Martha was distracted by all the preparations that had to be made. She came to him and asked, "Lord, don't you care that my sister has left me to do the work by myself? Tell her to help me!" "Martha, Martha," the Lord answered, "you are worried and upset about many things, but only one thing is needed. Mary has chosen what is better, and it will not be taken away from her." Luke 10:38-42

Look at eternity. What really matters with regards to eternity?<sup>23</sup>

- ⊖ The devil's most successful lie is this: Don't worry about spiritual things now. You have plenty of time. You Don't!
  - ⇒ For he says, "In the time of my favor I heard you, and in the day of salvation I helped you." I tell you, now is the time of God's favor, now is the day of salvation. 2 Corinthians 6:2
  - ⇒ Satan's lie is that Martha can worry about learning from Jesus later. The urgent thing is to make dinner. Here the urgent and un-important has crowded out the truly important, the one thing needful.
  - ⇒ Our Spiritual life with God is the "One Thing Needful." It is all that truly matters in the end. (When we die.) What Jesus had to say and teach is the truly important thing here.
  - ⇒ Who really cares what Martha was making for dinner? The Holy Spirit didn't even bother to tell us. You have to eat. But there are more important things in life than eating. We know that Jesus was headed for the cross and wouldn't be around to teach Martha . . .
  - ⇒ If Martha had been able to distinguish the urgent from the important, things might have gone differently.
  - ⇒ How often are we like Martha? Are we bowing to the tyranny of the urgent and thus missing out on the important things in life?

Perhaps the following materials can help you as you seek to separate the truly important things in life from the merely urgent. At this point we would ask you to stop for a moment and take a look at your activities during the last week. Think of what you did with your time.

**STEP 1:** On Worksheet #1 (Appendix page one) list 20 activities that you took part in last week. (Please leave out working, eating & sleeping!) Then estimate the amount of time that you spent in each activity.

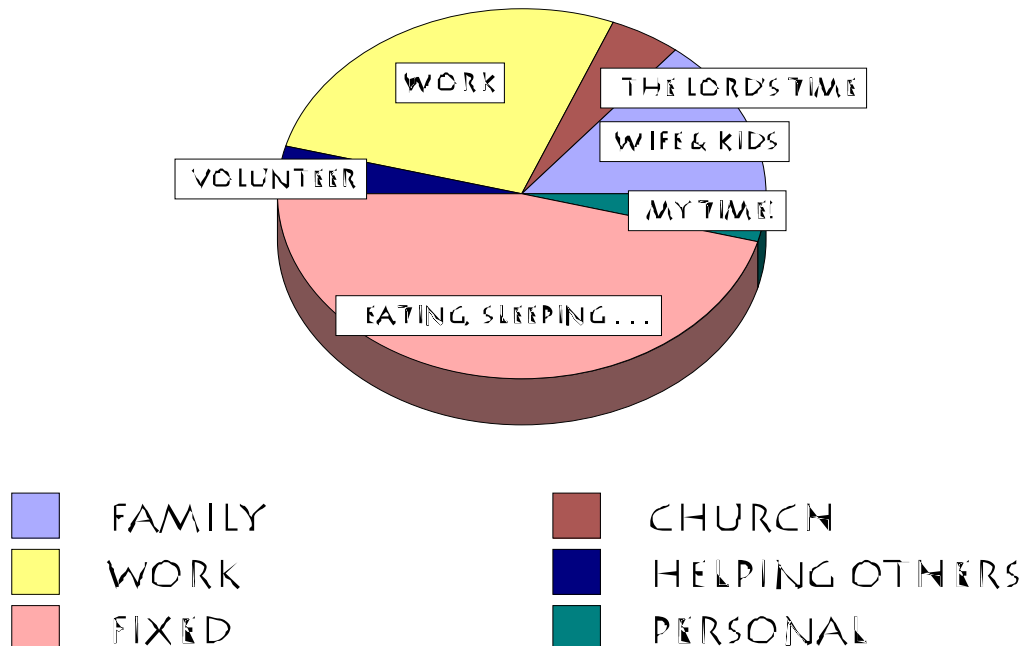
**STEP 2:** Rate each activity on Chart #1 (Appendix page two) according to its importance and urgency following the instructions below.

Stop and think for a moment about where your various activities fall.

“... take care of the minutes ...”

- ☹ Things that are not urgent or important – How many of your activities fall into this category? Are they crowding out those things which are both urgent and important. (TV, Video games, ...)
  - ☹ Things that are not important but urgent – How many of your activities fall into this area? All of us are faced with urgent demands on our time which are truly unimportant. How much time do you spend on the phone for unimportant things? The challenge here is to recognize the relative unimportance of many of these activities. The problem here is that we often interpret urgency with importance. Usually if we ask ourselves this question we can see the relative importance of the activity. “What would be the consequences if I don’t do this ‘urgent’ activity?”
  - ☺ Things that are important but not urgent – This is an area that we must be careful with. Many important things in life are not ‘urgent.’ The danger is that we put them off until it is too late.
  - ☺ Things that are important and urgent – This is an area that most of us don’t have much trouble with. Those activities which are both urgent and important usually get a large portion of our time.
- C. Now let’s take a moment and think of this chart in terms planning for the future. In terms of my life are the urgent things crowding out the important? First of all let us take a look at some ‘recommended’<sup>24</sup> charts of how we might use our time.

