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Class Number

213

Class Title

**SCRIPTURAL TIME  
MANAGEMENT**

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Level

Associates Level

This Syllabus is Approved for  
Baptist International University School of the Scriptures

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## CLASS 213 SCRIPTURAL TIME MANAGEMENT

This Syllabus is a study on *Scriptural Time Management*. It documents the scriptural principles of managing time as applied to all areas of God's work. The student should learn to be a good steward of the time he has on this earth if he is to glorify the Father with his faithful service.

This Syllabus can be used in conjunction with other Class Syllabi, which have other Teaching.

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CLASS 213 SCRIPTURAL TIME MANAGEMENT

**SCRIPTURAL TIME MANAGEMENT**

A Syllabus Approved for Baptist International University School of the Scriptures – 1 Credit.

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August 3, 2020

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## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### Scripture References

#### Use of *Time* in the New Testament:

##### Matthew 4

11 Then the devil leaveth him, and, behold, angels came and ministered unto him.

12 Now when Jesus had heard that John was cast into prison, he departed into Galilee;

13 And leaving Nazareth, he came and dwelt in Capernaum, which is upon the sea coast, in the borders of Zabulon and Nephthalim:

14 That it might be fulfilled which was spoken by Esaias the prophet, saying,

15 The land of Zabulon, and the land of Nephthalim, by the way of the sea, beyond Jordan, Galilee of the Gentiles;

16 The people which sat in darkness saw great light; and to them which sat in the region and shadow of death light is sprung up.

17 From that time Jesus began to preach, and to say, Repent: for the kingdom of heaven is at hand.

##### Matthew 8

29 And, behold, they cried out, saying, What have we to do with thee, Jesus, thou Son of God? art thou come hither to torment us before the time?

##### Matthew 13

30 Let both grow together until the harvest: and in the time of harvest I will say to the reapers, Gather ye together first the tares, and

bind them in bundles to burn them: but gather the wheat into my barn.

##### Matthew 16

3 And in the morning, It will be foul weather to day: for the sky is red and lowring. O ye hypocrites, ye can discern the face of the sky; but can ye not discern the signs of the times?

21 From that time forth began Jesus to shew unto his disciples, how that he must go unto Jerusalem, and suffer many things of the elders and chief priests and scribes, and be killed, and be raised again the third day.

##### Matthew 26

18 And he said, Go into the city to such a man, and say unto him, The Master saith, My time is at hand; I will keep the passover at thy house with my disciples.

##### Mark 1

15 And saying, The time is fulfilled, and the kingdom of God is at hand: repent ye, and believe the gospel.

##### Mark 13

33 Take ye heed, watch and pray: for ye know not when the time is.

##### Luke 8

13 They on the rock are they, which, when they hear, receive the word with joy; and these have no root, which for a while believe, and in time of temptation fall away.

##### Luke 9

51 And it came to pass, when the time was come that he should be received up, he stedfastly set his face to go to Jerusalem,

##### Luke 12

56 Ye hypocrites, ye can discern the face of the sky and of the earth; but how is it that ye do not discern this time?

##### Luke 16

1.16 The law and the prophets were until John: since that time the kingdom of God is preached, and every man presseth into it.

##### Luke 19

44 And shall lay thee even with the ground, and thy children within thee; and they shall not leave in thee one stone upon another; because thou knewest not the time of thy visitation.

##### Luke 21

8 And he said, Take heed that ye be not deceived: for many shall come in my name, saying, I am Christ; and the time draweth near: go ye not therefore after them.

24 And they shall fall by the edge of the sword, and shall be led away captive into all nations: and Jerusalem shall be trodden down of the Gentiles, until the times of the Gentiles be fulfilled.

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John 7

6 Then Jesus said unto them, My time is not yet come: but your time is always ready.

8 Go ye up unto this feast: I go not up yet unto this feast; for my time is not yet full come.

John 16

2 They shall put you out of the synagogues: yea, the time cometh, that whosoever killeth you will think that he doeth God service.

4 But these things have I told you, that when the time shall come, ye may remember that I told you of them. And these things I said not unto you at the beginning, because I was with you.

25 These things have I spoken unto you in proverbs: but the time cometh, when I shall no more speak unto you in proverbs, but I shall shew you plainly of the Father.

Acts 1

6 When they therefore were come together, they asked of him, saying, Lord, wilt thou at this time restore again the kingdom to Israel?

7 And he said unto them, It is not for you to know the times or the seasons, which the Father hath put in his own power.

Acts 3

19 Repent ye therefore, and be converted, that your sins may be blotted out, when the times of refreshing shall come from the presence of the Lord;

2.21 Whom the heaven must receive until the times of restitution of all things, which

God hath spoken by the mouth of all his holy prophets since the world began.

Acts 7

17 But when the time of the promise drew nigh, which God had sworn to Abraham, the people grew and multiplied in Egypt,

Acts 13

18 And about the time of forty years suffered he their manners in the wilderness.

Acts 17

26 And hath made of one blood all nations of men for to dwell on all the face of the earth, and hath determined the times before appointed, and the bounds of their habitation;  
30 And the times of this ignorance God winked at; but now commandeth all men every where to repent:

Romans 3

22 Even the righteousness of God which is by faith of Jesus Christ unto all and upon all them that believe: for there is no difference:

23 For all have sinned, and come short of the glory of God;

24 Being justified freely by his grace through the redemption that is in Christ Jesus:

25 Whom God hath set forth to be a propitiation through faith in his blood, to declare his righteousness for the remission of sins that are past, through the forbearance of God;

26 To declare, I say, at this time his righteousness: that he might be just, and the justifier of him which believeth in Jesus.

Romans 5

6 For when we were yet without strength, in due time Christ died for the ungodly.

Romans 8

18 For I reckon that the sufferings of this present time are not worthy to be compared with the glory which shall be revealed in us.

Romans 11

5 Even so then at this present time also there is a remnant according to the election of grace.

30 For as ye in times past have not believed God, yet have now obtained mercy through their unbelief:

Romans 13

11 And that, knowing the time, that now it is high time to awake out of sleep: for now is our salvation nearer than when we believed.

1 Corinthians

5 Therefore judge nothing before the time, until the Lord come, who both will bring to light the hidden things of darkness, and will make manifest the counsels of the hearts: and then shall every man have praise of God.

1 Corinthians 7

29 But this I say, brethren, the time is short: it remaineth, that

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both they that have wives be as though they had none;

1 Corinthians 15

8 And last of all he was seen of me also, as of one born out of due time.

1 Corinthians 16

12 As touching our brother Apollos, I greatly desired him to come unto you with the brethren: but his will was not at all to come at this time; but he will come when he shall have convenient time.

2 Corinthians 6

2 (For he saith, I have heard thee in a time accepted, and in the day of salvation have I succoured thee: behold, now is the accepted time; behold, now is the day of salvation.)

Galatians 1

13 For ye have heard of my conversation in time past in the Jews' religion, how that beyond measure I persecuted the church of God, and wasted it:

23 But they had heard only, That he which persecuted us in times past now preacheth the faith which once he destroyed.

Galatians 4

2 But is under tutors and governors until the time appointed of the father.

4 But when the fulness of the time was come, God sent forth his Son, made of a woman, made under the law,

10 Ye observe days, and months, and times, and years.

Galatians 5

21 Envyings, murders, drunkenness, revellings, and such like: of the which I tell you before, as I have also told you in time past, that they which do such things shall not inherit the kingdom of God.

Ephesians 1

10 That in the dispensation of the fulness of times he might gather together in one all things in Christ, both which are in heaven, and which are on earth; even in him:

Ephesians 2

2 Wherein in time past ye walked according to the course of this world, according to the prince of the power of the air, the spirit that now worketh in the children of disobedience:

3 Among whom also we all had our conversation in times past in the lusts of our flesh, fulfilling the desires of the flesh and of the mind; and were by nature the children of wrath, even as others.

11 Wherefore remember, that ye being in time past Gentiles in the flesh, who are called Uncircumcision by that which is called the Circumcision in the flesh made by hands;

12 That at that time ye were without Christ, being aliens from the commonwealth of Israel, and strangers from the covenants of promise, having no hope, and without God in the world:

Ephesians 5:16

16 Redeeming the time, because the days are evil.

Colossians 7

7 In the which ye also walked some time, when ye lived in them.

Colossians 4

5 Walk in wisdom toward them that are without, redeeming the time.

1 Thessalonians 5

1 But of the times and the seasons, brethren, ye have no need that I write unto you.

2 Thessalonians 2

6 And now ye know what withholdeth that he might be revealed in his time.

1 Timothy 2

6 Who gave himself a ransom for all, to be testified in due time.

1 Timothy 6

15 Which in his times he shall shew, who is the blessed and only Potentate, the King of kings, and Lord of lords;

19 Laying up in store for themselves a good foundation against the time to come, that they may lay hold on eternal life.

2 Timothy 3

1 This know also, that in the last days perilous times shall come.

2 Timothy 4

3 For the time will come when they will not endure sound doctrine; but after their own lusts shall they heap to themselves teachers, having itching ears;



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6 For I am now ready to be offered, and the time of my departure is at hand.

Titus 1

3 But hath in due times manifested his word through preaching, which is committed unto me according to the commandment of God our Saviour;

Philemon

11 Which in time past was to thee unprofitable, but now profitable to thee and to me:

Hebrews 1

1 God, who at sundry times and in divers manners spake in time past unto the fathers by the prophets,

5 For unto which of the angels said he at any time, Thou art my Son, this day have I begotten thee? And again, I will be to him a Father, and he shall be to me a Son?

13 But to which of the angels said he at any time, Sit on my right hand, until I make thine enemies thy footstool?

Hebrews 2

1 Therefore we ought to give the more earnest heed to the things which we have heard, lest at any time we should let them slip.

Hebrews 4

7 Again, he limiteth a certain day, saying in David, To day, after so long a time; as it is said, To day if ye will hear his voice, harden not your hearts.

16 Let us therefore come boldly unto the throne of grace, that we may obtain

mercy, and find grace to help in time of need.

Hebrews 5

12 For when for the time ye ought to be teachers, ye have need that one teach you again which be the first principles of the oracles of God; and are become such as have need of milk, and not of strong meat.

Hebrews 9

9 Which was a figure for the time then present, in which were offered both gifts and sacrifices, that could not make him that did the service perfect, as pertaining to the conscience;

10 Which stood only in meats and drinks, and divers washings, and carnal ordinances, imposed on them until the time of reformation.

28 So Christ was once offered to bear the sins of many; and unto them that look for him shall he appear the second time without sin unto salvation.

Hebrews 11

32 And what shall I more say? for the time would fail me to tell of Gedeon, and of Barak, and of Samson, and of Jephthae; of David also, and Samuel, and of the prophets:

James 4

14 Whereas ye know not what shall be on the morrow. For what is your life? It is even a vapour, that appeareth for a little time, and then vanisheth away.

1 Peter 1

5 Who are kept by the power of God through faith unto salvation ready to be revealed in the last time.

11 Searching what, or what manner of time the Spirit of Christ which was in them did signify, when it testified beforehand the sufferings of Christ, and the glory that should follow.

17 And if ye call on the Father, who without respect of persons judgeth according to every man's work, pass the time of your sojourning here in fear:

20 Who verily was foreordained before the foundation of the world, but was manifest in these last times for you,

1 Peter 2

1.10 Which in time past were not a people, but are now the people of God: which had not obtained mercy, but now have obtained mercy.

1 Peter 3

5 For after this manner in the old time the holy women also, who trusted in God, adorned themselves, being in subjection unto their own husbands:

1 Peter 4

2 That he no longer should live the rest of his time in the flesh to the lusts of men, but to the will of God.

3 For the time past of our life may suffice us to have wrought the will of the Gentiles, when we walked in lasciviousness, lusts, excess

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of wine, revellings, banquetings, and abominable idolatries:

17 For the time is come that judgment must begin at the house of God: and if it first begin at us, what shall the end be of them that obey not the gospel of God?

1 Peter 5

6 Humble yourselves therefore under the mighty hand of God, that he may exalt you in due time:

2 Peter 1

21 For the prophecy came not in old time by the will of man: but holy men of God spake as they were moved by the Holy Ghost.

2 Peter 2

3 And through covetousness shall they with feigned words make merchandise of you: whose judgment now of a long time lingereth not, and their damnation slumbereth not.

13 And shall receive the reward of unrighteousness, as they that count it pleasure to riot in the day time. Spots they are and blemishes, sporting themselves with their own deceivings while they feast with you;

1 John 2

18 Little children, it is the last time: and as ye have heard that antichrist shall come, even now are there many antichrists; whereby we know that it is the last time.

1 John 4

12 No man hath seen God at any time. If we love one another, God dwelleth in us, and his love is perfected in us.

Jude 1

18 How that they told you there should be mockers in the last time, who should walk after their own ungodly lusts.

Revelation 1

3 Blessed is he that readeth, and they that hear the words of this prophecy, and keep those things which are written therein: for the time is at hand.

Revelation 10

6 And sware by him that liveth for ever and ever, who created heaven, and the things that therein are, and the earth, and the things that therein are, and the sea, and the things which are therein, that there should be time no longer:

Revelation 11

18 And the nations were angry, and thy wrath is come, and the time of the dead, that they should be judged, and that thou shouldest give reward unto thy servants the prophets, and to the saints, and them that fear thy name, small and great; and shouldest destroy them which destroy the earth.

Revelation 12

12 Therefore rejoice, ye heavens, and ye that dwell in them. Woe to the inhabitants of the earth and of the sea! for the devil is come down unto you, having great wrath,

because he knoweth that he hath but a short time.

14 And to the woman were given two wings of a great eagle, that she might fly into the wilderness, into her place, where she is nourished for a time, and times, and half a time, from the face of the serpent.

Revelation 14

15 And another angel came out of the temple, crying with a loud voice to him that sat on the cloud, Thrust in thy sickle, and reap: for the time is come for thee to reap; for the harvest of the earth is ripe.

Revelation 22

10 And he saith unto me, Seal not the sayings of the prophecy of this book: for the time is at hand.

### **Use of *Time* in Psalms**

Psalms 4

7 Thou hast put gladness in my heart, more than in the time that their corn and their wine increased.

Psalms 9

9 The LORD also will be a refuge for the oppressed, a refuge in times of trouble.

Psalms 10

1 Why standest thou afar off, O LORD? why hidest thou thyself in times of trouble?

Psalms 12

6 The words of the LORD are pure words: as silver tried in a

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furnace of earth, purified seven times.

Psalms 21

9 Thou shalt make them as a fiery oven in the time of thine anger: the LORD shall swallow them up in his wrath, and the fire shall devour them.

Psalms 27

5 For in the time of trouble he shall hide me in his pavilion: in the secret of his tabernacle shall he hide me; he shall set me up upon a rock.

Psalms 31

15 My times are in thy hand: deliver me from the hand of mine enemies, and from them that persecute me.

Psalms 32

6 For this shall every one that is godly pray unto thee in a time when thou mayest be found: surely in the floods of great waters they shall not come nigh unto him.

Psalms 34

1 I will bless the LORD at all times: his praise shall continually be in my mouth.

Psalms 37

19 They shall not be ashamed in the evil time: and in the days of famine they shall be satisfied.

39 But the salvation of the righteous is of the LORD: he is their strength in the time of trouble.

Psalms 41

1 Blessed is he that considereth the poor: the

LORD will deliver him in time of trouble.

Psalms 44

1 We have heard with our ears, O God, our fathers have told us, what work thou didst in their days, in the times of old.

Psalms 56

3 What time I am afraid, I will trust in thee.

Psalms 62

8 Trust in him at all times; ye people, pour out your heart before him: God is a refuge for us. Selah.

Psalms 69

13 But as for me, my prayer is unto thee, O LORD, in an acceptable time: O God, in the multitude of thy mercy hear me, in the truth of thy salvation.

Psalms 71

9 Cast me not off in the time of old age; forsake me not when my strength faileth.

Psalms 77

5 I have considered the days of old, the years of ancient times.

Psalms 78

38 But he, being full of compassion, forgave their iniquity, and destroyed them not: yea, many a time turned he his anger away, and did not stir up all his wrath.

Psalms 81

3 Blow up the trumpet in the new moon, in the time

appointed, on our solemn feast day.

15 The haters of the LORD should have submitted themselves unto him: but their time should have endured for ever.

Psalms 89

47 Remember how short my time is: wherefore hast thou made all men in vain?

Psalms 102

13 Thou shalt arise, and have mercy upon Zion: for the time to favour her, yea, the set time, is come.

Psalms 105

19 Until the time that his word came: the word of the LORD tried him.

Psalms 106

3 Blessed are they that keep judgment, and he that doeth righteousness at all times.

43 Many times did he deliver them; but they provoked him with their counsel, and were brought low for their iniquity.

Psalms 113

2 Blessed be the name of the LORD from this time forth and for evermore.

Psalms 115

18 But we will bless the LORD from this time forth and for evermore. Praise the LORD.

Psalms 119

20 My soul breaketh for the longing that it hath unto thy judgments at all times.

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126 It is time for thee, LORD, to work: for they have made void thy law.

164 Seven times a day do I praise thee because of thy righteous judgments.

Psalms 121

8 The LORD shall preserve thy going out and thy coming in from this time forth, and even for evermore.

Psalms 129

1 Many a time have they afflicted me from my youth, may Israel now say:

2 Many a time have they afflicted me from my youth: yet they have not prevailed against me.

### Use of *Time* in Proverbs

Proverbs 5

19 Let her be as the loving hind and pleasant roe; let her breasts satisfy thee at all times; and be thou ravished always with her love.

Proverbs 17

17 A friend loveth at all times, and a brother is born for adversity.

Proverbs 24

16 For a just man falleth seven times, and riseth up again: but the wicked shall fall into mischief.

Proverbs 25

13 As the cold of snow in the time of harvest, so is a faithful messenger to them that send him: for he refresheth the soul of his masters.

19 Confidence in an unfaithful man in time of trouble is like a broken tooth, and a foot out of joint.

Proverbs 31

25 Strength and honour are her clothing; and she shall rejoice in time to come.

### Use of *Time* in Ecclesiastes

Ecclesiastes 1

10 Is there any thing whereof it may be said, See, this is new? it hath been already of old time, which was before us.

Ecclesiastes 3

1 To every thing there is a season, and a time to every purpose under the heaven:

2 A time to be born, and a time to die; a time to plant, and a time to pluck up that which is planted;

3 A time to kill, and a time to heal; a time to break down, and a time to build up;

4 A time to weep, and a time to laugh; a time to mourn, and a time to dance;

5 A time to cast away stones, and a time to gather stones together; a time to embrace, and a time to refrain from embracing;

6 A time to get, and a time to lose; a time to keep, and a time to cast away;

7 A time to rend, and a time to sew; a time to keep silence, and a time to speak;

8 A time to love, and a time to hate; a time of war, and a time of peace.

11 He hath made every thing beautiful in his time: also he

hath set the world in their heart, so that no man can find out the work that God maketh from the beginning to the end.

