

EFFECTIVE Time Management



Gabriel Ruhl | Spiritual Leadership Conference | June 13, 2017

“See then that ye walk circumspectly, not as fools, but as wise, Redeeming the time, because the days are evil. Wherefore be ye not unwise, but understanding what the will of the Lord is.” (Ephesians 5:15-17)

Introduction: _____

QUOTE: “Dost thou love life? Then do not squander time, for it is the stuff that life is made of.” —**Unknown**

1. _____

“Thou art worthy, O Lord, to receive glory and honour and power: for thou hast created all things, and for thy pleasure they are and were created.” (Revelation 4:11)

A. _____

*“For the gifts and calling of God are without repentance.”
(Romans 11:29)*

“Wherefore be ye not unwise, but understanding what the will of the Lord is.” (Ephesians 5:17)

“He restoreth my soul: he leadeth me in the paths of righteousness for his name’s sake.” (Psalm 23:3)

“Thus did Noah; according to all that God commanded him, so did he.” (Genesis 6:22)

B. _____



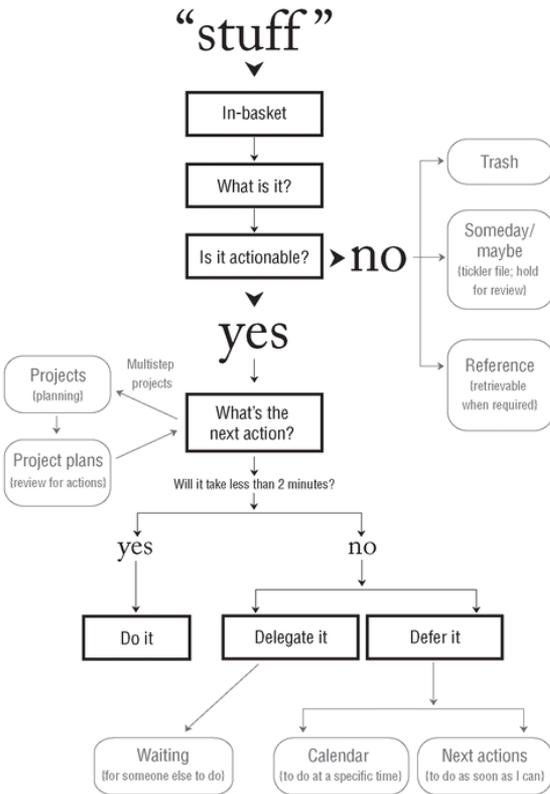
Get the Big Rocks in First
 Stephen Covey, *7 Habits of Highly Effective People*

“Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.” (Hebrews 13:17)

2. _____

QUOTE: “Failing to plan is planning to fail.” —Unknown

A. _____



Workflow Diagram
 David Allen,
Getting Things Done, The Art of Stress-free Productivity

B. _____

C. _____

QUOTE: "I got it all together, but I forgot where I put it."

—Unknown

D. _____

E. _____

F. _____

3. _____

A. Never Begin the Day until it is Finished on _____

Unmanaged Time:

- Flows to your weaknesses
- Flows to the trivial
- Surrenders to every emergency
- Comes under the control of other people and circumstances of life

QUOTE: "Taking action without thinking things through is a prime source of problems." **—Alec MacKenzie**

Areas of Priority/Responsibility to Consider When You Plan Your Day:

- Christian
- Spouse
- Parent
- Ministry
- Job
- Friends
- Yourself

B. Live Above the _____

Important	Urgent	Not Urgent
	I (MANAGE) <ul style="list-style-type: none"> • Crisis • Medical emergencies • Pressing problems • Deadline-driven projects • Last-minute preparations for scheduled activities 	II (FOCUS) <ul style="list-style-type: none"> • Preparation/planning • Prevention • Values clarification • Exercise • Relationship-building • True recreation/relaxation
	Quadrant of Necessity	Quadrant of Quality & Personal Leadership
Not Important	III (AVOID) <ul style="list-style-type: none"> • Interruptions, some calls • Some mail & reports • Some meetings • Many “pressing” matters • Many popular activities 	IV (AVOID) <ul style="list-style-type: none"> • Trivia, busywork • Junk mail • Some phone messages/email • Time wasters • Escape activities • Viewing mindless TV shows
	Quadrant of Deception	Quadrant of Waste

4 Quadrants by Stephen Covey

C. Learn to Say _____

D. Apply the _____ Principle in Everything

E. Create Large Blocks of _____

F. Be _____

QUOTE: “Attitude determines altitude.” —**Unknown**

G. Put _____ on Yourself

QUOTE: “Only 2% of people do excellent work without supervision.” —**Brian Tracy**, *Eat That Frog!*

H. Be Self- _____

QUOTE: “The ability to make yourself do what you should do, when you should do it, whether you feel like it or not.” — Elbert Hubbard

QUOTE: “Nothing is so fatiguing as the eternal hanging on of an uncompleted task.” —**William James**

I. Take Time to Review _____

J. Live by Your _____

4. _____

A. _____

B. No _____

C. _____

D. Addiction to _____

E. What to do When _____

- Delete
- Defer
- Delegate
- Do

5. _____

A. _____ Impact

B. Better Quality of _____

C. Get More _____

D. Less _____

Conclusion: _____

Please direct any questions from your session to qa@lancasterbaptist.org