## RECOMMENDED USE OF TIME



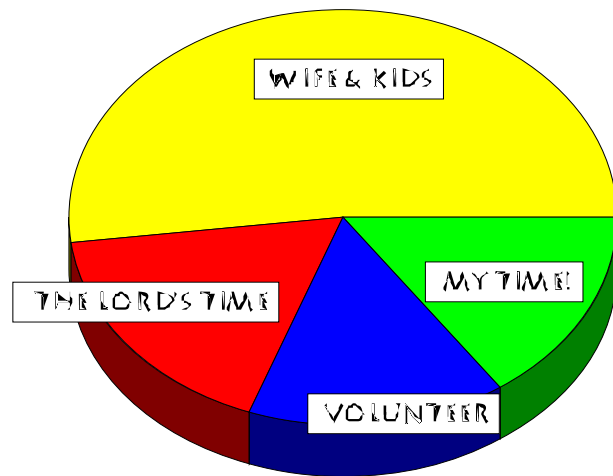
# CHRISTIAN TIME MANAGEMENT

This chart is based upon one week of time. It includes an estimated:

- ☺ 8 hours of time for Worship, Family Devotions and Bible Study. (Two hours on Sunday. One hour a day for the rest of the week. Personal and family devotions, Bible Study . . .)
- ☺ 45 hours for work (A nine hour work day. This includes an hour a day for the commute. This category would also include the work that wives who stay at home do!)
- ☺ 77 hours for fixed items. (This includes sleep, meals, meal preparation, tooth brushing and the like! Miscellaneous . . .)
- ☺ 24 hours a week for family time! (This includes helping the children with homework, driving them to piano lessons . . . spending time talking . . . and one full 'day' where the family can do some family activity together.)
- ☺ 7 hours for volunteer work (This would include community as well as church volunteer efforts)
- ☺ 7 hours a week (one hour a day) for personal time and hobbies.

Perhaps it would be simpler if we take out the time slots which we have little or no control over. (Work and Fixed items – if we do that we come up with about 46 hours a week of time to use as we choose!<sup>25</sup>)

## RECOMMENDED USE OF TIME



“. . . take care of the minutes . . .”

**STEP 3:** Now fill out Chart #2 (Appendix, page three) to get a glimpse of how you actually spend your time in a given week. After it is filled out stop, and reflect on where your time is going. There are probably a number of areas that you would like to see changed. No doubt you will discover that you have some mixed up priorities.

**It has been my observation  
that most people get ahead during the time  
that others waste.**

Henry Ford

Before proceeding further. Let's take a few minutes to talk about goals.

The goals you set should reflect your Christian priorities in life!

Goal setting is a tool to help you bring your life in line with what God desires for you!

**Doing things right is not as important  
as doing the right things!**

Drucker's Dictum

D. Goal Setting! "Join the 2% Who Get Things Done. Out of 100 people today, surveys show that only 67 are likely to have defined goals, goals they can explain. Of those who do, only 10 have made realistic plans to accomplish their goals. And of those 10, only two have the self-discipline to follow through with their plans and actually succeed. In other words, 98% of all the people you meet each day lack the integrity to live out what they believe. Heart, soul, mind and strength do not line up in their lives. Satan, the god of this world, has blinded the hearts of those who do not believe the Gospel. And without faith, they can have no passionate purpose or goals. Nothing to serve as an anchor for their souls and minds, only a perpetual drifting on the tides of culture and circumstance." <sup>26</sup> Use the **S.M.A.R.T.** plan to set your goals! Goals should be: Specific, Measurable, Attainable, Realistic and Tangible.<sup>27</sup>

☺ **SPECIFIC** - A specific goal is more likely to be accomplished than a rather vague, general goal. To set a specific goal you there are six questions to answer:

- ⇒ Who: Who is involved?
- ⇒ What: What do I want to accomplish?
- ⇒ Where: Identify a location.
- ⇒ When: Establish a time frame.
- ⇒ Which: Identify requirements and constraints.

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⇒ Why: Specific reasons, purpose or benefits of accomplishing the goal.

EXAMPLE: A general goal might be, "Lose weight." But a specific goal would say, "Join weight watchers and follow their plan for one year."

☺ **MEASURABLE** - Establish criteria for measuring your progress toward the goal you set. When you measure your progress, you are more likely to stay on track, reach your target dates, and experience the satisfaction of achievement that helps spur you on to continued effort.

⇒ To determine if your goal is measurable, ask questions such as . . . . How much? How many? How will I know when it is accomplished?