Ecclesiastes 3

17 I said in mine heart, God shall judge the righteous and the wicked: for there is a time there for every purpose and for every work.

Ecclesiastes 7

17 Be not over much wicked, neither be thou foolish: why shouldest thou die before thy time?

Ecclesiastes 8

5 Whoso keepeth the commandment shall feel no evil thing: and a wise man's heart discerneth both time and judgment.

6 Because to every purpose there is time and judgment, therefore the misery of man is great upon him.

9 All this have I seen, and applied my heart unto every work that is done under the sun: there is a time wherein one man ruleth over another to his own hurt.

12 Though a sinner do evil an hundred times, and his days be prolonged, yet surely I know that it shall be well with them that fear God, which fear before him:

Ecclesiastes 9

11 I returned, and saw under the sun, that the race is not to the swift, nor the battle to the strong, neither yet bread to the wise, nor yet riches to men of understanding, nor yet favour

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to men of skill; but time and chance happeneth to them all.  
12 For man also knoweth not his time: as the fishes that are taken in an evil net, and as the birds that are caught in the snare; so are the sons of men snared in an evil time, when it falleth suddenly upon them.

### **Use of *Ready* in the New Testament**

#### Matthew 22

4 Again, he sent forth other servants, saying, Tell them which are bidden, Behold, I have prepared my dinner: my oxen and my fatlings are killed, and all things are ready: come unto the marriage.

8 Then saith he to his servants, The wedding is ready, but they which were bidden were not worthy.

#### Matthew 24

44 Therefore be ye also ready: for in such an hour as ye think not the Son of man cometh.

#### Matthew 25

10 And while they went to buy, the bridegroom came; and they that were ready went in with him to the marriage: and the door was shut.

#### Matthew 26

19 And the disciples did as Jesus had appointed them; and they made ready the passover.

#### Mark 14

15 And he will shew you a large upper room furnished

and prepared: there make ready for us.

16 And his disciples went forth, and came into the city, and found as he had said unto them: and they made ready the passover.

38 Watch ye and pray, lest ye enter into temptation. The spirit truly is ready, but the flesh is weak.

#### Luke 1

17 And he shall go before him in the spirit and power of Elias, to turn the hearts of the fathers to the children, and the disobedient to the wisdom of the just; to make ready a people prepared for the Lord.

#### Luke 7

2 And a certain centurion's servant, who was dear unto him, was sick, and ready to die.

#### Luke 9

52 And sent messengers before his face: and they went, and entered into a village of the Samaritans, to make ready for him.

#### Luke 12

40 Be ye therefore ready also: for the Son of man cometh at an hour when ye think not.

#### Luke 14

17 And sent his servant at supper time to say to them that were bidden, Come; for all things are now ready.

#### Luke 17

8 And will not rather say unto him, Make ready wherewith I may sup, and gird thyself, and

serve me, till I have eaten and drunken; and afterward thou shalt eat and drink?

#### Luke 22

12 And he shall shew you a large upper room furnished: there make ready.

13 And they went, and found as he had said unto them: and they made ready the passover.

33 And he said unto him, Lord, I am ready to go with thee, both into prison, and to death.

#### John 7

6 Then Jesus said unto them, My time is not yet come: but your time is always ready.

#### Acts 10

10 And he became very hungry, and would have eaten: but while they made ready, he fell into a trance,

#### Acts 20

7 And upon the first day of the week, when the disciples came together to break bread, Paul preached unto them, ready to depart on the morrow; and continued his speech until midnight.

#### Acts 21

13 Then Paul answered, What mean ye to weep and to break mine heart? for I am ready not to be bound only, but also to die at Jerusalem for the name of the Lord Jesus.

#### Acts 23

15 Now therefore ye with the council signify to the chief captain that he bring him down unto you to morrow, as

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though ye would inquire something more perfectly concerning him: and we, or ever he come near, are ready to kill him.

21 But do not thou yield unto them: for there lie in wait for him of them more than forty men, which have bound themselves with an oath, that they will neither eat nor drink till they have killed him: and now are they ready, looking for a promise from thee.

23 And he called unto him two centurions, saying, Make ready two hundred soldiers to go to Caesarea, and horsemen threescore and ten, and spearmen two hundred, at the third hour of the night;

Romans 1

15 So, as much as in me is, I am ready to preach the gospel to you that are at Rome also.

2 Corinthians 8

19 And not that only, but who was also chosen of the churches to travel with us with this grace, which is administered by us to the glory of the same Lord, and declaration of your ready mind:

2 Corinthians 9

2 For I know the forwardness of your mind, for which I boast of you to them of Macedonia, that Achaia was ready a year ago; and your zeal hath provoked very many.

3 Yet have I sent the brethren, lest our boasting of you should be in vain in this

behalf; that, as I said, ye may be ready:

5 Therefore I thought it necessary to exhort the brethren, that they would go before unto you, and make up beforehand your bounty, whereof ye had notice before, that the same might be ready, as a matter of bounty, and not as of covetousness.

2 Corinthians 10

16 To preach the gospel in the regions beyond you, and not to boast in another man's line of things made ready to our hand.

2 Corinthians 12

14 Behold, the third time I am ready to come to you; and I will not be burdensome to you: for I seek not yours, but you: for the children ought not to lay up for the parents, but the parents for the children.

1Tim.6

18 That they do good, that they be rich in good works, ready to distribute, willing to communicate;

2Tim.4

6 For I am now ready to be offered, and the time of my departure is at hand.

Titus 3

1 Put them in mind to be subject to principalities and powers, to obey magistrates, to be ready to every good work,

Hebrews 8

13 In that he saith, A new covenant, he hath made the

first old. Now that which decayeth and waxeth old is ready to vanish away.

1 Peter 1

5 Who are kept by the power of God through faith unto salvation ready to be revealed in the last time.

1 Peter 3

15 But sanctify the Lord God in your hearts: and be ready always to give an answer to every man that asketh you a reason of the hope that is in you with meekness and fear:

1 Peter 4

5 Who shall give account to him that is ready to judge the quick and the dead.

1 Peter 5

2 Feed the flock of God which is among you, taking the oversight thereof, not by constraint, but willingly; not for filthy lucre, but of a ready mind;

Revelation 3

2 Be watchful, and strengthen the things which remain, that are ready to die: for I have not found thy works perfect before God.

Revelation 12

4 And his tail drew the third part of the stars of heaven, and did cast them to the earth: and the dragon stood before the woman which was ready to be delivered, for to devour her child as soon as it was born.

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Revelation 19

7 Let us be glad and rejoice,  
and give honour to him: for

the marriage of the Lamb is  
come, and his wife hath made  
herself ready.

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### Introduction

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

This class is intended to fulfill a number of requirements in the curriculum of *Baptist International School of the Scriptures*.

- First, we want to make sure the student has a good understanding of how God *created* and *used* time.
- Secondly, the student needs to understand the *commandments* in respect to the use of time.
- Thirdly, we want the student to be encouraged and informed so as to be *efficient* with his time that he has on this earth.

We know our time on earth is short – it is but a vapor (James 4:14). We know that a good portion of our years is used up in youth and old age. Frankly, even if a man starts young in his service to God (which he should, Ecclesiastes 12:1), he can expect 40 – 50 years of full-strength effort (Proverbs 20:29).

Looking at our great and perfect *Ensample* and *Pattern* for us to follow, our Savior served the Father better than anyone – and he accomplished this in only three and a half years. We should also consider the 20 years of preparation between his priority at 12 years old of being about his Father’s business (Luke 2:49), and the approximately 32 years of age when he started his recorded ministry. During this time of Jesus’ life, although we have no record, we find he is called a carpenter in Mark 6:3. Jesus followed Joseph’s business, which he likely learned from his father, who was also a carpenter (Matthew 13:55). Furthermore, Luke 2:51-52 says:

51 And he went down with them, and came to Nazareth, and was subject unto them: but his mother kept all these sayings in her heart.

52 And Jesus increased in wisdom and stature, and in favour with God and man.

Jesus prepared himself for his gospel ministry for twenty years, for we know by his character and teaching that he would maintain the priority of doing his Father’s business (Luke 9:62) from age 12 upwards.

Besides having a priority for his life, Jesus also had his agenda or *written schedule*. That would be the fulfilling the Old Testament prophecies. Notice Luke 4:21 and context: “And he began to say unto them, This day is this scripture fulfilled in your ears.” The fulfilling of messianic prophecies were the Lord’s agenda, and to document the many places where the Lord perfectly fulfilled them is another study. Time or room does not allow for it here. In the sermon on the mount, his first recorded message, the Lord said in 5:17 “Think not that I am come to destroy the law, or the prophets: I am not come to destroy, but to fulfil.” The Lord knew what his agenda was, for he said in Luke 4:43: “And he said unto them, I must preach the kingdom of God to other cities also: for therefore am I sent.”



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Another aspect to consider is that Jesus chose 12 men (John 6:70) to train for the execution of the work after his ascension. He took the time to reproduce himself, albeit with fallible men. This shows us the wisdom of delegation and working in unity toward a common objective, and it shows the benefit of training others with patience. Furthermore, we see the work of *one* man – the God-Man Jesus – set his own work upon the shoulders of *many*. Now, two thousand years later, we have tens of thousands of men doing the work.

The instruction for the work of his kingdom that we carry out was “packaged and preserved” in a manner that we can still follow it today. The work is not limited by time, place, people, culture; or changes in governments, societies, or the devil himself. The wisdom of the Savior to do and teach had a tremendous pay-off because during his earthly ministry he did all things well (Mark 7:37). This is a lesson to us all.

During a man’s sojourn on this earth, if he is best to serve God, he must start in his youth (Ecclesiastes 12:1). He must learn and follow men who follow Christ (1 Corinthians 11:1). He must use his time wisely and diligently so as to be profitable unto the Lord.

During this time of faithful service, after learning and doing the work, he must also reproduce other men for the ministry. In old age, when the body starts to slow down, he should – besides having his replacements ready – be able to show a good return (be profitable) on the life that was redeemed by the Lord. He should be able to say, “Lord, thy pound hath gained ten pounds” (Luke 19:16).

This is how all of us have learned if we have learned well. We learn from the previous generation who were faithful to do and teach the things of God. Anyone who learned anything correct, learned it from a previous generation (Ecclesiastes 1:9). A person who says he is “self-taught” in the works of religion, not only has a fool for a teacher, and an idiot for a student; but he will probably bring forth erroneous doctrine. How can a teacher with no experience in the way of God or knowledge of the holy teach another?

Especially with the knowledge of God, we first have *the Teacher* – the Holy Ghost (John 14:26). Then we have the Lord himself – Matthew 7:29; Mark 1:22; etc. Then, the Savior sent men to “teach all nations” (Matthew 28:18-20).

This is not to say we should not or could not learn through self-study. This we should do and do often and regularly. But we learn by *rightly dividing the word of truth* with the Spirit’s help (2 Timothy 2:15; 3:16). We also learn by leveraging other men’s writings. But we first prove the wisdom of men by the word of God. And we learn most of all by applying the things of God that we read in the New Testament. We learn through godly obedience.

There is wisdom in learning by experimentation (i.e., Thomas Edison and his 1,093 patented inventions), but these are things related to physics and witty inventions. We do not experiment with the word of God for it has been proved already (Proverbs 30:5).

Anything we learn and teach must be proved over time. For 2,000 years the servants of God have faithfully passed on the knowledge and “the way” to do the work of the Lord, which we learned from the apostles, who learned from Jesus Christ. We have all benefited from people who taught us the good and profitable things of life, starting with parents, schoolteachers, and pastors – see Ephesians 4:11-14.

Any man who starts something new, not authorized and connected to what was passed down, creates a *new religion*, or a *new doctrine*, or a *new thought*. We know of men who have done this – they have created

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new (and false) religions from scratch. The Lord himself said, "... My doctrine is not mine, but his that sent me (John 7:16). If a doctrine is of Jesus Christ, it will have endured 2,000 until today. If the doctrine just recently came into existence; it cannot be true.

But we are not associated with these men who bring new doctrines. Our *Book* (the Holy Bible) is translated from the Received Text (i.e., *Textus Receptus*) – the text passed down through the ages from the apostles and the churches. The Old Testament is translated from the Masoretic Text (MT), the Hebrew scriptures spoken of by Jesus Christ himself (Matthew 5:18; Luke 16:17). Our churches are passed down and connected by a trail of blood to the *First Baptist Church of Jerusalem* founded by Jesus Christ himself during his earthly ministry (Matthew 16:18). And our doctrine is that of the New Testament, comprised of the commandments of our Savior – Matthew 28:18-10. We Baptists are New Testaments churches connected to the first church an *unbroken* threefold cord of the gospel, baptism, and ordination. These are the first principles of the doctrine of Christ (Hebrews 6:1-3).

The use of time is given to every man by God as a gift. And God will judge a man for his stewardship of this gift. We should learn and teach in an expedient manner, making the best use of our time on earth.

The path of a man's life should go through these stages:

- Look
- Listen
- Learn
- Live
- Love
- Labor
- Lead
- Leave

This author has preached, taught, and written much on these things. At the end of this syllabus (*Lesson 28: The Path of the Just*) this subject is elaborated. Briefly, a man learns rightly so that he can labor and lead rightly, then he can leave rightly.

### **The Energy and Vision of Youth**

*The glory of young men is their strength: and the beauty of old men is the gray head.* (Proverbs 20:29)

People will always be amazed at what a man accomplishes when he sets his mind to the task. Furthermore, a man usually accomplishes more in his twenties and thirties than he does in his later years. The time of innovation coupled with the man's youth, strength, excitement, and vision; provide a perfect synergetic opportunity to accomplish great things for God.

Although what he builds may grow and he may become wiser and wealthier, many times we see the great accomplishments of men's lives are in the third and fourth decades. For this reason, we ought to encourage and support young men with a vision to do something for God. (This is not to say that we do not support older men.)

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Joel 2:28: “And it shall come to pass afterward, that I will pour out my spirit upon all flesh; and your sons and your daughters shall prophesy, your old men shall dream dreams, your young men shall see visions....”

One thing that can be of a great advantage is for older men to pass on to the younger men (the next generation) their dreams. Young men have their own I am sure, but an older man has the life experience to see what is a wise investment of time, especially because his is short. If that dream (or work) is taken up by a young man, he can have the combined advantage of an old man’s dream and his own vision and enthusiasm to make the thing come to pass. As with David’s dream of the temple that was executed by Solomon, David prepared all that was needed for his son to build it. Because of that dream and vision, Solomon continued to build and make many other great wonders. He obviously managed the work, but there is no doubt the building of the temple was the impetus and initial step for his other achievements.

Notice the things Solomon accomplished in Ecclesiastes 2:4-8:

4 I made me great works; I builded me houses; I planted me vineyards:  
5 I made me gardens and orchards, and I planted trees in them of all kind of fruits:  
6 I made me pools of water, to water therewith the wood that bringeth forth trees:  
7 I got me servants and maidens, and had servants born in my house; also I had great possessions of great and small cattle above all that were in Jerusalem before me:  
8 I gathered me also silver and gold, and the peculiar treasure of kings and of the provinces: I gat me men singers and women singers, and the delights of the sons of men, as musical instruments, and that of all sorts.

Solomon’s great wisdom was manifested in his great works. We can also imagine the level of planning and organization to accomplish these works. He did realize these are but vanity unless God is in it, but we have a record of someone who proved that concept.

At the completion of the foundation of the second temple we find in Ezra 3:10-13

10 And when the builders laid the foundation of the temple of the LORD, they set the priests in their apparel with trumpets, and the Levites the sons of Asaph with cymbals, to praise the LORD, after the ordinance of David king of Israel.  
11 And they sang together by course in praising and giving thanks unto the LORD; because he is good, for his mercy endureth for ever toward Israel. And all the people shouted with a great shout, when they praised the LORD, because the foundation of the house of the LORD was laid.  
12 But many of the priests and Levites and chief of the fathers, who were ancient men, that had seen the first house, when the foundation of this house was laid before their eyes, wept with a loud voice; and many shouted aloud for joy:  
13 So that the people could not discern the noise of the shout of joy from the noise of the weeping of the people: for the people shouted with a loud shout, and the noise was heard afar off.

We see the enthusiasm for the foundation being laid. There was rejoicing and celebration. There was singing and praise. We see the ancient men who survived the Babylonian captivity wept. Others expressed great joy. All had a part in the work together and each rejoiced in their own way.

We ought to celebrate accomplishments along the way to completion. For this is an encouragement and revives the enthusiasm for a project. One way to prevent burn-out or dis-interest is to celebrate reasonable accomplishments along the way of achieving the greater mission.

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### **Focused Leadership – Nehemiah**

All projects, especially those done for the Lord, will have opposition. The arrangement of *order out of chaos* takes effort and goes against the natural order. With things of God, it goes against the powers of darkness. This we see with Nehemiah and his dealing with Sanballat and Tobiah. Sanballat was a Samaritan leader (Haron), and his servant Tobiah was an Ammonite (Nehemiah 2:10, 19; 4:7), and they associated with Geshem the Arabian.

When it pleased king Artaxerxes to send Nehemiah to Jerusalem to build it (Nehemiah 2:6), even with the king's authority, his horsemen, army, and letters; we find in verse 10: "When Sanballat the Horonite, and Tobiah the servant, the Ammonite, heard of it, it grieved them exceedingly that there was come a man to seek the welfare of the children of Israel."

Throughout the book of Nehemiah, we see Sanballat wroth when they were building the wall and he mocked the Jews (4:1-3). We see him wroth again when the breaches in the wall were repaired (4:7). When Sanballat saw the work prospering, he tried to distract Nehemiah, but Nehemiah knew he thought to do him mischief (6:1-2). This man Sanballat was notorious for wanting to hinder the work of the Lord. The tactics he used: mockery, ridicule, fear, letters, distractions, lies, deception, repeated attempts, and even physical harm (6:10).

Nehemiah's focus is known by this well-known passage (6:3): "And I sent messengers unto them, saying, I am doing a great work, so that I cannot come down: why should the work cease, whilst I leave it, and come down to you?" Amen!

**"I am doing a great work."** God's work is the greatest work and the best use of our times. Enemies of God will try to distract from this work.

When Shemaiah said to Nehemiah in 6:10, "Let us meet together in the house of God, within the temple, and let us shut the doors of the temple: for they will come to slay thee; yea, in the night will they come to slay thee."

Nehemiah said, "Should such a man as I flee? and who is there, that, being as I am, would go into the temple to save his life? I will not go in (v. 11).

He knew people were watching, and if he stopped the work or gave into fear, so would the others. So, he prayed for God's strength (6:9) and continued.

### **We all have 128 hours a week**

Although we all have the same number of hours in a week, we find some people accomplish little while others accomplish much. One must be consistent, diligent, and focused to accomplish great things. Another part of the equation is the time, place, and opportunities presented to a man. Some make the time, place, and opportunity; and others have them thrust upon them.