☺ **ATTAINABLE** - When you identify goals that are important and attainable, you begin to figure out ways you can make them come true. You begin to develop the attitudes, abilities, skills, and financial capacity to reach them.

⇒ You can attain almost any reasonable goal when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you take them on, one step at a time.

☺ **REALISTIC** - To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both challenging and realistic; you are the only one who can decide just how challenging your goal should be. A challenging goal is sometimes easier to reach than a easy one because a easy goal exerts low motivational force. Stop and think. Did some of the hardest jobs you ever accomplished seem easy simply because they were a labour of love?

⇒ Your goal is probably realistic if you believe that it can be accomplished.

☺ **TANGIBLE** - A goal is tangible when you can experience it with one of the five senses, that is, taste, touch, smell, sight or hearing. When your goal is tangible, or when you tie an tangible goal to a intangible goal, you have a better chance of making it specific and measurable and thus attainable.

⇒ Intangible goals are your goals for the internal changes required to reach more tangible goals. They are the personality characteristics and the behaviour patterns you must develop to pave the way to success in your career or for reaching some other long-term goal. Since intangible goals are vital for improving your effectiveness. Don't forget the important role that God plays in this area!

E. Goals fall into two broad categories.

“. . . take care of the minutes . . .”

1. Long-term – The ultimate long term-goal is to end up in heaven! But there are also goals that involve looking years ahead. You should make some ‘long-term’ goals with regards to these three areas. Be sure to include the ‘spiritual’ dimension in your goal setting.
  - a. Personal
  - b. Family
  - c. Professional
  
2. Short-term – Some short-term goals may be a small part of some long-term goals. However, these goals focus more on the here and now. What are some short-term, 6 months to a year goals for you life?
  - a. Personal
  - b. Family
  - c. Professional

**Time invested in improving ourselves cuts down on time  
wasted in disapproving of others.**

Author Unknown

We have prepared a worksheet to help you get started in setting some goals.  
It is found on page four of the Appendix.

VIII. How do I get there! What needs to be done to bring my priorities in line with Gods? How do I go about taking control of my ‘Time’ so that I can reach my goals? – Here are some practical steps to help you take control of your minutes.

A. Putting first things first

1. Make time for the important things in life. Book time in your calendar for those things which are important, those things which are your priorities, and don’t let unimportant or urgent things steal away this time.
  - ⇒ Remember, you, your spouse, and the Lord are to set your priorities not:
    - a. The Devil: Who tells us lies like these: give God your leftover time . . . if you put God first you won’t have any time for what you enjoy . . .
    - b. The World: Which places all sorts of pressure on us: your kid isn’t in hockey, ball, figure skating, gymnastics, scouts, piano lessons, you really are a lousy parent unless they are involved in everything . . .

## CHRISTIAN TIME MANAGEMENT

- c. Your own sinful flesh: Selfishness, What's in it for me. Looking out for #1.
- 2. Leave the urgent but unimportant things to last – if they don't get done who will really care? Here are some questions you can ask yourself to help determine if something is truly important.
  - ⇒ Does this matter with regards to eternity?
  - ⇒ Will this matter five or ten years from now?
  - ⇒ What are the consequences of not doing this today, or at all?
  - ⇒ What if you had only day to live? Where would this activity fall? Would you do it or forget it?
  - ⇒ If I had to be out of town for the next two weeks, would this be something I would have to do before I could leave?
- B. Time management helps – One Step (minute) at a time . . .
- ☺ General principles of time management.
  - ⇒ Feel free to say NO! · It has been said that the two-letter word no is the single most effective time management tool there is. Having set your goals and priorities examine what you are asked to do in terms of whether or not what you are asked to do meets them. Ask yourself could someone else do this? If it doesn't meet your goals or priorities, or if someone else could do it, say no. Be ready to give some direction or help as to how this task might be accomplished without your participation! Learn to say no in such a way that you make it clear that you are saying no the project, not to them personally. Thank them for the offer and tell them the truth. Namely, that you are involved in other things and won't be able to do your best.

**Leaders need to realize that they can only bring their special abilities to bear on a few critical success areas at one time.**

Author Unknown

- ⇒ How to get more done in less time (efficiency). Make a "To Do List" with no more than seven key items. Keep your goals and priorities in mind as you make up your list! (Personal, Family & Professional) Cross them out when completed and then make a new list of seven. Never make a list that's longer or you may never get done. List them, do them, list them . . . If you make to long a list you may spread yourself to thin and end up getting very little done. The fastest method to effectively handle several tasks or projects is to work on only one at a time. When the most important one is done then start on the next . . .



“. . . take care of the minutes . . .”

See the Worksheet #3 on page 5 of the Appendix for a sample “To Do List.”

**Disciplined focus is what distinguishes those who make things happen and those who watch things happen.**

Author Unknown

⇒ Do what you do best — delegate the rest (assuming you can!) Moses and Jethro give us a biblical example of this principle!

Exodus 18:14-26 When his father-in-law saw all that Moses was doing for the people, he said, “What is this you are doing for the people? Why do you alone sit as judge, while all these people stand around you from morning till evening?” 15 Moses answered him, “Because the people come to me to seek God’s will. 16 Whenever they have a dispute, it is brought to me, and I decide between the parties and inform them of God’s decrees and laws.” 17 Moses’ father-in-law replied, “What you are doing is not good. 18 You and these people who come to you will only wear yourselves out. The work is too heavy for you; you cannot handle it alone. 19 Listen now to me and I will give you some advice, and may God be with you. You must be the people’s representative before God and bring their disputes to him. 20 Teach them the decrees and laws, and show them the way to live and the duties they are to perform. 21 But select capable men from all the people—men who fear God, trustworthy men who hate dishonest gain—and appoint them as officials over thousands, hundreds, fifties and tens. 22 Have them serve as judges for the people at all times, but have them bring every difficult case to you; the simple cases they can decide themselves. That will make your load lighter, because they will share it with you. 23 If you do this and God so commands, you will be able to stand the strain, and all these people will go home satisfied.” 24 Moses listened to his father-in-law and did everything he said. 25 He chose capable men from all Israel and made them leaders of the people, officials over thousands, hundreds, fifties and tens. 26 They served as judges for the people at all times. The difficult cases they brought to Moses, but the simple ones they decided themselves.

**Get into the habit of asking yourself if what you are doing can be handled by someone else.**

Author Unknown

## CHRISTIAN TIME MANAGEMENT

- ⇒ Planning for the unexpected . . . (A contradiction?) A good rule of thumb is to estimate the amount of time needed to accomplish something then double it. This gives you enough time to get the job done and still allows for the following:
  - a. Spontaneity – It is impossible to keep working productively without ever taking a break.
  - b. Emergencies – They will occur . . . we just don't know when. Leave time so that they can be handled without the stress of having no time.
  - c. Interruptions – It is estimated that one interruption takes at least six minutes of time, plus four minutes recovery. Thus six short interruptions during the course of a day can cost you an hour of prime work time. It is even worse for managers. It's estimated that they are interrupted an average of six times per hour. Thus you need to learn to handle interruptions. One way is to 'cut things short' with phrases like: "I'm in the middle of something right now . . ." "I have only five minutes to spare." Inform a caller that you would like to talk to them, so when is a good time? Non-verbal communication also helps. Look at your watch or a clock on the wall. Stand-up, stroll to the door, thank them for their time . . . Utilize the answering machine or voice mail to answer calls. Then go over them once a day at a time that suits you. Train your secretary to handle the majority of your calls . . . you don't have to talk to that salesman . . . When interrupted write yourself a short note to remind yourself what you were thinking about or working on. If you really need to get something done, hide, use another office, conference room, library or somewhere where you are less likely to be interrupted. It is also important to remember that not all interruptions are time-wasters some can be time-savers. Many interruptions can be turned into something useful. For instance you can often use it as a quick opportunity for training (thus saving time), or as a short-meeting to avoid a longer one later. . .
  
- ⇒ Meetings – take control. It is estimated that the average executive spends about 40% of his or her time in meetings. Thus having an efficient meeting is important. Here are some guidelines.
  - a. Prepare! Have a defined agenda and stick to it. If at all possible make sure that everyone has the Agenda ahead of time so that they can be prepared.
  - b. Keep the meeting short – no more than an hour if at all possible.
  - c. Lock the door, unplug the phone . . . so that you are not interrupted. Interruptions at a meeting waste everyone's time.

“. . . take care of the minutes . . .”

d. Make sure the minutes spell out who is to do what, when . . .

⇒ Organizational skills — organize just enough to get the job done. While organization is important it can be overdone. Some of the most productive people aren't very organized. Sam Walton, one of the richest and most productive men in the world wrote: “. . . if you asked me am I an organized person, I would have to say flat out no, not at all. In fact, it would probably render me helpless. I try to keep track of what I'm supposed to do, and where I'm supposed to be, but it's true I don't keep much of a schedule. . . My style is pretty haphazard.”<sup>28</sup> That said, here are some tips:

- a. Keep your work area 'organized.' Know where things are. Many people waste a great deal of time looking for things . . . .
- b. Be selective with your reading. Don't read all the mail. Have your secretary sort it out. Or, if you don't have a secretary throw out the junk without opening it. When you need to respond to a letter, consider replying on the bottom of their letter or on the reverse side, initial it and date it, photocopy it for your files, and then mail it back. With regards to newspapers and the like, consider going to weekly magazines which will fill you in on the important items without bogging you down in the details.
- c. Are you a "morning person" or a "night person"? You have a biological clock and that means that there are certain times of day when you are most alert and at peak energy and other times when you're not. You will save time if you do your most difficult or demanding work during your high-energy hours. Postpone your routine chores and low-priority tasks until your "down time."
- d. Use the in-basket. Ideally, the in-basket is the one place other people put material they want you to see. It is an important tool, but you have to learn to use it for what it is good for. Do not try to transform it into a filing system, a bulletin board or a guilt inducing reminder of what needs to be done.
- e. Put your office, or home, in shape. Divide your work areas into sections: your primary desk, your bookcase, computer work station, and your files. Organize one area at a time. Decide what information, materials and supplies you use most frequently. Those should be most accessible to you, while less-used items can be stored elsewhere.