The ability to stay focused on any task until it is completed has monumental potential (Luke 9:51 – And it came to pass, when the time was come that he should be received up, he stedfastly set his face to go to Jerusalem....)

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With this rare ability of focus (which a person can develop) a man can accomplish almost anything. He simply needs to stay focused at the task long enough until it is finished. This ability, however, without prayer and God's wisdom and power is of little worth. It is of no profit to focus on a thing that is not important when there are other more important things at hand.

The other side of this is the necessity of getting helpers. One man cannot do it all. Even though Jesus Christ *could* do it all, he chose his apostles to help and execute the greatest task of all – the redemption of mankind. Jesus focused on what he only could do, what was necessary, and he delegated the remainder to men.

Our Savior knew what things he had to do and what things his followers had to do. This is the beautiful pattern of purpose and execution and accomplishment – he finished the work (Luke 14:9; John 4:34; 19:30).

God's priorities ought to be our priorities. God's methods ought to be our methods. God's desires ought to be our desires.

Another way to maximize the use of the 128 hours of time that we all have is to have a structured and well-planned life. The advantage of having a *routine* of doing profitable activities cannot be understated. As Rome was not built in a day, neither is any great work built in a day. It is by consistent, focused activity that we accomplish worthy tasks. Pastor Tharpe would say, "*How do you eat an elephant? One bite at a time.*"

This is not to say *packing away a pachyderm* is a worthy task, but it shows that long journey is accomplished by the execution of many small consistent steps in the right direction.

A structured and disciplined life, however, must always be flexible for God's work (James 4:15). *The sabbath was made for man, and not man for the sabbath* (Mark 2:27). The purpose of a scheduled agenda is not that it *must be* fulfilled perfectly at any cost – but that it is a working document left open to God's leading. We must have God's speed when living our lives. Having God's speed starts with prayer and bible in the morning, and *continuing instant in prayer* during the day (Romans 12:12).

There is a poem by an unknown author called, *Too Busy to Pray*. It is provided for the reader:

### TOO BUSY TO PRAY

I got up early one morning and rushed right into the day!  
I had so much to accomplish that I didn't take time to pray.

Problems just tumbled about me, and heavier came each task.  
"Why doesn't God help me?" I wondered, He answered, "You didn't ask!"

I tried to come into God's presence; I used all my keys at the lock.  
God gently and lovingly chided, "Why, child, you didn't knock!"

I wanted to see joy and beauty, but the day toiled on, gray and bleak.  
I wondered why God didn't show me. He answered me, "But you didn't seek."

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I woke up early this morning, and paused before entering the day.  
I had so much to accomplish, that I had to take time to pray.

Author Unknown

We also found a poem on a similar theme, but called *Too Busy Not to Pray*:

### TOO BUSY NOT TO PRAY

I was so busy today,  
I had no time to kneel and Pray,  
No time to hear of someone's need,  
No time to do a good deed.

No time to read the Bible,  
No time to be idle,  
No time to sing a Hymn,  
No time until the day became dim.

Now what was I to do?  
Things troubled me all the day through,  
I was unable to get my work done,  
The day now was not fun.

I let my work stop for today,  
I took time to kneel and Pray,  
I took time to smile,  
Things went better in a while.

I took time to think of Jesus,  
And of all He has done for us,  
I thought of the Cross and Calvary,  
I am so Thankful He has time for me!

And we add a third on a similar theme, called, *I Am Just Too Busy*:

### I AM JUST TOO BUSY

I'm just too busy, Lord  
To read your Word today.  
I shuffled through the Bible,  
Then put the Book away.

I'm just too busy, Lord,  
To take the time to pray.  
I'm sure God will forgive me.

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I'm just too rushed today.

I'm just too busy, Lord  
To help that friend in need.  
I hear God's inner prompting,  
But I've no time to heed.

I'm just too busy, Lord,  
To stop and worship You.  
Today's the day I'm planning  
For me, some things to do.

I had a dream one night.  
I knocked on heaven's door.  
An angry angel answered:  
What are you knocking for?

God's far too busy now.  
He has no time for you.  
On earth you were too busy.  
So now, God's busy, too.

He turned away from me.  
I stood there all alone.  
I felt such utter blackness,  
The likes I've never known.

When I awoke next morning,  
I knelt beside my bed:  
From now on, make me busy  
For You, my Lord, instead.

Author Unknown

Are you too busy to pray? Are you too busy not to pray? Are you just too busy?

These poems can put into nice words our need to pray to the Father so we can start the day rightly. We have for our pattern the Lord Jesus Christ. In Mark 1:35 the word of God shows us: "And in the morning, rising up a great while before day, he went out, and departed into a solitary place, and there prayed." Like 5:16: "And he withdrew himself into the wilderness, and prayed." Luke 6:12: "And it came to pass in those days, that he went out into a mountain to pray, and continued all night in prayer to God."

We know our Savior was never too busy to pray.

### **Understanding the Stewardship of Time**

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As with other things: money, prayer, work, business, service, devotions, efforts, thoughts, etc.; we must also be faithful stewards with our time.

Rest and entertainment have their place, but not to an excess. Work and business also have their place, but not to an excess. Family and friends have their place, but not to an excess or to the neglect of other things. One thing is sure: If a man follows the priorities as defined by God, there is enough time to accomplish all things needed and there will be no conflicts. We set our priorities in alignment with God's priorities, and we *with moderation* (i.e., fairness and reasonableness, Philippians 4:5) do what is required.

Paul labored in the gospel and in the world – Acts 20:33-35 – but we never see Paul inefficient or ineffective. No man can rightly accuse Paul of being a poor steward of time or the gospel. He was as faithful as any man could possibly be. Even with the stress of the ministry and his bodily injuries (2 Corinthians 11:23-33) we see he pressed toward the mark. Add to his burden Paul's many months (and years) in prison. We see that he never gave up. He finished his course with joy. He fought a good fight, he ran a good race, and he kept the faith (2 Timothy 4:7). And what can we say was the motivating force? The *terror of the Lord* and the *love of Christ*. Behold the goodness and severity of God (Romans 11:22). Paul wrote in 2 Corinthians 5:11-15:

11 Knowing therefore the terror of the Lord, we persuade men; but we are made manifest unto God; and I trust also are made manifest in your consciences.

12 For we commend not ourselves again unto you, but give you occasion to glory on our behalf, that ye may have somewhat to answer them which glory in appearance, and not in heart.

13 For whether we be beside ourselves, it is to God: or whether we be sober, it is for your cause.

14 For the love of Christ constraineth us; because we thus judge, that if one died for all, then were all dead:

15 And that he died for all, that they which live should not henceforth live unto themselves, but unto him which died for them, and rose again.

The ministry of the Lord is a burden, but it is a worthy burden and it is a light burden (or should be – Matthew 11:30).

### **Wise Men Know the Time**

Ester 1:13-15 says:

13 Then the king said to the wise men, which knew the times, (for so was the king's manner toward all that knew law and judgment:

14 And the next unto him was Carshena, Shethar, Admatha, Tarshish, Meres, Marsena, and Memucan, the seven princes of Persia and Media, which saw the king's face, and which sat the first in the kingdom;)

15 What shall we do unto the queen Vashti according to law, because she hath not performed the commandment of the king Ahasuerus by the chamberlains?

Here the king had wise counsellors.

1 Chronicles 12:32 speaks of the men of Issachar: "And of the children of Issachar, which were men that had understanding of the times, to know what Israel ought to do; the heads of them were two hundred; and all their brethren were at their commandment."



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Some things we do not know: “And he said unto them, It is not for you to know the times or the seasons, which the Father hath put in his own power” (Acts 1:7).

But we can go to God for wisdom (Daniel 2:20-22):

20 Daniel answered and said, Blessed be the name of God for ever and ever: for wisdom and might are his:

21 And he changeth the times and the seasons: he removeth kings, and setteth up kings: he giveth wisdom unto the wise, and knowledge to them that know understanding:

22 He revealeth the deep and secret things: he knoweth what is in the darkness, and the light dwelleth with him.

### Good and Bad Habits

We are creatures of habit. Some of those habits are good, most are not. Carnal habits are too easy to form. Good habits take discipline to develop.

If a man sleeps late in the morning and sleeps away hours of the day, it is hard for him to overcome that habit. These things called “every weight, and the sin which doth so easily beset us” will slow down our race for God (Hebrews 12:1-3). Many military men and those who worked for decades arising early find they arise early in the morning even when they do not have to. Their life has been accustomed to this manner of living.

If a man is not used to arising early in the morning, when he does in fact arise early and matches hours with men who are used to it, he will probably tire before they do. The old saying, “*Comfort is the enemy of success*” applies.

*One must first keep up with footmen before he can contend with the horses* (Jeremiah 12:5).

There is a truth to the progression of a man that goes like this:

- A man’s **programming** controls his **thoughts** (The word of God should be our programming – Isaiah 55:8)
- A man’s **thoughts** control his **actions** (beware of poor desires, instead think on the things in Philippians 4:8; Proverbs 23:7). Beware of poor choices for they have consequences.
- A man’s **actions** control his **results** (Galatians 6:7-8).
- A man’s **actions** define his **character**.
- A man’s **results** control his **destiny**.
- A man’s **results** define his **reputation**.
- A man’s **results** define his **reward**.

If you want what others have, do what they do. If you want things to change, change your thoughts and actions.

The definition of insanity according to Albert Einstein is doing the same thing over and over again and expecting a different result.

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We reap what we sow. If we sow to the Spirit, we shall of the Spirit reap life everlasting – Galatians 6:8.

### **The Need for Discipline**

Although *discipline* is a hard word for some to accept, it is necessary to have personal discipline with the use of time. Comparing the lives of those who accomplish great things to the lives of those who do not, we see either discipline lacking in those who do not, or a wrong purpose of their effort.

Fortunately, when Jesus spoke of our following him (Matthew 16:24; Mark 8:34; Luke 9:23; 18:22; etc.), he combined the priority, the discipline, and the means of doing this. Blessed be our Savior! We have it all in Jesus (Colossians 2:10).

Being a *disciple* of the Lord means being under *his discipline* – his training. He is our *Rabbi*; we are his followers. We have the discipline as set by our Savior – his commandments.

We have also the right priority for the applied discipline – being conformed to the image of Christ himself (Romans 8:29). There is no better or higher priority. We will never go astray in our priorities if we are following Jesus Christ. He is our *Ne Plus Ultra* in all things. Furthermore, he gives us the Holy Ghost by whom we can have the power to do his work (Acts 1:8). Then he tells us how to accomplish this. Note the following:

- Deny self (Luke 9:23)
- Take up his cross (Luke 9:23)
- Give up all else (Luke 18:22)
- Do not be hindered by family (Luke 19:60)
- Do not look back (Luke 9:62)

In respect to this discipling of the Lord, he says in Matthew 11:29-30:

29 Take my yoke upon you, and learn of me; for I am meek and lowly in heart: and ye shall find rest unto your souls.

30 For my yoke is easy, and my burden is light.

The Lord's discipline is a perfect balance of focus, labor, diligence, wisdom, power, and rest.

### **The Need for Focus**

Hebrews 12:1-4 says:

1 Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us,

2 Looking unto Jesus the author and finisher of our faith; who for the joy that was set before him endured the cross, despising the shame, and is set down at the right hand of the throne of God.

3 For consider him that endured such contradiction of sinners against himself, lest ye be wearied and faint in your minds.

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What a great passage to teach focus and diligence and patience and priority.

Note what Paul show us in this passage:

- We have a lot of people watching our lives
- We should lay aside weights – these would be things that distract and waste time.
- And the sin – sin will ruin a life and slow a man to the point of being ineffective.
- Let us run with patience – a disciplined, consistent, and moderated run
- Looking unto Jesus – our top priority – constantly looking to Jesus in prayer, in priority, in purpose, and with his power.
- The Author and Finisher of our faith – following his doctrine
- Enduring difficulties with joy
- Considering Jesus so you do not weary
- Considering Jesus so you do not faint in your minds – for we all know the power of focus and purpose.

### **“Burn out” Comes from a Poor Use of Time or Doing Things in the Flesh**

Have you ever noticed in reading the New Testament that Jesus and those who followed him never burned out? You will not see where they were overly exhausted and suffered from a nervous breakdown or burn out. They had no “chronic fatigue syndrome” or “depression.”

We see in the flesh they toiled with no profit: “*we have toiled all the night, and have taken nothing*” (Luke 5:5); but with Jesus leading the work, “*they inclosed a great multitude of fishes: and their net brake* (v. 6). This is an important element in serving the Lord – make sure his is leading.

We also find in this passage that the apostles let down the *net* when Jesus said *nets* (plural). Because the apostles obeyed half measure, not only did the apostles have to put forth more effort to manage the catch, but at some point, they had to spend additional time to repair the net that broke. Simple and complete obedience to the Lord will save a lot of time and do-overs.

Feeding five thousand people is a big job and a big expense – more that twelve men can handle. But with Jesus’ leading and blessing, the task is accomplished (see Matthew 14:14-21).

Evangelizing the world is a big task (Matthew 28:18-20), but first tarrying for the Holy Ghost’s power makes it possible (Acts 1:1-8).

To make good use of one’s time he must first spend time with Jesus and learn from him. The work according to God’s wisdom, not one’s own.

I have a saying that, if you feel the ministry is heavy burden, you are doing it incorrectly – Matthew 11:30.

We must make sure to do the right thing before doing the thing rightly. Doing the thing rightly is doing the thing with Jesus’ power.

### **Maintaining Flexibility**

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In James 4:13-17 we read this:

13 Go to now, ye that say, To day or to morrow we will go into such a city, and continue there a year, and buy and sell, and get gain:

14 Whereas ye know not what shall be on the morrow. For what is your life? It is even a vapour, that appeareth for a little time, and then vanisheth away.

15 For that ye ought to say, If the Lord will, we shall live, and do this, or that.

16 But now ye rejoyce in your boastings: all such rejoicing is evil.

17 Therefore to him that knoweth to do good, and doeth it not, to him it is sin.

We should structure our time according to the priorities of God and by the leading of the Spirit of God. But there will be times when we will have to deviate from the set plans. We pray for leadership and wisdom, and at the same time allow God to direct our steps.

No work is 100 percent guaranteed. We purpose to do something, but we must also pray and rely on God's will to allow it to come to pass. "But I will come to you shortly, if the Lord will, and will know, not the speech of them which are puffed up, but the power" (1 Corinthians 4:19).

A good use of time is to take advantage of unforeseen opportunities when God presents them. This is especially true when the opportunity is to witness or pray with another person. Our most important work is with people, not things. The order is God – family – others, and none should be neglected.

### **Taking Time to Minister**

Our schedules should never be too important than to neglect a gospel witness or an opportunity to minister to someone. Our business is primarily people, not things or plans. God will bring opportunities into our lives and we must be sensitive to the Holy Ghost to act accordingly.

Notice the flexibility in the lives of men:

- Jesus in Samaria for two days although on his way to Galilee – John 4:3, 43
- Paul in Ephesus for three years – Acts 19:8-10; 22; 20:31
- Macedonian call – Acts 16:6-12
- Philip leaving Samaria – Acts 8:12, 25-27, 40

In fact, the four gospels and Acts are a history of Jesus and God's men dealing with people. We see them taking time to minister at every place. Jesus is constantly taking time to minister as things come up.

### **The Need for Wisdom in Managing Time**

Additionally, we all need wisdom in managing our time. More specifically, we need God's wisdom. There is wisdom in set schedules – routines – that build up a believer. These routines would include rising in the morning at a regular time, making sure to give God the first part of the day in prayer and Bible reading, and preparing for and starting the workday. The continual work in profitable routine will help a Christian grow, build, save, and improve his well-being overall if these routines are good and profitable. Furthermore, having a "to do" list for the day will help to keep the mind clear.

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Proverbs 6:6-11

6 Go to the ant, thou sluggard; consider her ways, and be wise:

7 Which having no guide, overseer, or ruler,

8 Provideth her meat in the summer, and gathereth her food in the harvest.

9 How long wilt thou sleep, O sluggard? when wilt thou arise out of thy sleep?

10 Yet a little sleep, a little slumber, a little folding of the hands to sleep:

11 So shall thy poverty come as one that travelleth, and thy want as an armed man.

We should go to God's word and learn what are his priorities and what are the things that lead to spiritual success.

John wrote in 3 John 2: *Beloved, I wish above all things that thou mayest prosper and be in health, even as thy soul prospereth.*

We should work on the prosperity of the soul first, and everything else will follow.

### **Ye Have Need of Patience**

Reaping what we sow takes time. We must allow time for things to bear fruit. Because we know what is right and wrong, we should not be weary in well-doing, for we shall reap if we faint not (Galatians 6:9; 1 Corinthians 15:58).

The due season of reaping varies, but God is always faithful. We bring forth fruit with patience (Luke 8:15); we possess our souls in patience (Luke 21:19); we know tribulation worketh patience (Romans 5:3); we have hope through patience (Romans 15:4); and we run with patience (Hebrews 12:1).

In the word of God, we see that a tree brings forth fruit when it is planted rightly (Psalm 1; John 15:5). Transplanting a tree every few years can hinder its fruit bearing. Sometimes the fruit is not visible during one's lifetime (one can say this of our Lord).

We must take chastisement patiently also – see Hebrews 12:11; 1 Peter 2:20. We should not be discouraged in chastisement but happy and move forward with a better behavior and attitude.

### **Scriptural vs. Worldly Time Management**

In *Lesson 29: Practical Illustrations and Worldly Advice* we have added for reference some Time Management ideas from the world. Some of these have a scriptural basis that the student can learn from. However, every student of the Bible should understand the difference between *Scriptural* Time Management and *Worldly* Time Management.

The world uses its wisdom (although helpful in some cases) to exact from a person the maximum output possible. They know a lot of ways to make a person more effective and productive for a business. They have analyzed and programed the most effective manner to accomplish worldly tasks. They teach right things like priorities, rest, and self-analysis; but we do not apply this worldly wisdom directly to the work of the Savior.

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As already mentioned, Jesus Christ is the most productive man that ever walked the earth. He is known and his work continues because it is of God. “Only one life, soon it will pass; only what is done for God will last.” We follow his pattern, not the world’s.

As ministers of the gospel we follow the pattern of our Savior. We adopt his priorities, his methods, and his power. Because our ministry is directly related to people and not things, we have a different vision and purpose for our time management.

We can still learn from what the world teaches in a tempered way. Their wisdom can help with certain projects – building and repairing buildings, setting up events and programs, organizing big efforts, etc. Furthermore, if a man owns his own business for producing income, he would be well-advised to study profitable methods of making his business more productive and effective.

### **Training Programs**

Worldly businesses have certain programs for orientation and for the training of new employees. They have this process down to a science. They take the time up front to prepare their people so they can work efficiently. They take time in the beginning that pays off later (see the 30X principle in Lesson 29).