⇒ Tools that may help –

- a. Calendars . . . Organizers and the like. Any office supply store will have an excellent supply of these useful tools. All you need

## CHRISTIAN TIME MANAGEMENT

to do is spend the time and energy to find one that you like and will actually use.

- b. Computer programs . . . If you have a computer and are computer literate there are many software packages that can help you get organised. They are often referred to as Personal Information Managers or PIMs. These programs harness the power of the computer to make time management easier and more effective. PIMs take paper-based systems one step further by giving you faster access to information and performing tasks that your paper system can't. For instance unfinished to-do list items automatically roll over to appear on your list the next day, saving you the time of re-writing them or trying to find them in yesterday's Post-It notes. Recurring events can be entered once, and you never have to enter them again. PIMs let you find information quickly too, another great time management benefit. Do you keep bits and pieces of information tucked into your paper planner? Ever try to find something you know is buried in last month's or last year's pages? Rather than wasting time looking for what you need, a PIM's keyword search feature finds that information in seconds. The better PIM's also include the ability to have multiple users, merge calendars etc.
- c. Your brain (common sense) . . . the best investment you can make is in your own training. Utilize the books, manuals, seminars etc. that are available to help you in this important area. Make sure that whatever method you use 'works for you.'

☺ The key point in time management is the application of these principles to your specific life situation. Each of us are unique and have different time management concerns. At this point I'd like you to break into some smaller groups with others like yourself and 'brain-storm' some ways in which some of these more general principles can work in your specific situation.

1. Teenagers
2. Singles: Widowed, divorced, or never married
  - a. Single Parents
  - b. No Children
3. Married (without Children)
4. Married (with Children)

“... take care of the minutes ...”

- a. Pre-school
- b. Primary
- c. Teens
- 5. Empty nest
- 6. Retired
- 7. Professional Church Workers (Some thoughts)
  - a. Your relationship with God
  - b. Working for God
    - (1) as a vocation
    - (2) as a member of the Body of Christ

☺ When you go home today I'd urge you to pick one item and do it – perhaps set some goals, or make a “to-do-list” and once you have accomplished that then move on to another – don't try to do them all at once! (Remember no one runs up a mountain.)

☺ The role of Christ's Church

- 1. Guidance & strength
- 2. Forgiveness and a fresh start when you fail.

CONCLUSION: With God's Help Take Control Of Your Minutes! You and your family won't regret it. There truly is time for the important things in life as you practice good stewardship of your time!