A man learning the work of the Lord should have the same understanding and submit to ministerial training when needed. A structured program (with flexibility) can be profitable. As ministers, we can and should benefit from any righteous program that will help us in our learning and advancement.

Taking the time to prepare the instruments saves time and money *over time*. Solomon said, “If the iron be blunt, and he do not whet the edge, then must he put to more strength: but wisdom is profitable to direct” (Ecclesiastes 10:10).

Solomon knew that taking the time up front to sharpen an axe or a threshing instrument would be more productive in the long run. Men would tire less and get more work done. In the same way, we need wisdom to direct the axe or threshing instrument.

A man who operates with “dull edges” or without wisdom will have to put a lot of work into accomplishing a task. He will tire sooner than one who prepares properly. This is the benefit training. We can all learn by trial and error, but it is better to learn from someone else’s trial and error, and not repeat the same mistakes.

The man must also consider himself as well as his tools. Wisdom is profitable to direct. The best tool in the hands of a novice will not produce perfect work. In a way, he needs to sharpen his own wisdom as he sharpens his axe.

This author has seen an illustration of this in a missionary presentation. There were images of reapers in a field. At the beginning, some men got right to the task and started hacking away at the field, trying to cut as much as possible.

An older and wiser worker, while the other men were working harder (but not smarter) took the time to sharpen his reaping tool. In the end, the man with a sharp axe (and mind) reaped more and worked less than the others who did not take the time.

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### **Reproduction and Preparing Future Leaders and Laborers**

Because our lives are but a vapor, we should when the opportunities present themselves teach faithful men. The B.I. pyramid shows our responsibility to teach people at lower levels once we have learned by obedience the higher level.

Furthermore, the effectiveness of delegation, reproduction, and many people working toward the same goal is scripturally shown to be very beneficial in the work of the Lord.

Men learn by doing and we as leaders should allow men the opportunity to do and learn.

### **Discerning the Times**

Luke 12:56 says, “Ye hypocrites, ye can discern the face of the sky and of the earth; but how is it that ye do not discern this time?”

Having a good understanding of the times is needful in knowing how best to use one’s time. The New Testament shows us and warns us of what things are going to happen in these last days. We ought to be busy doing what our Savior commanded, because we want to be found *so doing* when he returns (Matthew 24:46; Mark 12:43).

### **In All Labor there is Profit, in all Knowledge there is Profit**

Proverbs 14:23 – “In all labour there is profit: but the talk of the lips tendeth only to penury.” – shows there is wisdom in labor. Some labors may not immediately show fruit or profit; but in the grand scheme it is beneficial to the man to do a work. Learning how to do something difficult or uncomfortable will increase a man’s ability to focus, be diligent, persevere; and increase his knowledge, although there may not be a direct visible profit in doing the task.

It would profit a man to learn how to rightly change a tire on a car or use booster cables for his battery; even though he would most likely use his auto service in normal circumstances. Someone could ask, why waste time in learning that? However, we can all see the benefit of knowing *how* to do that if the need ever arises when there is no auto service available.

Learning a new bit of knowledge or skill every day is beneficial. Over time the knowledge adds strength. Proverbs 24:5 “A wise man is strong; yea, a man of knowledge increaseth strength.”

Proverbs 15:14 “The heart of him that hath understanding seeketh knowledge: but the mouth of fools feedeth on foolishness.”

Proverbs 18:15: “The heart of the prudent getteth knowledge; and the ear of the wise seeketh knowledge.”

### **The Knowledge of Witty Inventions**

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The knowledge of witty inventions, and the creation thereof, will provide labor-saving devices that profit long-term. Proverbs 8:12 says, “I wisdom dwell with prudence, and find out knowledge of witty inventions.” For this, I can give three examples that are easily understood. These three examples were gleaned from this preacher’s ministry in Honduras.

One should know that Honduras is a very poor country and many people are content to live simply. However, there is wisdom and profit in labor. Making a time investment up front provides a larger payoff in the future.

*Example 1: The case of a well.* A family has a small shack about 100 yards from a river. Every morning, afternoon, and evening (or other times of the day) a person from the family carries an empty container to the river and fills it up and carries it back. Water, a needed element, is used multiple times a day. The family has used this process for generations and thought no higher.

An American missionary, who knew this family, explains the benefit of a well. So, he and the family work for five days digging a well about 15 or 20 feet from their front door. They build a nice well that reaches an ample supply of water. They now have an abundance of water for life and have saved time and effort that can be used for more profitable things. The well not only changed their effort, but it also supplied them a great lesson in life. It took sweat labor to dig for days, but once the well was dug, they would save that labor over and over.

*Example 2: The Case of Wiring.* When helping build the church building, this preacher noticed the common method for tuning on the lights was to turn on the breaker box, which provided electricity to all lights. The person would have to screw in or unscrew bulbs if he wanted to individually turn them on or off. The wiring was typical for the area. Instead of leaving these things as they are, we spent a day wiring switch boxes in good locations. In the mind of the people it was no trouble to control lights the old way, but once they saw the ease and time saving effectiveness of switches, they understood. More importantly, the lesson is that a day of extra planning and labor up front can save years of extra work.

*Example 3: Well-built trusses.* When building trusses for a building, it was necessary to know how to rightly construct them so they would endure for a long time the load over a span of 24 feet without center supports. Having worked previously in building projects, this preacher was able to use the unrefined lumber that was available to the church and build trusses that would last and be safe. We had to have a welder come in and make special steel brackets in certain places to make sure the end supports were adequate.

In contrast, other buildings had older poorly designed trusses that were sagging. We knew it was just a matter of time before these would have to be replaced (or they would fail). The time savings up front in quickly making these poorly designed trusses would cause a greater waste of time in the future. The lesson here is to build something right and once, so that you do not have to redo it. We all know that “do-overs” take more time than just doing the thing right in the first place. Furthermore, the study or experience of truss design was profitable.

### **The Connection of Time Management to Love Commandment Doctrine**

Every class in B.I. must have a connection to *Love Commandment Doctrine*. It is needful to identify and explain the connection.



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In respect to Time Management, the priorities we set for the use of our time must be aligned with the commandments of our Savior.

Secondly, we need to know that the time the Lord has appointed us should be used to learn, do, and teach others of his commandments.

Thirdly, the best use of time is in following the Doctrine of Christ – his commandments. For this will make us most profitable in the work of the Lord and most fruitful in our relationships.

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### Lesson 1: God Created Time with Us in Mind

#### I. Introduction

In Genesis chapter 1 we see God's creation of time. This came in the manner of evening and day (v. 5). You will notice the light originally came from God (no sun or moon). This light from God divided the darkness for "roughly" 12 hours of day and 12 hours of night. We can assume these were 24-hour days, considering these were called *days*. We know to say they were periods of thousands or millions of years is incorrect. Once seasons came into play, days and nights became longer and shorter than 12 hours, although a day still consists of approximately 24 hours. [The study of a *sidereal day* will show a solar calendar day is actually 23 hours and 56 minutes.] The Jews followed a lunar calendar. We are constrained to a solar calendar. The difference being 360 days versus 365.25 day a year.

For the scope of this class, we will use a day in its generic sense, with its combination of night and day.

The Jews in the Bible days assigned the hours of a day differently than ours. Their day started at sundown. It was divided into four watches of the night (6-9 pm, 9 pm-12 am, 12-3 am, and 3-6 am). Our 6 o'clock in the morning is their first hour, making their 6<sup>th</sup> hour of the day the equivalent of noon to us (see Matthew 27:45; John 4:6; Acts 10:9)

For the first three days God used days even without the sun, moon, and stars. On the fourth day the Bible says this (Genesis 1:14-19):

14 And God said, Let there be lights in the firmament of the heaven to divide the day from the night; and let them be for signs, and for seasons, and for days, and years:

15 And let them be for lights in the firmament of the heaven to give light upon the earth: and it was so.

16 And God made two great lights; the greater light to rule the day, and the lesser light to rule the night: he made the stars also.

17 And God set them in the firmament of the heaven to give light upon the earth,

18 And to rule over the day and over the night, and to divide the light from the darkness: and God saw that it was good.

Keep in mind the light of day came from God until he created the sun and moon to "give light upon the earth." The sun rules over the day and the moon rules over the night. These lights, including the stars, were given "for signs, and for seasons, and for days, and years."

[For additional side studies on the creation of the earth, a student can research the difference between the *Geocentric (Copernican theory)* and *Heliocentric* models, and also the difference between the *evolutionary, Big Bang* model and the *flat earth* teaching. Although Copernicus taught that our sun is at the center of the universe, modern day theories of cosmology state there is no center of the universe, which is expanding.]

God, in his wisdom, provided for man days, weeks, months, seasons, and years.

In Genesis 2:1-3 we read that God ended his work on the seventh day and that he rested from all his work. God blessed and sanctified this seventh day. God gave man the principle of taking a day of rest. The Jews understood the sabbath was a day of rest. The law incorporated restrictions as to what a person could do on the sabbath, and in the New Testament the religious leaders had so corrupted the sabbath that they used

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it as a means of oppression and reproach on the Lord. Jesus never violated the scriptural mandates for the sabbath, but he was accused of such by those who misapplied the sabbath. Our Savior said in Mark 2:27, 28: “And he said unto them, The sabbath was made for man, and not man for the sabbath: Therefore the Son of man is Lord also of the sabbath.”

In the law God also provided a sabbath for the land – every seventh year (Leviticus 25:1-7). Every seventh period of seven years (after 49 years) God provided a Jubilee wherein all property returned to the owners (Leviticus 25:8-17). Israel did not sow the land in the jubilee.

The Jews in the Bible also used different yearly calendar than we use today. Even today, the Jews use a Luni-Solar calendar with 354 days. We use the Gregorian calendar with 365 days. The lunar calendar is concerned with the phases of the moon. The Gregorian calendar is concerned with seasons.

### **II. The Days of Creation – Genesis Chapter 1 and 2**

- A. (v. 1-3) Earth was without form and void
- B. (v. 3-5) God creates light and divides the darkness making days – the first day
- C. (v. 6-8) God creates the firmament (heaven) – the second day
- D. (v. 9-13) God creates dry land (earth) and seas, grass and trees – the third day
- E. (v. 14-19) God creates sun, moon, stars – the fourth day
- F. (v. 20-23) God creates fowl and fish – the fifth day
- G. (v. 24-31) God creates cattle and other earth creatures, and God creates man in his image – the sixth day
- H. (2:1-3) God rests the seventh day and sanctifies it – the seventh day
- I. The Jewish week as used today:

Hebrew	Transliteration	English
יום רשון	Yom Rishon	First Day (Sunday)
יום שני	Yom Sheini	Second Day (Monday)
יום שלישי	Yom Shlishi	Third Day (Tuesday)
יום רביעי	Yom R'vi'i	Fourth Day (Wednesday)
יום חמישי	Yom Chamishi	Fifth Day (Thursday)
יום שישי	Yom Shishi	Sixth Day (Friday)
יום שבת	Yom Shabbat	Sabbath Day (Saturday)

### **III. Hours, Days, Weeks, Months, Seasons, Years,**

- A. The fourth day God creates the sun, moon, and stars

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- B. These are used for Signs
- C. Seasons
- D. Days
- E. Years
- F. Months – God speaks of months in Genesis 7:11: “In the six hundredth year of Noah’s life, in the second month, the seventeenth day of the month, the same day were all the fountains of the great deep broken up, and the windows of heaven were opened.”
- G. Days – God speaks of days in the verse above
- H. God sets the first month (*Abib* – Exodus 13:4; 34:18) in Exodus 12:1-4 as the time of the Passover. After the Babylonian Captivity, the name *Abib* was changed to *Nissan*.

### IV. Jewish Calendar Months

- A. The names of the months of the Jewish calendar were adopted during the time of Ezra, after the return from the Babylonian exile. The names are actually Babylonian month names, brought back to Israel by the returning exiles. Note that most of the Bible refers to months by number, not by name. ([www.Jewfaq.org](http://www.Jewfaq.org))

The Jewish calendar has the following months:

Hebrew	English	Number	Length	Civil Equivalent
ניסן	Nissan	1	30 days	March-April
אייר	Iyar	2	29 days	April-May
סיון	Sivan	3	30 days	May-June
תמוז	Tammuz	4	29 days	June-July
אב	Av	5	30 days	July-August
אלול	Elul	6	29 days	August-September
תשרי	Tishri	7	30 days	September-October
חשוון	Cheshvan	8	29 or 30 days	October-November
כסלו	Kislev	9	30 or 29 days	November-December
טבת	Tevet	10	29 days	December-January
שבט	Shevat	11	30 days	January-February

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אָדָר אַ	Adar I (leap years only)	12	30 days	February- March
אָדָר בַּ	Adar (called Adar Beit in leap years)	12 (13 in leap years)	29 days	February- March

### V. Jewish Feast Days in the Bible

#### A. God initiated three feasts – Exodus 23:14-17:

14 Three times thou shalt keep a feast unto me in the year.

15 Thou shalt keep the feast of unleavened bread: (thou shalt eat unleavened bread seven days, as I commanded thee, in the time appointed of the month Abib; for in it thou camest out from Egypt: and none shall appear before me empty:)

16 And the feast of harvest, the firstfruits of thy labours, which thou hast sown in the field: and the feast of ingathering, which is in the end of the year, when thou hast gathered in thy labours out of the field.

17 Three times in the year all thy males shall appear before the Lord GOD.

The three feasts were these: Passover was the first (Exodus 12:3-120; 13:3-10) with the *Unleavened Bread* – this is the spring festival; then Pentecost with the *Harvest* of wheat – beginning of summer; then Tabernacles with the *Ingathering* of all other fruit in Tishri in the fall.

#### B. The Jews in the Bible had seven annual feasts commanded by Moses in Leviticus and as described below. Today, Israel celebrates many more holidays and feasts than the original seven.

#### C. The Original Levitical Feasts (with added notes from [www.Wycliffe.org](http://www.Wycliffe.org))

	FEAST	REFERENCE	NOTES
1	Passover	Leviticus 23:4-8	This feast remembers the last plague in Egypt, when the angel of death “passed over” the children of Israel who applied the blood of the lamb to their doors. The Israelites took a bundle of hyssop and dipped it into the blood in the basin at the threshold. Going up, they put it up on the lintel, then touched the two sides of the frame (Exodus 12).
2	Unleavened Bread	Leviticus 23:6	This seven-day feast begins on the day following the start of Passover. In the haste of the Israelites to leave Egypt, there was no time to add leaven (yeast) to their bread. During this time, remembering the hardships in Egypt and how God freed them from captivity, the Jews eat nothing leavened.

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3	First Fruits	Leviticus 23:10	The Feast of First Fruits is one of three Jewish harvest feasts to thank and honor God for all he provided. Although they did not know it at the time, the children of Israel were celebrating what would become a very important day. The priests sacrificed Passover lambs on the 14th day of the month of Nisan, and the first day of Passover was the 15th. The Feast of First Fruits was celebrated the third day, the 16th of Nisan. This “third day” celebration was the same day that Jesus resurrected from the dead. In 1 Corinthians 15:20 Paul refers to Jesus as the first fruits of the dead. He represents the first of the great harvest of souls — including you — that will resurrect to eternal life because of the new covenant in his blood (Luke 22:20).
4	Feast of Weeks or Pentecost	Leviticus 23:16	This feast is the second of the three harvest feasts. It occurs exactly seven weeks after the Feast of First Fruits, so it’s also called Pentecost which means “50 days.” Traditionally, people were expected to bring the first harvest of grain to the Lord including two leavened loaves of bread.
5	Feast of Trumpets	Leviticus 23:24	In a beautiful declaration God commands his people to rest. During this time all regular work is prohibited, and men and women present a food offering to God. In Leviticus 23:24 God commands his people to gather and to commemorate the decree with trumpet blasts.
6	Day of Atonement	Leviticus 16, 23:26-32	To make “atonement” is to make restitution for wrongs committed. As a day of humility and repentance to God, it was a time for the Jews to get their hearts, consciences and lives right before him. The observance involved the sacrifice of animals as the High Priest entered the Holy of Holies. What the High Priest did there could not offer more than an annual payment for their sins. However, hiding in plain sight was the promise of one who could atone for their sins permanently (Hebrews 9:12).
7	Feast of Tabernacles or Booths	Leviticus 23:34	Celebration always follows the Day of Atonement. The Feast of Tabernacles celebrates God’s provision and protection for the people of Israel during their 40 years wandering in the wilderness; for the seven days of the feast, people live in temporary structures like they did in the wilderness. The Lord himself was with the Israelites in the desert, in a tented temple called

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			the tabernacle, so the feast also celebrates his presence as he tabernacles (dwells) with us.
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### D. Other Jewish Holidays (non-Biblical)

<b>OTHER JEWISH HOLIDAYS</b>		
<b>Name of Festival</b>	<b>Hebrew</b>	<b>Gregorian</b>
Rosh Hashanah	1-2 Tishre	14-15 Sept
Fast of Gedaliah	3 Tishre	16-Sep
Yom Kippur	10 Tishre	23-Sep
Sukkot	15-21 Tishre	28 Sept - 4 Oct
Shemini Atzeret-Simchat Torah	22 Tishre	5-Oct
Hannukah	25 Kislev - 3 Tevet	7-14 Dec
Tu B'Shevat	15 Shevat	25-Jan
Fast of Esther	11 Adar B	23-Mar
Purim	14 or 15 Adar B	24/25 Mar
<i>Passover</i>	15-21 Nisan	23-29 Apr
Holocaust Martyrs' and Heroes' Remembrance Day	27 Nisan	5-May
Remembrance Day	3 Iyar	11-May
Independence Day	4 Iyar	12-May
Lag B'Omer	18 Iyar	26-May
Jerusalem Day	28 Iyar	5-Jun
Shavuot	6 Sivan	12-Jun
17th of Tammuz	18 Tammuz	24-Jul
Ninth of Av	10 Av	14-Aug

## VI. Gentiles are Not Obligated to Follow Jewish Customs or Law

- A. Although the Law and Jewry observe certain days and feasts, as Gentiles or saved Jews, we are not obligated to observe these days or other Jewish traditions.
- B. See Acts 15:5-29
- C. See Galatians 2:11-16; 5:1-4
- D. See Colossians 2:16-23

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### VII. God Operates in Time Perfectly

- A. God is *omniscient* (1 John 3:20; Psalm 147:5; Matthew 10:30; Psalm 147:4, 5; Hebrews 4:13)
- B. God is *omnipresent* (Matthew 6:6; Psalm 34:15; Proverbs 5:21; 15:3; 1 Peter 3:12; Jeremiah 23:24)
- C. God is *omnipotent* (Matthew 19:26; 28:18; Colossians 1:17; Genesis 18:14; Jeremiah 23:27)
- D. God is *omni-loving* (John 3:16; 1 John 4:8, 16)
- E. God is *omni-good* and *omni-righteous* (Matthew 19:17; Psalm 145:9, 17; James 1:17; Romans 2:4; 1 Timothy 2:4; Psalm 100:5; Psalm 34:8; Nahum 1:7; Psalm 36:6; 71:19; 119:142)
- F. God is *holy* (1 Peter 1:15, 16; Psalm 145:17; Psalm 103:1)
- G. God is *perfect* (Matthew 5:48)
- H. God's *timing* is perfect (Exodus 14:13) – see next point.
- I. God's *work* is perfect (Deuteronomy 32:4; Genesis 1:31)
- J. God's *way* is perfect (2 Samuel 22:31; Psalm 18:30)
- K. God's *word* is perfect (2 Timothy 3:16; Psalm 12:6; 119:140; Proverbs 30:5)
- L. The *law of the Lord* is perfect (Psalm 19:17)
- M. God maketh my *way* perfect (2 Samuel 22:33; Psalm 18:32)

### VIII. God's Timing is Perfect in Every Way:

- A. In *Patience* (1 Peter 3:8-9; Psalm 37:7; Matthew 24:36)
- B. In *Direction* (Proverbs 16:9; Proverbs 3:5-6)
- C. In *Seasons* (Ecclesiastes 3:1-8; 1 Thessalonians 5:1)
- D. For *Today* (Proverbs 27:1; Psalm 46:10; John 14:27)
- E. For the *Future* (Jeremiah 29:11-12; Proverbs 27:1)
- F. In *Waiting* (Lamentations 3:25-26; Isaiah 40:31; Psalm 27:14; Micah 7:7)
- G. In *Submission* to God (Proverbs 3:5-6)
- H. In *Understanding* (John 13:7)
- I. In times of *Trouble* (Psalm 86:7)
- J. In *Appointed* times (Habakkuk 2:3; Acts 1:7; Genesis 18:14)
- K. In *Reaping* (Galatians 6:9; 1 Corinthians 15:58)
- L. In *Due* times (Romans 5:8)
- M. In *Revealing* things (2 Thessalonians 2:6; Romans 16:25-27)
- N. In *Salvation* (John 7:6; 2 Corinthians 6:2; Matthew 26:18)
- O. In his *Second Coming* (Ephesians 1:10; 2 Peter 3:9)

### IX. God Prepares Perfectly

- A. God never fails
- B. God never makes a mistake
- C. With God, all things are possible (Matthew 19:26)
- D. God has predestined those who receive salvation by free will to be conformed to the image of Christ (Romans 8:29)



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- E. God prepares all from the foundation of the world (Matthew 25:34; Ephesians 1:4; Hebrews 4:3; 1 Peter 1:20; Revelation 13:8)
- F. Romans 5:6 For when we were yet without strength, in due time Christ died for the ungodly.
- G. Galatians 4:4-5 But when the fulness of the time was come, God sent forth his Son, made of a woman, made under the law,
- H. 5 To redeem them that were under the law, that we might receive the adoption of sons.
- I. One day with the Lord is as a thousand years (1 Peter 3:8)
- J. A thousand years is as yesterday (Psalm 90:4)

### X. Time is a Gift from God

- A. God created all for man – Genesis 1:28
- B. God gives man time – Psalm 90; Genesis 6:3
- C. Acts 17:25 – “... seeing he giveth to all life, and breath, and all things...”
- D. Eternal life is a gift also – Ephesians 2:8-10

### XI. Our Times are in God's Hands

- A. Psalm 31:15 My times are in thy hand:
- B. A man knows not his time (Ecclesiastes 9:12)
- C. deliver me from the hand of mine enemies, and from them that persecute me.
- D. John 10:28, 29
- E. John 7:6 Then Jesus said unto them, My time is not yet come: but your time is always ready.
- F. Acts 17:28 For in him we live, and move, and have our being; as certain also of your own poets have said, For we are also his offspring.
- G. Acts 1:7 And he said unto them, It is not for you to know the times or the seasons, which the Father hath put in his own power.

### XII. The Greatest Use of Time is to Fill it Full of that which Outlasts Eternity.

- A. We seek first the kingdom of God – Matthew 6:33
- B. We lay up treasures in heaven – Matthew 6:20
- C. We have opportunity to produce 30, 60, or 100-fold – Matthew 13:8
- D. Jim Elliot said, “He is no fool who gives what he cannot keep to gain what he cannot lose”
- E. Christian Hymn Chorus:
  - Only one life
  - So soon it will pass
  - Only what's done for Christ will last
  - Only one chance to do His will
  - So give to Jesus all your days
  - It's the only life that pays
  - When you recall
  - You have but one life one life, soon it will pass, only what is done for Christ shall last
- F. C. T. Studd song has this Chorus
  - Only one life

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Only one life, 'twill soon be past,  
Only what's done for Christ will last.  
And when I am dying, how happy I'll be,  
If the lamp of my life has been burned out for Thee

### **XIII. The Misuse of Time is a Sin.**

- A. Proverbs 18:9: He also that is slothful in his work is brother to him that is a great waster.
- B. Ecclesiastes 10:18 By much slothfulness the building decayeth; and through idleness of the hands the house droppeth through.
- C. Ezekiel 16:49 Behold, this was the iniquity of thy sister Sodom, pride, fulness of bread, and abundance of idleness was in her and in her daughters, neither did she strengthen the hand of the poor and needy.
- D. Colossians 3:23; 4:5-6
- E. Proverbs 6:9-11
- F. Psalm 90:12
- G. Proverbs 12:2
- H. Ecclesiastes 9:10
- I. 1 Peter 4:2-3
- J. Proverbs 26:16 The sluggard is wiser in his own conceit than seven men that can render a reason.

### **XIV. The Devil is Aware of Time – Revelation 12:12**

- A. The Devil is not good, but he is hard working
- B. He is aware of the times
- C. He takes advantage of all opportunities
- D. He knows when his time is short – Revelation 12:12

### **XV. There is a Time for Everything:**

- A. Ecclesiastes 3:1-11

1 To every thing there is a season, and a time to every purpose under the heaven:  
2 A time to be born, and a time to die; a time to plant, and a time to pluck up that which is planted;  
3 A time to kill, and a time to heal; a time to break down, and a time to build up;  
4 A time to weep, and a time to laugh; a time to mourn, and a time to dance;  
5 A time to cast away stones, and a time to gather stones together; a time to embrace, and a time to refrain from embracing;  
6 A time to get, and a time to lose; a time to keep, and a time to cast away;  
7 A time to rend, and a time to sew; a time to keep silence, and a time to speak;  
8 A time to love, and a time to hate; a time of war, and a time of peace.  
9 What profit hath he that worketh in that wherein he laboureth?  
10 I have seen the travail, which God hath given to the sons of men to be exercised in it.

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11 He hath made every thing beautiful in his time: also he hath set the world in their heart, so that no man can find out the work that God maketh from the beginning to the end.

- B. John 4:35 Say not ye, There are yet four months, and then cometh harvest? behold, I say unto you, Lift up your eyes, and look on the fields; for they are white already to harvest.

### **XVI. God's Dispensations of Time:**

- A. Creation
- B. Conscience
- C. Commandment (Law)
- D. Christ
- E. Church
- F. Tribulation
- G. Millennium
- H. Eternity

### **XVII. God has Appointed Times:**

- A. A quick survey of the New Testament shows us God has appointed times for men to dwell in. Note the verse in Acts 17:26:

And hath made of one blood all nations of men for to dwell on all the face of the earth, and hath determined the times before appointed, and the bounds of their habitation;

- B. Here is a list of various times that God has appointed as revealed to us in the New Testament:

#### **1. Due Time**

- Romans 5:6 For when we were yet without strength, in due time Christ died for the ungodly.
- 1 Corinthians 15:8 And last of all he was seen of me also, as of one born out of due time.
- 1 Timothy 2:6 Who gave himself a ransom for all, to be testified in due time.
- Titus 1:3 But hath in due times manifested his word through preaching, which is committed unto me according to the commandment of God our Saviour;
- 1 Peter 5:6 Humble yourselves therefore under the mighty hand of God, that he may exalt you in due time:

#### **2. This Present Time**

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- Romans 8:18 For I reckon that the sufferings of this present time are not worthy to be compared with the glory which shall be revealed in us.
- Romans 11:5 Even so then at this present time also there is a remnant according to the election of grace.

### 3. Times past

- Romans 11:30 For as ye in times past have not believed God, yet have now obtained mercy through their unbelief:
- Galatians 1:13 For ye have heard of my conversation in time past in the Jews' religion, how that beyond measure I persecuted the church of God, and wasted it:
- 23 But they had heard only, That he which persecuted us in times past now preacheth the faith which once he destroyed.
- Ephesians 2:2 Wherein in time past ye walked according to the course of this world, according to the prince of the power of the air, the spirit that now worketh in the children of disobedience:
- Ephesians 2:3 Among whom also we all had our conversation in times past in the lusts of our flesh, fulfilling the desires of the flesh and of the mind; and were by nature the children of wrath, even as others.
- Ephesians 2:11 Wherefore remember, that ye being in time past Gentiles in the flesh, who are called Uncircumcision by that which is called the Circumcision in the flesh made by hands;
- Ephesians 2:12 That at that time ye were without Christ, being aliens from the commonwealth of Israel, and strangers from the covenants of promise, having no hope, and without God in the world:
- Philemon 11 Which in time past was to thee unprofitable, but now profitable to thee and to me:
- 1 Peter 2:10 Which in time past were not a people, but are now the people of God: which had not obtained mercy, but now have obtained mercy.

### 4. Old Time

- 1 Peter 3:5 For after this manner in the old time the holy women also, who trusted in God, adorned themselves, being in subjection unto their own husbands:
- 2 Peter 1:21 For the prophecy came not in old time by the will of man: but holy men of God spake as they were moved by the Holy Ghost.

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### 5. Time to Come

- 1 Timothy 6:19 Laying up in store for themselves a good foundation against the time to come, that they may lay hold on eternal life.

### 6. High Time

- Romans 13:11 And that, knowing the time, that now it is high time to awake out of sleep: for now is our salvation nearer than when we believed.

### 7. Accepted Time

- 2 Corinthians 6:2 (For he saith, I have heard thee in a time accepted, and in the day of salvation have I succoured thee: behold, now is the accepted time; behold, now is the day of salvation.)
- Hebrews 4:7 Again, he limiteth a certain day, saying in David, To day, after so long a time; as it is said, To day if ye will hear his voice, harden not your hearts.

### 8. Appointed Time

- Galatians 4:2 But is under tutors and governors until the time appointed of the father.

### 9. Fulness of Time and Times

- Galatians 4:4 But when the fulness of the time was come, God sent forth his Son, made of a woman, made under the law,
- Ephesians 1:10 That in the dispensation of the fulness of times he might gather together in one all things in Christ, both which are in heaven, and which are on earth; even in him:

### 10. His Times

- 1 Timothy 6:15 Which in his times he shall shew, who is the blessed and only Potentate, the King of kings, and Lord of lords;

### 11. Perilous Times

- 2 Timothy 3:1 This know also, that in the last days perilous times shall come.

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### 12. Sundry Times

- Hebrews 1:1 God, who at sundry times and in divers manners spake in time past unto the fathers by the prophets,

### 13. Time of Need

- Hebrews 4:16 Let us therefore come boldly unto the throne of grace, that we may obtain mercy, and find grace to help in time of need.

### 14. Time of Reformation

- Hebrews 9:10 Which stood only in meats and drinks, and divers washings, and carnal ordinances, imposed on them until the time of reformation.

### 15. The Second Time

- Hebrews 9:28 So Christ was once offered to bear the sins of many; and unto them that look for him shall he appear the second time without sin unto salvation.

### 16. A Little Time

- James 4:14 Whereas ye know not what shall be on the morrow. For what is your life? It is even a vapour, that appeareth for a little time, and then vanisheth away.
- 1 Peter 4:2 That he no longer should live the rest of his time in the flesh to the lusts of men, but to the will of God.

### 17. A Long Time

- 2 Peter 2:3 And through covetousness shall they with feigned words make merchandise of you: whose judgment now of a long time lingereth not, and their damnation slumbereth not.

### 18. A Short Time

- Revelation 12:12 Therefore rejoice, ye heavens, and ye that dwell in them. Woe to the inhabitants of the earth and of the sea! for the devil is come down unto you, having great wrath, because he knoweth that he hath but a short time.

### 19. Last Time and Times

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- 1 Peter 1:5 Who are kept by the power of God through faith unto salvation ready to be revealed in the last time.
- 1 Peter 1:20 Who verily was foreordained before the foundation of the world, but was manifest in these last times for you,
- 1 John 2:18 Little children, it is the last time: and as ye have heard that antichrist shall come, even now are there many antichrists; whereby we know that it is the last time.
- Jude 1:18 How that they told you there should be mockers in the last time, who should walk after their own ungodly lusts.

### **20. Time of Sojourning**

- 1 Peter 1:17 And if ye call on the Father, who without respect of persons judgeth according to every man's work, pass the time of your sojourning here in fear:

### **21. The Time at Hand**

- Revelation 1:3 Blessed is he that readeth, and they that hear the words of this prophecy, and keep those things which are written therein: for the time is at hand.
- Revelation 22:10 And he saith unto me, Seal not the sayings of the prophecy of this book: for the time is at hand.

### **22. Time, Times, and a Half of Times (3 ½ Years)**

- Revelation 12:14 And to the woman were given two wings of a great eagle, that she might fly into the wilderness, into her place, where she is nourished for a time, and times, and half a time, from the face of the serpent.

### **23. Time No Longer**

- Revelation 10:6 And sware by him that liveth for ever and ever, who created heaven, and the things that therein are, and the earth, and the things that therein are, and the sea, and the things which are therein, that there should be time no longer:

### **24. Time of the Dead to be Judged**

- Revelation 11:18 And the nations were angry, and thy wrath is come, and the time of the dead, that they should be judged, and that thou shouldst give reward unto

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thy servants the prophets, and to the saints, and them that fear thy name, small and great; and shouldest destroy them which destroy the earth.

### 25. Reaping Time

- Revelation 14:15 And another angel came out of the temple, crying with a loud voice to him that sat on the cloud, Thrust in thy sickle, and reap: for the time is come for thee to reap; for the harvest of the earth is ripe.

### XVIII. Times are Given to Help Men:

- A. Sabbaths (Jewish)
- B. Feasts (Jewish)
- C. Seasons
- D. Days of rest
- E. Spiritual rest (Matthew 11:28-30)
- F. Eternal life – John 3:16
- G. Babes, little children, young men, fathers – 1 John 2:12-14; 1 Peter 2:2



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### Lesson 2: Following God's Timing

#### I. Follow God's Timing and Direction

- A. Romans 5:6 For when we were yet without strength, in due time Christ died for the ungodly.
- B. 1 Corinthians 4:5 Therefore judge nothing before the time, until the Lord come, who both will bring to light the hidden things of darkness, and will make manifest the counsels of the hearts: and then shall every man have praise of God.
- C. Matthew 4:19 And he saith unto them, Follow me, and I will make you fishers of men.
- D. Acts 16:9 Now when they had gone throughout Phrygia and the region of Galatia, and were forbidden of the Holy Ghost to preach the word in Asia,
- E. Acts 16:10 And after he had seen the vision, immediately we endeavored to go into Macedonia, assuredly gathering that the Lord had called us for to preach the gospel unto them.

#### II. Learning to Wait, Learn to Move

- A. Times to Wait in General:
  - To seek God in prayer
  - To seek God in the scriptures
  - If there is no peace
  - If you are warned in preaching
  - If there no unity among brethren with the Holy Ghost
  - If it does not glorify Christ
  - If flesh likes the idea
  - When debt is involved
  - When a large expense is involved
- B. Times to Wait on God:
  - When there is a closed door
  - When there is lack of a righteous means to move
  - When things are out of your control
- C. Times to Move
  - When God opens a door
  - When the Spirit leads
  - When your church blesses the work
  - When all things are available – Proverbs 3:28

#### III. Salvation Time is Always Ready – Mark 1:38

- A. Today is the day of salvation – 2 Corinthians 6:2
- B. No promise of tomorrow – Proverbs 27:1
- C. Fields are white already to harvest – John 4:35

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### IV. God's Timing has a Purpose

- A. 120 years to build the ark
- B. 630 years in Egypt
- C. 40 years in the wilderness
- D. 70 years in Babylon
- E. Jesus at 32 years of age (approximately)
- F. Trust God's timing for everything

### V. We Ought to Say, "If the Lord will, we shall live, and do this...."

- A. James 4:13-17 Go to now, ye that say, To day or to morrow we will go into such a city, and continue there a year, and buy and sell, and get gain:
- B. 14 Whereas ye know not what shall be on the morrow. For what is your life? It is even a vapour, that appeareth for a little time, and then vanisheth away.
- C. 15 For that ye ought to say, If the Lord will, we shall live, and do this, or that.
- D. 16 But now ye rejoice in your boastings: all such rejoicing is evil.
- E. 17 Therefore to him that knoweth to do good, and doeth it not, to him it is sin.
- F. 1 Corinthians 4:18-19 Now some are puffed up, as though I would not come to you.
- G. 19 But I will come to you shortly, if the Lord will, and will know, not the speech of them which are puffed up, but the power.

### VI. Be Aware of Prophetic Events

- A. Ephesians 1:10: That in the dispensation of the fulness of times he might gather together in one all things in Christ, both which are in heaven, and which are on earth; even in him:
- B. 1 Thessalonians 5:1 But of the times and the seasons, brethren, ye have no need that I write unto you.
- C. 2 For yourselves know perfectly that the day of the Lord so cometh as a thief in the night.
- D. Hebrews 9:19 So Christ was once offered to bear the sins of many; and unto them that look for him shall he appear the second time without sin unto salvation.
- E. 1 Peter 1:5 Who are kept by the power of God through faith unto salvation ready to be revealed in the last time.
- F. Revelation 10:6 And sware by him that liveth for ever and ever, who created heaven, and the things that therein are, and the earth, and the things that therein are, and the sea, and the things which are therein, that there should be time no longer:
- G. Revelation 11:18 And the nations were angry, and thy wrath is come, and the time of the dead, that they should be judged, and that thou shouldest give reward unto thy servants the prophets, and to the saints, and them that fear thy name, small and great; and shouldest destroy them which destroy the earth.

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- H. Revelation 14:15 And another angel came out of the temple, crying with a loud voice to him that sat on the cloud, Thrust in thy sickle, and reap: for the time is come for thee to reap; for the harvest of the earth is ripe.

### **VII. Allowing God to Change your Plans**

- A. The steps of a good man are ordered by the LORD – Psalm 37:23
- B. All schedules should be flexible in order to allow for God's leadership
- C. *A man is not prepared for separated service until he has learned to follow the Holy Ghost in liberty* – D. M. Fraser
- D. Philip was in Samaria in the midst of revival but God had him go to Gaza desert to minister to the Ethiopian – Acts 8.