**APPENDIX**

**TO**

**CHRISTIAN TIME  
MANAGEMENT**

WORKSHEETS,  
CHARTS & ENDNOTES,  
SUGGESTED BIBLIOGRAPHY

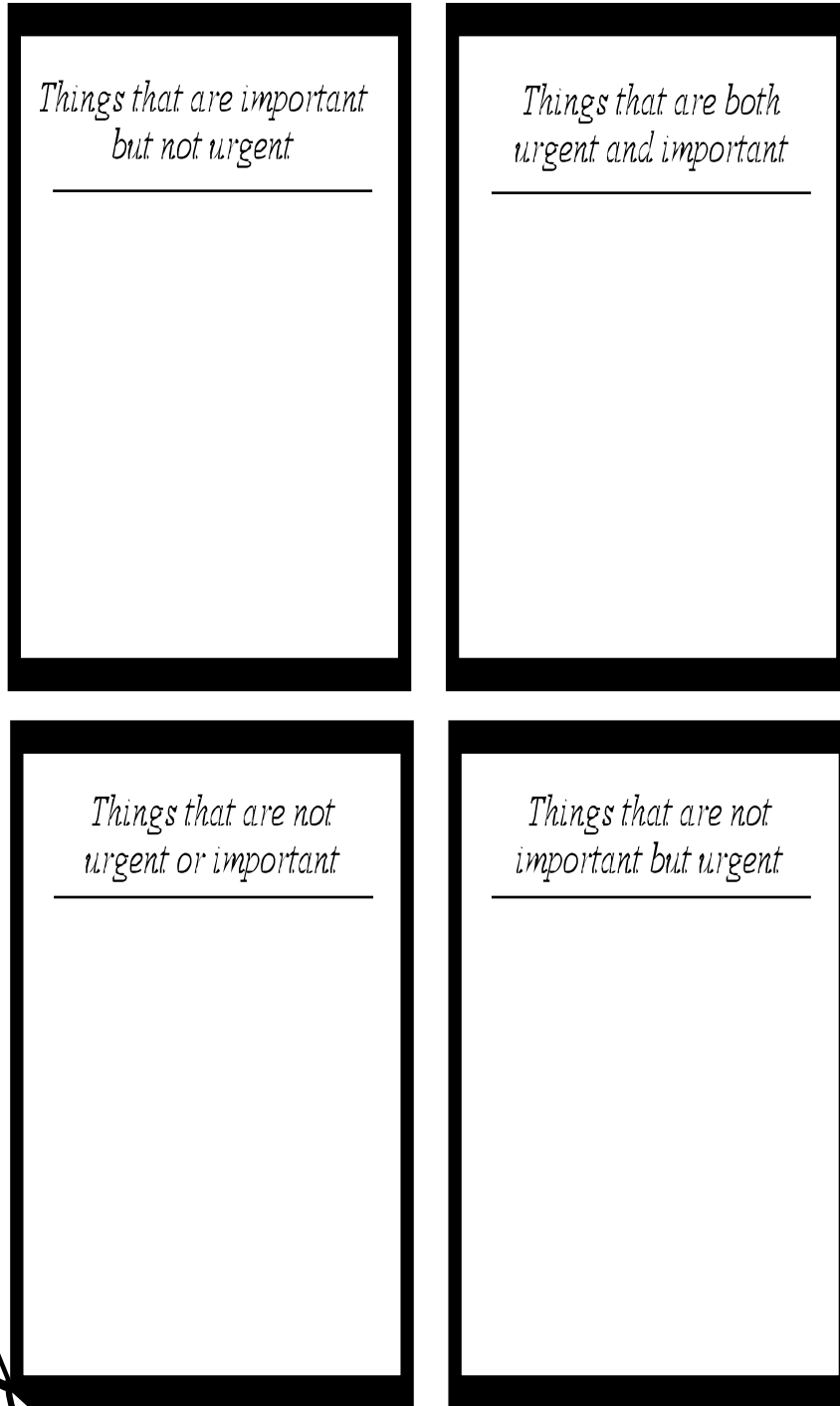
## WORKSHEET #1 – ACTIVITY LIST

Please list 20 activities that you took part in last week, leaving out working, eating & sleeping! Then estimate the amount of time that you spent in each activity.

ACTIVITY	TIME INVOLVED
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

# CHART #1 – IMPORTANT OR URGENT?

**IMPORTANT!**



**URGENT!**

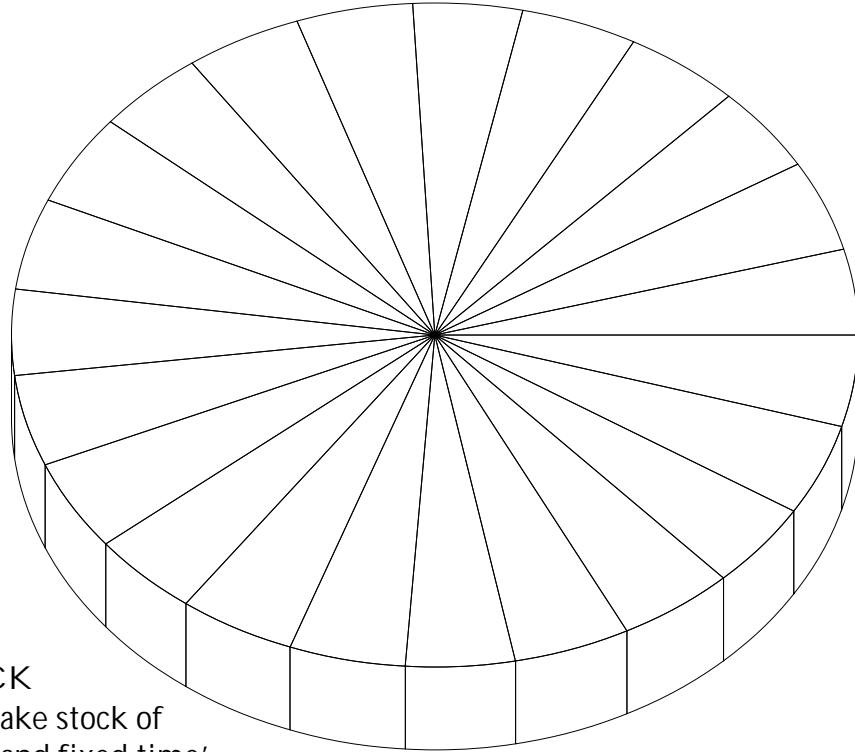
**CHART #2 – HOW  
DO I USE MY TIME?**



This Chart is an exercise that is based upon the assumption that you have about 46 hours a week to use as you choose. Your task is to identify how you use hours in the course of a normal week.

# HOW I USE MY TIME

EACH SEGMENT REPRESENTS TWO HOURS



**STEP #1: BLACK**

To begin, take stock of your 'work and fixed time' hours.

If they come to more than 122 hours then you need to block out (in black) the extra hours that you spend in these activities. (If you are retired and have more time to use as you choose simply multiply. For instance each segment represents two hours. Make them four (92) – this would roughly represent the amount of time that you have available after the fixed hours of sleeping etc. are figured in!)

**STEP #2: RED** You and your families spiritual life is most important. Starting with the amount of time you spend on Sunday in Church – estimate how many hours you spend in worship, Family devotions, personal devotions, Bible Study . . . block these out in red.

**STEP #3: BLUE** Volunteer work is also important. Block out how many hours you spend in Church work (teaching Sunday School, cleaning . . .) and other volunteer work.

**STEP #4: GREEN** Your personal time. Block out the number of hours that you have for personal time. Hobbies, reading the paper, watching T.V. . . .

**STEP #4: YELLOW** Colour the remaining spaces yellow. This represents the amount of time that you have currently set aside for your family.

## WORKSHEET #2 – GOAL SETTING!

This sheet is designed to assist you in setting some goals.

This is a  Long-term  Short-term goal.

This goal deals with my  Personal  Family  Professional life.

Please fill out the following items:

☺ **SPECIFIC** – Please state your goal specifically:

⇒ Who:

⇒ What:

⇒ Where:

⇒ When:

⇒ Which:

⇒ Why:

☺ **MEASURABLE** – How are you going to measure your progress toward the goal?

☺ **ATTAINABLE** - Is this goal attainable for you?

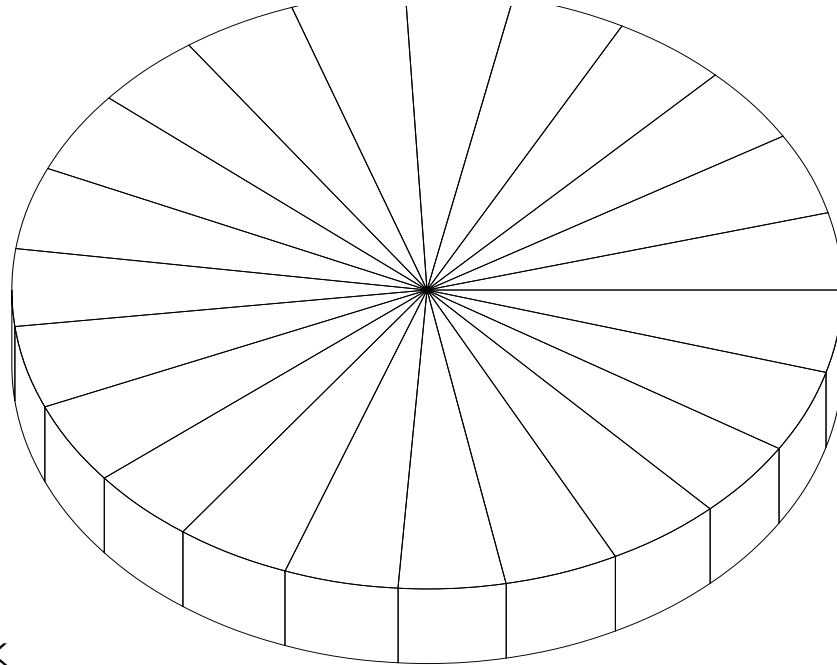
☺ **REALISTIC** - Is this something you are willing to work toward?

☺ **TANGIBLE** – What are the tangible aspects to this goal?

## CHART #3 – IN LIGHT OF MY GOALS HOW DO I WISH TO USE MY TIME?

This Chart is an exercise that is based upon the assumption that you have about 46 hours a week to use as you choose. Your task is to identify, in light of your goals how you want to use these hours in the course of a normal week.

HOW I PLAN TO USE MY TIME  
EACH SEGMENT REPRESENTS TWO HOURS



### STEP #1: BLACK

If your 'work and fixed time' hours come to more than 122 hours then you need to block out (in black) the extra hours that you spend in these activities. (If you are retired and have more time to use as you choose simply multiply. For instance each segment represents two hours. Make them four (92) – this would roughly represent the amount of time that you have available after the fixed hours of sleeping etc. are figured in!)

**STEP #2: RED** You and your families spiritual life is most important. Starting with the amount of time you spend on Sunday in Church – estimate how many hours you want to spend in worship, Family devotions, personal devotions, Bible Study . . . block these out in red.

**STEP #3: BLUE** Volunteer work is also important. Block out how many hours you want to spend in Church work (teaching Sunday School, cleaning . . .) and other volunteer work.

**STEP #4: GREEN** Your personal time. Block out the number of hours that you want to use for personal time. Hobbies, reading the paper, watching T.V. . . .

**STEP #4: YELLOW** Colour the remaining spaces yellow. This represents the amount of time that you have set aside for your family.

## WORKSHEET #3 – TO DO LIST!

This sheet is designed to assist you in making a two do list.

This is a  Long-term (Monthly or Yearly)  Short-term (Daily or Weekly) list.

This list deals with  Personal  Family  Professional issues.