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### Lesson 3: Following the Pattern of Jesus

#### I. Jesus is the Best Ensampler for the Use of Time

- A. Everything Jesus did was perfectly timed and prioritized
- B. We are conformed to image of Christ (Romans 8)

#### II. Jesus Submitted Himself to Time

- A. Jesus planning and preparing from 12 years for the 3.5-year ministry
- B. Luke 2:52 And Jesus increased in wisdom and stature, and in favour with God and man.
- C. Worked his Father's (i.e., God's business) business (priority)
- D. Jesus prepared for 20 years for his 3.5-year ministry
- E. Fulfilled plan – plan work and work plan – O.T. and N.T. fulfillment

#### III. Jesus' Priority was the Work of the Father

- A. I am come in my Father's name – John 5:43
- B. I must be about my Father's business – Luke 2:49
- C. The works that I do in my Father's name, they bear witness of me – John 10:25
- D. And this is the Father's will which hath sent me – John 6:39; 14:24
- E. My Father worketh hitherto, and I work – John 5:17
- F. I live by the Father – John 6:57
- G. I and my Father are one – John 10:30
- H. Even as the Father said unto me, so I speak – John 12:50
- I. I do always the things that please [the Father] – John 8:26
- J. Even as I have kept my Father's commandments – John 15:10
- K. As the Father knoweth me, even so know I the Father – John 10:15
- L. But that the world may know that I love the Father; and as the Father gave me commandment, even so I do – John 14:31
- M. Not my will, but thine, be done – Luke 22:42; Mathew 26:39; John 5:30
- N. My doctrine is not mine, but his that sent me – John 7:16
- O. the word which ye hear is not mine, but the Father's which sent me – John 14:24
- P. All things are delivered unto me of my Father: and no man knoweth the Son, but the Father; neither knoweth any man the Father, save the Son, and he to whomsoever the Son will reveal him. – Matthew 11:27
- Q. Make not my Father's house an house of merchandise – John 2:16
- R. And I appoint unto you a kingdom, as my Father hath appointed unto me – Luke 22:29
- S. The Father loveth the Son, and hath given all things into his hands – John 3:35
- T. For the Father judgeth no man, but hath committed all judgment unto the Son – John 5:22
- U. He that honoureth not the Son honoureth not the Father which hath sent him – John 5:23
- V. For as the Father hath life in himself; so hath he given to the Son to have life in himself – John 5:26
- W. No man cometh unto the Father, but by me – John 14:6

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### IV. Jesus Prayed and Fasted

- A. Matthew 4 – temptation of Christ
- B. Matthew 17:21 Howbeit this kind goeth not out but by prayer and fasting.
- C. Jesus was able to cast out this kind of devil on the spot – he was prepared already
- D. Matthew 6:5 And when thou prayest, thou shalt not be as the hypocrites are: for they love to pray standing in the synagogues and in the corners of the streets, that they may be seen of men. Verily I say unto you, They have their reward.
- E. 6 But thou, when thou prayest, enter into thy closet, and when thou hast shut thy door, pray to thy Father which is in secret; and thy Father which seeth in secret shall reward thee openly.
- F. 7 But when ye pray, use not vain repetitions, as the heathen do: for they think that they shall be heard for their much speaking.
- G. 8 Be not ye therefore like unto them: for your Father knoweth what things ye have need of, before ye ask him.
- H. 9 After this manner therefore pray ye: Our Father which art in heaven, Hallowed be thy name.
- I. 16 Moreover when ye fast, be not, as the hypocrites, of a sad countenance: for they disfigure their faces, that they may appear unto men to fast. Verily I say unto you, They have their reward.
- J. 17 But thou, when thou fastest, anoint thine head, and wash thy face;
- K. 18 That thou appear not unto men to fast, but unto thy Father which is in secret: and thy Father, which seeth in secret, shall reward thee openly.
- L. Luke 10:21 – In that hour Jesus rejoiced in spirit, and said, I thank thee, O Father, Lord of heaven and earth, that thou hast hid these things from the wise and prudent, and hast revealed them unto babes: even so, Father; for so it seemed good in thy sight.
- M. Discussion on Prayer:
  - Matthew 14:23
  - Matthew 19:13
  - Matthew 21:13, 22
  - Matthew 26:36-53
  - Mark 1:35
  - Mark 6:46
  - Mark 11:25
  - Mark 14:38
  - Luke 3:21
  - Luke 5:16
  - Luke 6:12
  - Luke 9:28-29
  - Luke 11:1-17
  - Luke 18:10-14
  - Luke 22:40
  - John 17:1-26 – high priestly prayer
  - Ask, Seek, and Knock – Matthew 7:7-11
  - Matthew 9:8 – Lord to send laborers

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### V. Jesus Worked with Others

- A. Mathew 12:30 He that is not with me is against me; and he that gathereth not with me scattereth abroad.
- B. Luke 11:23 He that is not with me is against me: and he that gathereth not with me scattereth.
- C. 12 disciples called apostles – Matthew 10:1, 2
- D. Ordained twelve – Mark 3:14
- E. These baptized for Jesus – John 4:1, 2
- F. Appointed seventy – Luke 10:1, 17
- G. Chose Matthias – Acts 1:24-26
- H. Chose Paul – Acts 9:15

### VI. Jesus Committed His Work to His Followers – Perfect Delegation

- A. Jesus continued the work through prepared men – Matthew 4:19
- B. Training – Luke 14:26-33
- C. Instructions (commandments and doctrine) – Acts 1:2
- D. Prioritization – Matthew 6:33
- E. Delegation – John 4:2; Matthew 28:18-20
- F. Authority – Matthew 28:18-20; Luke 9:1
- G. Oversight – Matthew 28:20
- H. Empowering – Matthew 10:1; Mark 3:13-15; Luke 9:1; Acts 1:8
- I. Helping – John 14:18
- J. Providing – supplying needs – Philippians 4:19
- K. Enlightening – giving wisdom – John 14:26; Luke 24:27; James 1:5
- L. Guiding – John 16:13
- M. Encouraging – John 14:1-6; 16
- N. Protecting – John 18:8

### VII. Jesus' Custom was to go to the Synagogue

- A. Luke 4:16 And he came to Nazareth, where he had been brought up: and, as his custom was, he went into the synagogue on the sabbath day, and stood up for to read.
- B. Jesus made a priority of attending synagogue
- C. Jesus built his church – Matthew 16:18
- D. Jesus is in the midst of his church – Revelation 1:13; 2:1; Matthew 18:20
- E. Faithful church attendance is very necessary if a man is to grow, develop ministry skills, and serve God
- F. Hebrews 10:25 Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching.

### VIII. Jesus Worked While it Was Day

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- A. I must work the works of him that sent me, while it is day: the night cometh, when no man can work. – John 9:4 – work while it is day – while there is time
- B. Jesus answered, Are there not twelve hours in the day? If any man walk in the day, he stumbleth not, because he seeth the light of this world. – John 11:9
- C. But if a man walk in the night, he stumbleth, because there is no light in him. – John 11:10

### **IX. Jesus Worked with and Ministered to People**

- A. John 3:16
- B. Matthew 20:26-27 – but whosoever will be great among you, let him be your minister
- C. John 12:46 – I am come a light into the world, that whosoever believeth on me should not abide in darkness.
- D. Matthew 9:35-38
- E. 35 And Jesus went about all the cities and villages, teaching in their synagogues, and preaching the gospel of the kingdom, and healing every sickness and every disease among the people.
- F. 36 But when he saw the multitudes, he was moved with compassion on them, because they fainted, and were scattered abroad, as sheep having no shepherd.
- G. 37 Then saith he unto his disciples, The harvest truly is plenteous, but the labourers are few;
- H. 38 Pray ye therefore the Lord of the harvest, that he will send forth labourers into his harvest.

### **X. Jesus Planned his Life so as to be Profitable unto God.**

- A. Read Mark chapter 1
- B. Father's business – Luke 2:49
- C. Had way prepared – Mark 1:3
- D. Baptism – Matthew 3:15-16; Mark 1:9
- E. Anointing – Matthew 3:16; Mark 1:10-11; Luke 3:22; John 1:32-34
- F. Temptation – Matthew 4:1-11; Mark 1:12-13
- G. Preaching – Luke 4:14-21
- H. Ministering – Mark 1:23; Matthew 20:28
- I. Training of Disciples – Matthew 4:18; 28:18-20; Mark 1:15--20
- J. Passion – Matthew 20:28; Mark 10:45
- K. Resurrection – Matthew 16:21; John 11:25; 1 Corinthians 15:1-5
- L. Great Commission – Matthew 28:18-20

### **XI. Jesus Planned and Published his Schedule and Agenda**

- A. O.T. Prophecies were his agenda
- B. Jesus perfectly fulfilled the prophecies while on earth
- C. Jesus shows planning and preparation and execution
- D. Jesus published his agenda for the world to see
- E. Father's business – at 12 years old Jesus was already preparing for his work on earth
- F. Jesus perfectly fulfilled his work

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- G. 3.5-year program
- H. Jesus Sent John as a forerunner – John was a prepared messenger to make a prepared way

### **XII. Jesus' Agenda (To-Do List) Summarized**

- A. Prophecy in Place to show he is the Messiah
- B. All the below fulfilled prophecies
- C. Sent John the Baptist ahead
- D. Birth
- E. Focuses on Father's business at 12 years old
- F. Baptism by John
- G. Anointing of the Holy Ghost
- H. Temptation
- I. Preaching
- J. Earthly Ministry (healing, casting out devils, etc.)
- K. Training of men
- L. Passion
- M. Death and Burial
- N. Resurrection
- O. Empowered the apostles with the Holy Ghost
- P. Commissioning his Disciples – Matthew 28:18-20
- Q. Left Instructions – Acts 1:2
- R. Gave all things necessary – Acts 1:3, 8
- S. Being ever close – Hebrews 13:5
- T. Still to come:
- U. Return
- V. Kingdom
- W. Judgment

### **XIII. Jesus was Focused and Diligent**

- A. Be about his Father's business (Luke 2:49)
- B. Luke 9:51: And it came to pass, when the time was come that he should be received up, he stedfastly set his face to go to Jerusalem,
- C. I do always the things that please [the Father] – John 8:26
- D. John 9:4: I must work the works of him that sent me, while it is day: the night cometh, when no man can work.

### **XIV. Jesus was Prepared**

- A. God's Goals and Jesus' Goals are Perfectly aligned
- B. Fasted 40 days before the temptation
- C. Matthew 17:21 – Jesus casts out devil. He said this comes by prayer and fasting. This shows our Savior was prayed up and had fasted in preparation for the day's work. He could cast out the devil immediately.
- D. Prepared Spiritually – always in prayer
- E. Prepared Mentally – focused on the will of God – John 8:29



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- F. Prepared Emotionally – Not my will but thine – Luke 22:42
- G. Prepared Materially – Matthew 8:20; 21:3
- H. Prepared Physically – Mark 1:39; Matthew 27:26 – survived scourging
- I. Prepared his Followers – Matthew 4:18

### **XV. Jesus was Open to Opportunities**

- A. Samaritan woman
- B. Anytime the Pharisees tried to tempt him
- C. Calling Zacchaeus

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### Lesson 4: Luke 19:10 Priority of Jesus

#### I. See Lesson 3, Point III Above

#### II. Priority Specifically Stated:

- A. Luke 19:10 – to Seek and to Save that which was lost (Also Matthew 18:11)
- B. Matthew 9:13 – Call Sinners to Repentance
- C. Give his Life a Ransom for Many (Matthew 20:28; 1 Timothy 2:6)
- D. To Minister – Mark 10:45
- E. Glorify the Father – John 17:4
- F. Finish the work given him by God (John 17:4)
- G. To show the way of Salvation – John 14:6
- H. To show us the Father – John 14:1-6
- I. To show the Love of God (John 3:16)

#### III. Jesus Gave Us His Priorities:

- A. Matthew 6:33 – But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.
- B. As the Father sent him, he sends us (John 20:21)
- C. Obey his commandments – John 14:15

#### IV. Jesus Supplies what the World Needs:

- A. Jesus is God, the I AM – John 8:58; 10:30
- B. The Son of God (John 5:19-20; Luke 1:32)
- C. Son of Man (Luke 19:10)
- D. The Christ (Matthew 16:13-17)
- E. The Messiah (John 4:26)
- F. The Savior of the World (Luke 2:11)
- G. The Word (John 1:1)
- H. The Light of the world (John 1:8-9; 8:12; 9:5; 11:9)
- I. The Bread of Life (John 6:35, 48)
- J. The Water of Life (John 4:10; Revelation 22:17)
- K. The Way (John 14:6)
- L. The Truth
- M. The Life
- N. The Vine (John 15:1)
- O. The Door (John 10:9)
- P. The Good Shepherd (John 10:11)
- Q. The Resurrection and the Life (John 11:25)

#### V. Other Names of Jesus Show his Priorities:

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- A. Almighty (Revelation 1:8)
- B. Alpha and Omega (Revelation 22:13)
- C. Advocate (1 John 2:1)
- D. Author and Finisher (Hebrews 12:2)
- E. Bridegroom (Matthew 9:15)
- F. Chief Cornerstone (1 Peter 2:6)
- G. Faithful and True (Revelation 19:11)
- H. Great High priest (Hebrews 4:14)
- I. Head of the Church (Ephesians 1:22)
- J. Immanuel (Isaiah 7:14)
- K. Judge (Acts 10:42)
- L. King of Kings (Revelation 17:14)
- M. Lord of Lords (Revelation 17:14)
- N. Lamb of God (John 1:29)
- O. Lion of the Tribe of Judah (Revelation 5:5)
- P. Lord of All (Philippians 2:9-11)
- Q. The Mediator (1 Timothy 2:5)
- R. The Prophet (Mark 6:4; Deuteronomy 18:15; 18)
- S. The Rock (1 Corinthians 10:4)

### **VI. Important Life Priorities Jesus Showed his Followers:**

- A. The importance of Total Dependence upon God
- B. The importance of God's word
- C. The importance of Prayer
- D. The importance of Obedience
- E. The importance of Glorifying God in Everything
- F. The importance of Love Commandment Doctrine

### **VII. Jesus' Process for Prioritized Living:**

- A. Seek the Father first in all things
- B. Live by God's word
- C. Love the un-lovely with Compassion and Grace
- D. Be a Servant to Others
- E. Reject Hypocrisy
- F. Be a Pattern to Follow
- G. Never be too Busy to Minister to a Sinner

### **VIII. Categorized Priorities of Jesus**

- A. Manifestations of True Godly Love
- B. Relationship with the Father
- C. Evangelism (preaching and teaching, ministry of the word) – the Lost, the Least, the Littlest
- D. Service

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- E. Discipleship
- F. Edifying his Church

### **IX. Program of the Priorities of Jesus**

- A. Prophecy fulfilled – John 5:39
- B. Purpose of God's will – John 5:30
- C. Preparation for God's Service – Hebrews 10:5
- D. Power of God – Luke 4:14, 36; Matthew 28:18; Mark 13:26
- E. Prayer – Mark 1:35
- F. Preaching the word – Matthew 11:5
- G. Personality of God truly manifested – John 1:18
- H. People Ministry – Matthew 9:36
- I. Pattern to follow – Matthew 4:19
- J. Program of Training Leaders – Matthew 28:18-20
- K. Production of the church – Matthew 16:18
- L. Presentation and Proof of God's Love – John 3:16
- M. Passion – the gospel: Death, Burial, and Resurrection – Acts 1:3
- N. Pardon – Matthew 9:6
- O. Promise of Heaven – John 14:1-6

### **X. Bible Passages Showing Life Priorities:**

- A. Seek first the kingdom of God (Matthew 6:33)
- B. Sell all and follow Jesus (Luke 18:22-23)
- C. Where your treasure is, there will your heart be also (Luke 12:34)
- D. Seek and save that which is lost (Luke 19:10)
- E. If you love me keep my commandments (John 14:15)
- F. Prayer (Philippians 4:6-8)
- G. Occupy till he comes (Luke 19:13)

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### Lesson 5: The Importance of Prayer

*Prayer is not just to prepare for the greater work – it is the greater work*

#### I. **Prayer Necessary for the Power of God:**

- A. Matthew 17:21
- B. Jesus cast out this type easily. He must have been prepared by prayer and fasting.
- C. God's work requires God's Power

#### II. **Prayer Necessary for God's Wisdom:**

- A. James 1:5
- B. If any of you lack wisdom,
- C. let him ask of God,
- D. that giveth to all men liberally,
- E. and upbraideth not;
- F. and it shall be given him.

#### III. **Prayer Necessary for Personal Strength:**

- A. 2 Corinthians 12:7-10
- B. 7 And lest I should be exalted above measure through the abundance of the revelations, there was given to me a thorn in the flesh, the messenger of Satan to buffet me, lest I should be exalted above measure.
- C. 8 For this thing I besought the Lord thrice, that it might depart from me.
- D. 9 And he said unto me, My grace is sufficient for thee:
- E. for my strength is made perfect in weakness.
- F. Most gladly therefore will I rather glory in my infirmities,
- G. that the power of Christ may rest upon me.
- H. 10 Therefore I take pleasure in infirmities,
- I. in reproaches,
- J. in necessities,
- K. in persecutions,
- L. in distresses for Christ's sake:
- M. for when I am weak, then am I strong.

#### IV. **Prayer Necessary for Fellowship with the Father:**

- A. 1 John 1:
- B. 5 This then is the message which we have heard of him, and declare unto you, that God is light, and in him is no darkness at all.
- C. 6 If we say that we have fellowship with him, and walk in darkness, we lie, and do not the truth:

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- D. 7 But if we walk in the light, as he is in the light, we have fellowship one with another, and the blood of Jesus Christ his Son cleanseth us from all sin.
- E. 8 If we say that we have no sin, we deceive ourselves, and the truth is not in us.
- F. 9 If we confess our sins, he is faithful and just to forgive us our sins, and to cleanse us from all unrighteousness.
- G. 10 If we say that we have not sinned, we make him a liar, and his word is not in us.

### V. **Prayer Necessary for Asking for Needs:**

- A. Philippians 4:5-7
- B. 5 Let your moderation be known unto all men.
- C. The Lord is at hand.
- D. 6 Be careful for nothing;
- E. but in every thing
- F. by prayer and supplication
- G. with thanksgiving
- H. let your requests be made known unto God.
- I. 7 And the peace of God, which passeth all understanding,
- J. shall keep your hearts and minds through Christ Jesus.
- K. Come boldly to the throne of Grace – Hebrews 4:16
- L. Let us therefore come boldly unto the throne of grace,
- M. that we may obtain mercy,
- N. and find grace to help in time of need.

### VI. **Prayer is at top of List for a Preacher:**

- A. 1 Timothy 2:1-4
- B. 1 I exhort therefore, that, first of all, supplications, prayers, intercessions, and giving of thanks, be made for all men;
- C. 2 For kings, and for all that are in authority; that we may lead a quiet and peaceable life in all godliness and honesty.
- D. 3 For this is good and acceptable in the sight of God our Saviour;
- E. 4 Who will have all men to be saved, and to come unto the knowledge of the truth.

### VII. **Practical Benefits of Prayer Time when Stressed:**

- A. Reduces stress in heart and mind
- B. Clears mind
- C. Opens mind to God's leading
- D. Allows God to give a vision
- E. Allows time for problem-solving and creativity
- F. God facilitates (blesses) your accomplishments

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### Lesson 6: Having Vision and Focus

#### I. Vision Helps Provide Focus

- A. A High Vision – see from God’s viewpoint
- B. A Long Vision – know the long path and execute it with patience
- C. A World Vision – see the need worldwide for the gospel and scriptural teaching
- D. Once vision is correct, one can focus on individual tasks
- E. Make sure you work on the right thing before you worry about doing it rightly
- F. Martha was busy, but Mary was correct – Luke 10:38-42

#### II. Correct Vision – Seek First the Kingdom of God

- A. Luke 16:16 The law and the prophets were until John: since that time the kingdom of God is preached, and every man presseth into it.
- B. Matthew 6:33 – But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.

#### III. The Power of Focus

- A. Almost anything can be accomplished with enough focus and diligence
- B. Most problems can be solved by focusing on a solution
- C. Many people find it hard to focus on anything more than a few moments

#### IV. Jesus Had Focus

- A. Luke 2:49 – And he said unto them, How is it that ye sought me? wist ye not that I must be about my Father’s business?
- B. John 4:34 – Jesus saith unto them, My meat is to do the will of him that sent me, and to finish his work.

#### V. Paul Had Focus

- A. Philippians 3:12 – Not as though I had already attained, either were already perfect: but I follow after, if that I may apprehend that for which also I am apprehended of Christ Jesus.
- B. 13 Brethren, I count not myself to have apprehended: but this one thing I do, forgetting those things which are behind, and reaching forth unto those things which are before,
- C. 14 I press toward the mark for the prize of the high calling of God in Christ Jesus.
- D. 15 Let us therefore, as many as be perfect, be thus minded: and if in any thing ye be otherwise minded, God shall reveal even this unto you.

#### VI. Be the Right Man at the Right Time

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- A. Be a man of vision
- B. Forbidden by the HG to do some things – Acts 16:6-7
- C. A Macedonian Call – Acts 16:9
- D. A Man for the Time
- E. Joel 2:28 – And it shall come to pass afterward, that I will pour out my spirit upon all flesh; and your sons and your daughters shall prophesy, your old men shall dream dreams, your young men shall see visions:
- F. A young man's vision can be based on an old man's dream
- G. Solomon built the temple. David's dream materialized by Solomon's vision.

### VII. Be Not Wasteful with Time

- A. Not maturing
- B. Hebrews 5:12 – For when for the time ye ought to be teachers, ye have need that one teach you again which be the first principles of the oracles of God; and are become such as have need of milk, and not of strong meat.
- C. Lack of wisdom
- D. Proverbs 14:12 There is a way which seemeth right unto a man, but the end thereof are the ways of death.
- E. Proverbs 16:25 There is a way that seemeth right unto a man, but the end thereof are the ways of death.
- F. Proverbs 17:24 Wisdom is before him that hath understanding; but the eyes of a fool are in the ends of the earth.
- G. Distractions from the objective waste time.

### VIII. Press Toward the mark

- A. Philippians 3:9-15
- B. 9 And be found in him, not having mine own righteousness, which is of the law, but that which is through the faith of Christ, the righteousness which is of God by faith:
- C. 10 That I may know him, and the power of his resurrection, and the fellowship of his sufferings, being made conformable unto his death;
- D. 11 If by any means I might attain unto the resurrection of the dead.
- E. 12 Not as though I had already attained, either were already perfect: but I follow after, if that I may apprehend that for which also I am apprehended of Christ Jesus.
- F. 13 Brethren, I count not myself to have apprehended: but this one thing I do, forgetting those things which are behind, and reaching forth unto those things which are before,
- G. 14 I press toward the mark for the prize of the high calling of God in Christ Jesus.
- H. 15 Let us therefore, as many as be perfect, be thus minded: and if in any thing ye be otherwise minded, God shall reveal even this unto you.

### IX. Learn to be Content

- A. 11 Not that I speak in respect of want: for I have learned, in whatsoever state I am, therewith to be content.



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- B. 12 I know both how to be abased, and I know how to abound: every where and in all things I am instructed both to be full and to be hungry, both to abound and to suffer need.
- C. 13 I can do all things through Christ which strengtheneth me.
- D. 14 Notwithstanding ye have well done, that ye did communicate with my affliction.
- E. 15 Now ye Philippians know also, that in the beginning of the gospel, when I departed from Macedonia, no church communicated with me as concerning giving and receiving, but ye only.
- F. Hebrews 13:5 – Let your conversation be without covetousness; and be content with such things as ye have: for he hath said, I will never leave thee, nor forsake thee.

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### Lesson 7: Waiting on God's Timing

#### I. God's Timing is Perfect

- A. God is not bound by time, but he has settled all prophecy events in time
- B. God has a purpose for all that he does
- C. God loves us and does what is best for us always

#### II. God is Always on Time

- A. God is never late
- B. Abraham and Isaac
- C. Israelites pursued by the Egyptians
- D. Peter in prison

#### III. Learn to Wait for God

- A. Ye have need of patience
- B. Luke 21:19 – In your patience possess ye your souls.
- C. James 1:3 – Knowing this, that the trying of your faith worketh patience.
- D. 4 But let patience have her perfect work, that ye may be perfect and entire, wanting nothing.
- E. 2 Peter 1:6 – And to knowledge temperance; and to temperance patience; and to patience godliness;

#### IV. Be Patient While You Labor

- A. Hebrews 6:12 – That ye be not slothful, but followers of them who through faith and patience inherit the promises.
- B. Hebrews 10:36 – For ye have need of patience, that, after ye have done the will of God, ye might receive the promise.

#### V. God's Race is a Marathon, Not a Sprint

- A. Hebrews 12:1 – Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us,
- B. 2 Looking unto Jesus the author and finisher of our faith; who for the joy that was set before him endured the cross, despising the shame, and is set down at the right hand of the throne of God.
- C. 3 For consider him that endured such contradiction of sinners against himself, lest ye be wearied and faint in your minds.
- D. 4 Ye have not yet resisted unto blood, striving against sin.

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### VI. God Exalts in Due Time

- A. 1 Peter 5:6 – Humble yourselves therefore under the mighty hand of God, that he may exalt you in due time:
- B. James 4:13 – Go to now, ye that say, To day or to morrow we will go into such a city, and continue there a year, and buy and sell, and get gain:
- C. 14 Whereas ye know not what shall be on the morrow. For what is your life? It is even a vapour, that appeareth for a little time, and then vanisheth away.
- D. 15 For that ye ought to say, If the Lord will, we shall live, and do this, or that.
- E. 16 But now ye rejoyce in your boastings: all such rejoicing is evil.
- F. 17 Therefore to him that knoweth to do good, and doeth it not, to him it is sin.

### VII. If Any Man Lacks Wisdom He Can Ask of God

- A. James 1:5 – If any of you lack wisdom, let him ask of God, that giveth to all men liberally, and upbraideth not; and it shall be given him.
- B. 6 ] But let him ask in faith, nothing wavering. For he that wavereth is like a wave of the sea driven with the wind and tossed.
- C. 7 For let not that man think that he shall receive any thing of the Lord.
- D. 8 A double minded man is unstable in all his ways.

### VIII. Trees Need Time to Grow and Bear Fruit

- A. Luke 8:15 – But that on the good ground are they, which in an honest and good heart, having heard the word, keep it, and bring forth fruit with patience.

### IX. Babes Need Time to Grow into Mature Believers

- A. 1 Corinthians 3:1 – And I, brethren, could not speak unto you as unto spiritual, but as unto carnal, even as unto babes in Christ.
- B. Hebrews 5:13 – For every one that useth milk is unskilful in the word of righteousness: for he is a babe.
- C. 1 Peter 2:2 – As newborn babes, desire the sincere milk of the word, that ye may grow thereby:

### X. Sometimes We Have to Tarry

- A. John 4:40 – So when the Samaritans were come unto him, they besought him that he would tarry with them: and he abode there two days.
- B. Matthew 26:38 – Then saith he unto them, My soul is exceeding sorrowful, even unto death: tarry ye here, and watch with me.
- C. Mark 14:34 – And saith unto them, My soul is exceeding sorrowful unto death: tarry ye here, and watch.
- D. 1 Corinthians 11:33 – Wherefore, my brethren, when ye come together to eat, tarry one for another.

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- E. Luke 24:49 – And, behold, I send the promise of my Father upon you: but tarry ye in the city of Jerusalem, until ye be endued with power from on high.
- F. Acts 1:8 – But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judaea, and in Samaria, and unto the uttermost part of the earth.

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### Lesson 8: Sufficient for the Day

#### I. Live Making the best of Each Day

- A. Matthew 6:25-34:
- B. 25 Therefore I say unto you, Take no thought for your life, what ye shall eat, or what ye shall drink; nor yet for your body, what ye shall put on. Is not the life more than meat, and the body than raiment?
- C. 26 Behold the fowls of the air: for they sow not, neither do they reap, nor gather into barns; yet your heavenly Father feedeth them. Are ye not much better than they?
- D. 27 Which of you by taking thought can add one cubit unto his stature?
- E. 28 And why take ye thought for raiment? Consider the lilies of the field, how they grow; they toil not, neither do they spin:
- F. 29 And yet I say unto you, That even Solomon in all his glory was not arrayed like one of these.
- G. 30 Wherefore, if God so clothe the grass of the field, which to day is, and to morrow is cast into the oven, shall he not much more clothe you, O ye of little faith?
- H. 31 Therefore take no thought, saying, What shall we eat? or, What shall we drink? or, Wherewithal shall we be clothed?
- I. 32 (For after all these things do the Gentiles seek:) for your heavenly Father knoweth that ye have need of all these things.
- J. 33 But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.
- K. 34 Take therefore no thought for the morrow: for the morrow shall take thought for the things of itself. Sufficient unto the day is the evil thereof.

#### II. God Promises to Provide for Our Need

- A. God promises to provide our need in Christ Jesus (Philippians 4:19).
- B. We should plan and prepare for the future, but we ought not fret over the future, for it is God's hand.
- C. Furthermore, we ought not take tomorrow's problems and load them into today. God would have us live today for the sake of the day, seeking first the kingdom of God.
- D. We are to pray, "Give us this day our daily bread" (Matthew 6:11), and trust God for it.
- E. And we find the evil of the day is sufficient for the day.

#### III. The Battle is Just for the Day

- A. 1 Corinthians 10:13: There hath no temptation taken you but such as is common to man: but God is faithful, who will not suffer you to be tempted above that ye are able; but will with the temptation also make a way to escape, that ye may be able to bear it.
- B. With the day, we ought also to put on the whole armor of God so that we can stand in the evil day.
- C. Ephesians 6:10-19:

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- D. 10 Finally, my brethren, be strong in the Lord, and in the power of his might.
- E. 11 Put on the whole armour of God, that ye may be able to stand against the wiles of the devil.
- F. 12 For we wrestle not against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this world, against spiritual wickedness in high places.
- G. 13 Wherefore take unto you the whole armour of God, that ye may be able to withstand in the evil day, and having done all, to stand.
- H. 14 Stand therefore, having your loins girt about with truth, and having on the breastplate of righteousness;
- I. 15 And your feet shod with the preparation of the gospel of peace;
- J. 16 Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked.
- K. 17 And take the helmet of salvation, and the sword of the Spirit, which is the word of God:
- L. 18 Praying always with all prayer and supplication in the Spirit, and watching thereunto with all perseverance and supplication for all saints;
- M. 19 And for me, that utterance may be given unto me, that I may open my mouth boldly, to make known the mystery of the gospel,

### IV. Accordingly, We Redeem the Day

- A. Thus prepared, we are busy *redeeming the time, because the days are evil* (Ephesians 5:16).
- B. The day is lived by preparation for the day according to priorities – prayer, the word, the work – then executed by a series of *yeas* and *nays*:
- C. Matthew 5:37: But let your communication be, Yea, yea; Nay, nay: for whatsoever is more than these cometh of evil.

### V. Fret Not Because of Evildoers

- A. Psalm 37:1-7
- B. 1 Fret not thyself because of evildoers, neither be thou envious against the workers of iniquity.
- C. 2 For they shall soon be cut down like the grass, and wither as the green herb.
- D. 3 Trust in the LORD, and do good; so shalt thou dwell in the land, and verily thou shalt be fed.
- E. 4 Delight thyself also in the LORD; and he shall give thee the desires of thine heart.
- F. 5 Commit thy way unto the LORD; trust also in him; and he shall bring it to pass.
- G. 6 And he shall bring forth thy righteousness as the light, and thy judgment as the noonday.
- H. 7 Rest in the LORD, and wait patiently for him: fret not thyself because of him who prospereth in his way, because of the man who bringeth wicked devices to pass.

### VI. Boast Not of Tomorrow

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- A. Proverbs 27:1 Boast not thyself of to morrow; for thou knowest not what a day may bring forth.
- B. James 4:15 – For that ye ought to say, If the Lord will, we shall live, and do this, or that.

### **VII. A Day's General Program**

- A. Ephesians 4:22-28
- B. 22 That ye put off concerning the former conversation the old man, which is corrupt according to the deceitful lusts;
- C. 23 And be renewed in the spirit of your mind;
- D. 24 And that ye put on the new man, which after God is created in righteousness and true holiness.
- E. 25 Wherefore putting away lying, speak every man truth with his neighbour: for we are members one of another.
- F. 26 Be ye angry, and sin not: let not the sun go down upon your wrath:
- G. 27 Neither give place to the devil.
- H. 28 Let him that stole steal no more: but rather let him labour, working with his hands the thing which is good, that he may have to give to him that needeth.
- I. 29 Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.
- J. 30 And grieve not the holy Spirit of God, whereby ye are sealed unto the day of redemption.
- K. 31 Let all bitterness, and wrath, and anger, and clamour, and evil speaking, be put away from you, with all malice:
- L. 32 And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you.

### **VIII. Review of the Above**

- A. Notice a general good use of time in this order:
  - Put off the old man (v. 22)
  - Be renewed in the spirit of your mind (v. 23)
  - Put on the new man (v. 24)
  - Speak truth (v. 25)
  - Do not sin, let not the sun go down on your wrath (v. 26)
  - Do not give place to the devil (v. 27)
  - Labor, working with your hands (v. 28)
  - Use mouth rightly (v. 29)
  - Follow the Holy Spirit (v. 30)
  - Put away all malice and control your words (v. 31)
  - Be kind (v. 32)

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### Lesson 9: The Good and Poor Use of Time

#### I. Learn to Discern the Good Use and the Poor Use of Time

- A. Slothful = great waster
- B. Do not dwell on the past
- C. Ephesians 2:1-3 – And you hath he quickened, who were dead in trespasses and sins;
- D. 2 Wherein in time past ye walked according to the course of this world, according to the prince of the power of the air, the spirit that now worketh in the children of disobedience:
- E. 3 Among whom also we all had our conversation in times past in the lusts of our flesh, fulfilling the desires of the flesh and of the mind; and were by nature the children of wrath, even as others.
- F. Superstitions Galatians 4:10 – Ye observe days, and months, and times, and years.

#### II. Always Go Forward

- A. 1 Peter 4:2 – That he no longer should live the rest of his time in the flesh to the lusts of men, but to the will of God.
- B. 3 For the time past of our life may suffice us to have wrought the will of the Gentiles, when we walked in lasciviousness, lusts, excess of wine, revellings, banquetings, and abominable idolatries:
- C. Luke 9:62 – And Jesus said unto him, No man, having put his hand to the plough, and looking back, is fit for the kingdom of God.

#### III. God is to be Prioritized

- A. Haggai 1:4-11:
- B. 4 Is it time for you, O ye, to dwell in your cieled houses, and this house lie waste?
- C. 5 Now therefore thus saith the LORD of hosts; Consider your ways.
- D. 6 Ye have sown much, and bring in little; ye eat, but ye have not enough; ye drink, but ye are not filled with drink; ye clothe you, but there is none warm; and he that earneth wages earneth wages to put it into a bag with holes.
- E. 7 Thus saith the LORD of hosts; Consider your ways.
- F. 8 Go up to the mountain, and bring wood, and build the house; and I will take pleasure in it, and I will be glorified, saith the LORD.
- G. 9 Ye looked for much, and, lo, it came to little; and when ye brought it home, I did blow upon it. Why? saith the LORD of hosts. Because of mine house that is waste, and ye run every man unto his own house.
- H. 10 Therefore the heaven over you is stayed from dew, and the earth is stayed from her fruit.
- I. 11 And I called for a drought upon the land, and upon the mountains, and upon the corn, and upon the new wine, and upon the oil, and upon that which the ground bringeth forth, and upon men, and upon cattle, and upon all the labour of the hands.

#### IV. A Profitable Process



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1. Think True Thoughts about Time – Philippians 4:8
2. Set Goals – Philippians 3:13, 14
3. Prioritize – Matthew 6:33
4. Schedule – Ecclesiastes 3:1-8
5. Examine – 2 Timothy 4:7
6. Work Diligently – Romans 12:9-21
7. Analyze and improve – lessons learned – Galatians 6:4

### **V. Time is a Gift of God – Use it wisely**

- A. Gifts
- B. Administrations
- C. Operations

### **VI. Order Your Thoughts**

- A. Thoughts should be programmed by God's word
- B. Thoughts Determine Actions – Proverbs 23:7
- C. Actions determine results
- D. Results determine future
- E. Results determine character
- F. A Disciplined Life accomplishes more for God and man

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### Lesson 10: Redeeming the Time because the Days are Evil

#### I. Ephesians Chapter 5 and 6 – a Means to Redeeming the Time

- A. The following two chapters of Ephesians 5 and 6 will be outlined in order to present a scriptural teaching on how to redeem the time.
- B. Note the order in which Paul writes – **God, Family, Work, Ministry**
- C. Redeem means, to buy up, ransom, rescue from loss, purchase – make the most of or taking full advantage of.
- D. Redeeming is seizing a buying-opportunity – making most of the present opportunity to have a future gain.
- E. Greek word for redeem is *exagorazó*, which is a combination of two words: *ek* and *agorazó*.
- F. *Ek* means, out and out, fully. *Agorazó* means to make a purchase in the marketplace.