**PLEASE LIST ONLY 7 ITEMS STARTING WITH THE MOST IMPORTANT:**

☺ ITEM ONE:  Completed

☺ ITEM TWO:  Completed

☺ ITEM THREE:  Completed

☺ ITEM FOUR:  Completed

☺ ITEM FIVE:  Completed

☺ ITEM SIX:  Completed

☺ ITEM SEVEN:  Completed

## ENDNOTES

1. **Lord Chesterfield** (1694–1773), English statesman, man of letters. Letter, 6 Nov. 1747 (first published 1774; repr. in *The Letters of the Earl of Chesterfield to His Son*, vol. 1, no. 131, ed. by Charles Strachey, 1901). *The Columbia Dictionary of Quotations* is licensed from Columbia University Press. Copyright © 1993 by Columbia University Press. All rights reserved
2. Franklin Delano Roosevelt, Fireside Chat, February 23, 1942.
3. Bibby, Reginald, **Social Trends Canadian Style**, Stoddard Publishing Co. Limited:34 Lesmill Road, Toronto, Canada M3B 2T6 page 89.
4. **Survey by Day-Timers Inc., on Adults and Their Time**, Copyright 1997, 1998, Day-Timers, Inc. [<http://www.daytimer.com>]
5. Reginald Bibby, op. cit., pg. 90.
6. All Scripture quotations unless otherwise noted are from The Holy Bible: NEW INTERNATIONAL VERSION, © 1973, 1978, 1984 by the International Bible Society. Used by permission of Zondervan Bible Publishers.
7. Author unknown.
8. Reginald Bibby, op. cit., pg. 3.
9. Canadian Statistics - “Average hours per week of television viewing”, Fall 1996, Statistics Canada, [[infostats@statcan.ca](mailto:infostats@statcan.ca)] [<http://www.statcan.ca/english/Pgdb/People/Culture/arts23.htm>]
10. Nick Stinnet and John DeFrain, “Six secrets of Strong Families,” *Readers Digest*, (November 1987), p. 133. As quoted in “*Parenting with Purpose*” © 1994 Family Films
11. Reginald Bibby, op. cit., pg. 125.
12. PARETO'S LAW: Vilfred Pareto a nineteenth-century Italian-Swiss economist and sociologist, discovered a statistical relationship over a hundred years ago that is still unexplained, but which manifests itself over and over in large systems. It's known as the 80-20 rule. Simply stated in a business, 80% of the profits are usually produced by about 20% of the employees. In a police force, 80% of the arrests are made by about 20% of the officers. And so on.
13. Quote #1643 **What Luther Says**, ©1959 by Concordia Publishing House.
14. Luther translation by Rev. Leander Arndt (885, 25,26)
15. Quote #163 **What Luther Says**, ©1959 by Concordia Publishing House.
16. Quote #1643 **What Luther Says**, ©1959 by Concordia Publishing House.
17. Quote #1891 **What Luther Says**, ©1959 by Concordia Publishing House.
18. Luther's Small Catechism copyright 1986, Concordia Publishing House:St. Louis, MO page 10
19. The Apostles acting in their Christian freedom choose the "Lord's Day", the day of the week upon which our Lord rose from the dead as their day of worship. This fact is

recorded for us in the New Testament: [Saturday our Lord was in the tomb.] "On the first day of the week [Sunday] we came together to break bread [Communion]. Paul spoke to the people [Sermon], and . . ." Acts 20:7

20. Luther reminds us that Sunday is not the N.T. Sabbath: "*Throughout the New Testament we do not find a single place where we Christians are commanded to celebrate the Sabbath.*" [Quote #4268 **What Luther Says**] Dr. Pieper reminds us "*Not even the Ten Commandments in the form in which they were given to the Jews (Exodus 20) are binding on all men, but only the Ten Commandments as set down in the New Testament, as we have them, e.g. in Luther's Catechism.*" Pieper, Francis. *Christian Dogmatics*, Vol. I. CPH:St. Louis, 1950 page 532.
21. Quote #4277 **What Luther Says**, ©1959 by Concordia Publishing House.
22. Studies cited are found in articles in: "The Hamilton Spectator", Wednesday, September 16, 1998; "BC Report" October 5th, 1998, The "Correspondent", AAL, July and August, 1998; "The Jesus Prescription for a Healthy Life, Abingdon Press, 1996 and "Parenting with Purpose," CPH, Family Films, 1992.
23. This is true long-term planning!
24. All of us are at different stages in our lives. Empty-nesters will have different time commitments from parents of young children. But we do need to start somewhere.
25. It should be noted that the average person today has more 'free-time' time to use as he or she wishes than ever before in history. This is due to a shorter work week and labour saving devices. We are all a 'privileged leisure' class when compared to the past when work and survival consumed almost all available time. Only the very rich used to have the time we take for granted.
26. The Sin of Procrastination by Gregg Harris Gregg Harris from an article which originally appeared in the Spring 1995 issue of *New Attitude*.
27. Based in part on Paul J. Meyer's "Attitude Is Everything."
28. Walton, Sam, **SAM WALTON Made in America My Story**, Bantam Books:New York, 1992 page 148.