#### II. Redeeming the Time According to Ephesians

*Do these things to redeem the time.*

- A. 1 Be ye therefore followers of **God**, as dear children;
- B. 2 And walk in **love**, as Christ also hath loved us, and hath given himself for us an offering and a sacrifice to God for a sweetsmelling savour.
- C. Personal **Sanctification**
  - 3 But fornication, and all uncleanness, or covetousness, let it not be once named among you, as becometh saints;
  - 4 Neither filthiness, nor foolish talking, nor jesting, which are not convenient: but rather giving of thanks.
  - 5 For this ye know, that no whoremonger, nor unclean person, nor covetous man, who is an idolater, hath any inheritance in the kingdom of Christ and of God.
  - 6 Let no man deceive you with vain words: for because of these things cometh the wrath of God upon the children of disobedience.
  - 7 Be not ye therefore partakers with them.
  - 8 For ye were sometimes darkness, but now are ye light in the Lord: walk as children of light:
  - 9 (For the fruit of the Spirit is in all goodness and righteousness and truth;)
  - 10 Proving what is acceptable unto the Lord.
- D. 11 And have **no fellowship** with the unfruitful works of darkness, but rather reprove them.
  - 12 For it is a shame even to speak of those things which are done of them in secret.
  - 13 But all things that are reprov'd are made manifest by the light: for whatsoever doth make manifest is light.
  - 14 Wherefore he saith, Awake thou that sleepest, and arise from the dead, and Christ shall give thee light.

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- E. 15 See then that ye **walk circumspectly**, not as fools, but as wise,
- F. 16 Redeeming the time, because the days are evil. **[use time profitable]**
- G. 17 Wherefore be ye not unwise, but understanding what the **will of the Lord** is.
- H. 18 And be not drunk with wine, wherein is excess; but be **filled with the Spirit**;
- 19 Speaking to yourselves in psalms and hymns and spiritual **songs**, singing and making melody in your heart to the Lord;
  - 20 Giving **thanks** always for all things unto God and the Father in the name of our Lord Jesus Christ;
  - 21 **Submitting** yourselves one to another in the fear of God.
- I. Operate **Family** Life According to the word of God
- 22 **Wives**, submit yourselves unto your own husbands, as unto the Lord.
  - 23 For the husband is the head of the wife, even as Christ is the head of the church: and he is the saviour of the body.
  - 24 Therefore as the church is subject unto Christ, so let the wives be to their own husbands in every thing.
  - 25 **Husbands**, love your wives, even as Christ also loved the church, and gave himself for it;
  - 26 That he might sanctify and cleanse it with the washing of water by the word,
  - 27 That he might present it to himself a glorious church, not having spot, or wrinkle, or any such thing; but that it should be holy and without blemish.
  - 28 So ought men to love their wives as their own bodies. He that loveth his wife loveth himself.
  - 29 For no man ever yet hated his own flesh; but nourisheth and cherisheth it, even as the Lord the church:
  - 30 For we are members of his body, of his flesh, and of his bones.
  - 31 For this cause shall a man leave his father and mother, and shall be joined unto his wife, and they two shall be one flesh.
  - 32 This is a great mystery: but I speak concerning Christ and the church.
  - 33 Nevertheless let every one of you in particular so love his wife even as himself; and the wife see that she reverence her husband.
- 
- 6:1 **Children**, obey your parents in the Lord: for this is right.
  - 2 Honour thy father and mother; (which is the first commandment with promise;)
  - 3 That it may be well with thee, and thou mayest live long on the earth.
  - 4 And, ye **fathers**, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord.
- J. **Work** Rightly and Diligently
- 5 Servants, be obedient to them that are your masters according to the flesh, with fear and trembling, in singleness of your heart, as unto Christ;

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- 6 Not with eyeservice, as menpleasers; but as the servants of Christ, doing the will of God from the heart;
- 7 With good will doing service, as to the Lord, and not to men:
- 8 Knowing that whatsoever good thing any man doeth, the same shall he receive of the Lord, whether he be bond or free.
- 9 And, ye masters, do the same things unto them, forbearing threatening: knowing that your Master also is in heaven; neither is there respect of persons with him.

### K. **Be Prepared** for Spiritual Warfare

- 10 Finally, my brethren, be **strong** in the Lord, and in the **power** of his might.
- 11 Put on the whole armour of God, that ye may be able to stand against the wiles of the devil.
- 12 For we wrestle not against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this world, against spiritual wickedness in high places.
- 13 Wherefore take unto you the whole armour of God, that ye may be able to withstand in the evil day, and having done all, to stand.
- 14 Stand therefore, having your loins girt about with truth, and having on the breastplate of righteousness;
- 15 And your feet shod with the preparation of the gospel of peace;
- 16 Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked.
- 17 And take the helmet of salvation, and the sword of the Spirit, which is the word of God:
- 18 Praying always with all prayer and supplication in the Spirit, and watching thereunto with all perseverance and supplication for all saints;
- 19 And for me, that utterance may be given unto me, that I may open my mouth boldly, to make known the mystery of the gospel,
- 20 For which I am an ambassador in bonds: that therein I may speak boldly, as I ought to speak.
- 21 But that ye also may know my affairs, and how I do, Tychicus, a beloved brother and faithful minister in the Lord, shall make known to you all things:
- 22 Whom I have sent unto you for the same purpose, that ye might know our affairs, and that he might comfort your hearts.
- 23 Peace be to the brethren, and love with faith, from God the Father and the Lord Jesus Christ.
- 24 Grace be with all them that love our Lord Jesus Christ in sincerity. Amen.

### III. **Added Ways to Redeem the Time**

- A. Get saved early as possible
- B. 2 Cor 6:2 (For he saith, I have heard thee in a time accepted, and in the day of salvation have I succoured thee: behold, now is the accepted time; behold, now is the day of salvation.)
- C. Now is always the right time to be saved
- D. Setting Times and Measurable goals

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E. Measuring and Evaluating goals

### IV. Walk in Wisdom

A. Colossians 4:5 Walk in wisdom toward them that are without, redeeming the time.

B. Notice the similarities in Colossians chapters 3 and 4 to Ephesians chapters 5 and 6:

C. Personal Relationship with Christ in Holiness and Sanctification

D. 3:1 If ye then be risen with Christ, seek those things which are above, where Christ sitteth on the right hand of God.

E. 2 Set your affection on things above, not on things on the earth.

F. 3 For ye are dead, and your life is hid with Christ in God.

- 4 When Christ, who is our life, shall appear, then shall ye also appear with him in glory.
- 5 Mortify therefore your members which are upon the earth; fornication, uncleanness, inordinate affection, evil concupiscence, and covetousness, which is idolatry:
- 6 For which things' sake the wrath of God cometh on the children of disobedience:
- 7 In the which ye also walked some time, when ye lived in them.

G. Control the Mouth

- 8 But now ye also put off all these; anger, wrath, malice, blasphemy, filthy communication out of your mouth.
- 9 Lie not one to another, seeing that ye have put off the old man with his deeds;
- 10 And have put on the new man, which is renewed in knowledge after the image of him that created him:
- 11 Where there is neither Greek nor Jew, circumcision nor uncircumcision, Barbarian, Scythian, bond nor free: but Christ is all, and in all.

H. 12 Put on therefore, as the elect of God, holy and beloved, bowels of mercies, kindness, humbleness of mind, meekness, longsuffering;

- 13 Forbearing one another, and forgiving one another, if any man have a quarrel against any: even as Christ forgave you, so also do ye.
- 14 And above all these things put on charity, which is the bond of perfectness.

I. 15 And let the peace of God rule in your hearts, to the which also ye are called in one body; and be ye thankful.

J. 16 Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord.

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K. 17 And whatsoever ye do in word or deed, **do all in the name of the Lord Jesus**, giving thanks to God and the Father by him.

L. **Family** Life

- 18 Wives, submit yourselves unto your own husbands, as it is fit in the Lord.
- 19 Husbands, love your wives, and be not bitter against them.
- 20 Children, obey your parents in all things: for this is well pleasing unto the Lord.
- 21 Fathers, provoke not your children to anger, lest they be discouraged.

M. **Work** Rightly and Diligently

- 22 Servants, obey in all things your masters according to the flesh; not with eyeservice, as menpleasers; but in singleness of heart, fearing God:
- 23 And whatsoever ye do, do it heartily, as to the Lord, and not unto men;
- 24 Knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord Christ.
- 25 But he that doeth wrong shall receive for the wrong which he hath done: and there is no respect of persons.
- 4:1 Masters, give unto your servants that which is just and equal; knowing that ye also have a Master in heaven.

N. 2 Continue in **prayer**, and watch in the same with thanksgiving;

- 3 Withal praying also for us, that God would open unto us a door of utterance, to speak the mystery of Christ, for which I am also in bonds:
- 4 That I may make it manifest, as I ought to speak.

O. 5 **Walk** in wisdom toward them that are without, redeeming the time.

P. 6 Let your **speech** be always with grace, seasoned with salt, that ye may know how ye ought to answer every man.

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### Lesson 11: Occupy till I Come

#### I. Occupy – Gain by Trading

- A. Luke 19:13
- B. Occupy means to gain by trading – Luke 19:15
- C. Redeem the time – trade time for rewards

#### II. Being Diligent

- A. Deuteronomy 28:1 – And it shall come to pass, if thou shalt hearken diligently unto the voice of the LORD thy God, to observe and to do all his commandments which I command thee this day, that the LORD thy God will set thee on high above all nations of the earth:
- B. Psalms 119:4 – Thou hast commanded us to keep thy precepts diligently.
- C. Proverbs 10:4 – He becometh poor that dealeth with a slack hand: but the hand of the diligent maketh rich.
- D. Proverbs 12:24 – The hand of the diligent shall bear rule: but the slothful shall be under tribute.
- E. 27 The slothful man roasteth not that which he took in hunting: but the substance of a diligent man is precious.
- F. Proverbs 21:5 – The thoughts of the diligent tend only to plenteousness; but of every one that is hasty only to want.
- G. Proverbs 22:29 – Seest thou a man diligent in his business? he shall stand before kings; he shall not stand before mean men.

#### III. The Way of a Sluggard:

- A. Receiver – Proverbs 21:25-26
- B. Problem-oriented – Proverbs 26:13-14; 22:13
- C. Complacent – Proverbs 26:13-16; 19:24
- D. Dependent – Proverbs 12:27; 26:14; 19:24
- E. Non-starter – Proverbs 6:9-10
- F. Undependable – Proverbs 12:27; 21:25
- G. Plagued – Proverbs 24:30-31; 15:19; 12:24; 6:11; 18:9

#### IV. Priority in Preaching

- A. 1 Corinthians 1:17 – For Christ sent me not to baptize, but to preach the gospel: not with wisdom of words, lest the cross of Christ should be made of none effect.
- B. 1 Corinthians 2:1 – And I, brethren, when I came to you, came not with excellency of speech or of wisdom, declaring unto you the testimony of God.
- C. 2 For I determined not to know any thing among you, save Jesus Christ, and him crucified.
- D. 2 Corinthians 4:5 – For we preach not ourselves, but Christ Jesus the Lord; and ourselves your servants for Jesus' sake.

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### V. Rewards for Occupying

- A. Luke 19:15 – And it came to pass, that when he was returned, having received the kingdom, then he commanded these servants to be called unto him, to whom he had given the money, that he might know how much every man had gained by trading.
- B. 16 Then came the first, saying, Lord, thy pound hath gained ten pounds.
- C. 17 And he said unto him, Well, thou good servant: because thou hast been faithful in a very little, have thou authority over ten cities.
- D. 18 And the second came, saying, Lord, thy pound hath gained five pounds.
- E. 19 And he said likewise to him, Be thou also over five cities.
- F. Revelation 2:26 – And he that overcometh, and keepeth my works unto the end, to him will I give power over the nations:
- G. 27 And he shall rule them with a rod of iron; as the vessels of a potter shall they be broken to shivers: even as I received of my Father.
- H. 28 And I will give him the morning star.
- I. 29 He that hath an ear, let him hear what the Spirit saith unto the churches.

### VI. Give to the Bank

- A. Luke 19:20 – And another came, saying, Lord, behold, here is thy pound, which I have kept laid up in a napkin:
- B. 21 For I feared thee, because thou art an austere man: thou takest up that thou layedst not down, and reapest that thou didst not sow.
- C. 22 And he saith unto him, Out of thine own mouth will I judge thee, thou wicked servant. Thou knewest that I was an austere man, taking up that I laid not down, and reaping that I did not sow:
- D. 23 Wherefore then gavest not thou my money into the bank, that at my coming I might have required mine own with usury?
- E. 24 And he said unto them that stood by, Take from him the pound, and give it to him that hath ten pounds.
- F. 25 (And they said unto him, Lord, he hath ten pounds.)
- G. 26 For I say unto you, That unto every one which hath shall be given; and from him that hath not, even that he hath shall be taken away from him.

### VII. Banks for the Believer to Earn Usury

- A. Use them when you cannot occupy.
- B. These are men who will occupy in your place using your funds
- C. Missions giving is a *Bank* with great return – increases fruit – 2 Corinthians 9:10
- D. Support of the scripture work is a *Bank* with great return – God’s word never returns void – Isaiah 55:11 – So shall my word be that goeth forth out of my mouth: it shall not return unto me void, but it shall accomplish that which I please, and it shall prosper in the thing whereto I sent it.
- E. Evangelists and Evangelistic works are great *Banks* – gathering fruit unto life eternal.



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- F. John 4:35 – Say not ye, There are yet four months, and then cometh harvest? behold, I say unto you, Lift up your eyes, and look on the fields; for they are white already to harvest.
- G. 36 And he that reapeth receiveth wages, and gathereth fruit unto life eternal: that both he that soweth and he that reapeth may rejoice together.
- H. 37 And herein is that saying true, One soweth, and another reapeth.
- I. 38 I sent you to reap that whereon ye bestowed no labour: other men laboured, and ye are entered into their labours.
- J. 1 Corinthians 3:6 – I have planted, Apollos watered; but God gave the increase.
- K. 7 So then neither is he that planteth any thing, neither he that watereth; but God that giveth the increase.
- L. 8 Now he that planteth and he that watereth are one: and every man shall receive his own reward according to his own labour.
- M. 9 For we are labourers together with God: ye are God's husbandry, ye are God's building.

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### Lesson 12: God's Wisdom

#### I. If Any Man Lack Wisdom

- A. All men lack wisdom
- B. Need of wisdom during the trying of your faith
- C. James 1:2 – My brethren, count it all joy when ye fall into divers temptations;
- D. 3 Knowing this, that the trying of your faith worketh patience.
- E. 4 But let patience have her perfect work, that ye may be perfect and entire, wanting nothing.
- F. 5 If any of you lack wisdom, let him ask of God, that giveth to all men liberally, and upbraideth not; and it shall be given him.

#### II. Ask for Wisdom in Faith

- A. 6 But let him ask in faith, nothing wavering. For he that wavereth is like a wave of the sea driven with the wind and tossed.
- B. 7 For let not that man think that he shall receive any thing of the Lord.
- C. 8 A double minded man is unstable in all his ways.
- D. This also means you will do what God's wisdom says to do.

#### III. He that Winneth Souls is Wise

- A. Proverbs 11:30 The fruit of the righteous is a tree of life; and he that winneth souls is wise.

#### IV. Wisdom Shown in Being Moderate

- A. Philippians 4:5 Let your moderation be known unto all men. The Lord is at hand.
- B. 1 Corinthians 6:12: All things are lawful unto me, but all things are not expedient: all things are lawful for me, but I will not be brought under the power of any.
- C. 1 Corinthians 10:23 All things are lawful for me, but all things are not expedient: all things are lawful for me, but all things edify not.
- D. Daniel 1:8 But Daniel purposed in his heart that he would not defile himself with the portion of the king's meat, nor with the wine which he drank: therefore he requested of the prince of the eunuchs that he might not defile himself.

#### V. Being Aware of the Shortness of Life is Wisdom

- A. Psalm 90:9-12:
- B. 9 For all our days are passed away in thy wrath: we spend our years as a tale that is told.
- C. 10 The days of our years are threescore years and ten; and if by reason of strength they be fourscore years, yet is their strength labour and sorrow; for it is soon cut off, and we fly away.
- D. 11 Who knoweth the power of thine anger? even according to thy fear, so is thy wrath.
- E. 12 So teach us to number our days, that we may apply our hearts unto wisdom.

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### VI. Other Thoughts of Wisdom

- A. God has given each person sufficient time to do his will in his way.
- B. The steps of a good man are ordered by the Lord
- C. Esteeming the word of God more than necessary food
- D. Man lives by every word
- E. Time management can be learned
- F. John 15:5-8
- G. 5 I am the vine, ye are the branches: He that abideth in me, and I in him, the same bringeth forth much fruit: for without me ye can do nothing.
- H. 6 If a man abide not in me, he is cast forth as a branch, and is withered; and men gather them, and cast them into the fire, and they are burned.
- I. 7 If ye abide in me, and my words abide in you, ye shall ask what ye will, and it shall be done unto you.
- J. 8 Herein is my Father glorified, that ye bear much fruit; so shall ye be my disciples.

### VII. Wisdom in Time Usage

- A. Proverbs 6:6: Go to the ant, thou sluggard; consider her ways, and be wise:
- B. Reacting vs. Proacting
- C. Control vs. being controlled
- D. Offense vs. Defense
- E. Leading vs. following
- F. Eternal vs. temporal
- G. Sort out the demand of your time
- H. Making controlled decisions and choices
- I. Identifying the true value in things
- J. Saying yes or no – yea or nay. Much time is saved by saying “no” to things.
- K. Make actions that lead to achievement
- L. Terminate time wasters
- M. Avoid unfruitful conversations – say you need to go
- N. Prevent interruptions – send message to reschedule
- O. Accountability is a good thing

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### Lesson 13: Having God's Speed in your Work

#### **I. Proper Priorities are Needed to Have God's Speed**

- A. Let God work in you both to will and to do of his good pleasure
- B. Align your priorities with God's priorities – Matthew 6:33
- C. Ask God for Godspeed in your labor

#### **II. Pressing Toward the Mark**

- A. This one thing I do – forgetting the past, reach forward to things achievable
- B. Focused times
- C. Focus on objectives not activity
- D. Set dedicated times
- E. Set deadlines
- F. Do things on Purpose – being fully persuaded
- G. Be persistence
- H. Be Diligent
- I. Be Faithful
- J. Be Prayerful
- K. Be Evangelistic

#### **III. Using God's Power**

- A. Prayer – Acts 4:31
- B. Gospel – Romans 1:16
- C. Holy Ghost – Acts 1:8

#### **IV. Using God's Word**

- A. Matthew 4:4 – But he answered and said, It is written, Man shall not live by bread alone, but by every word that proceedeth out of the mouth of God.
- B. Jeremiah 23:29 – Is not my word like as a fire? saith the LORD; and like a hammer that breaketh the rock in pieces?
- C. Faith comes by hearing God's word – Romans 10:17
- D. With faith, mountains can be moved – Matthew 21:21

#### **V. Using God's Wisdom**

- A. Identify bottlenecks
- B. Identify hinderances
- C. Identify time-wasters
- D. Identify efficiencies

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### VI. Using God's Momentum

- A. Momentum with a focused mind
- B. Momentum with God's Spirit
- C. Momentum from God's workings
- D. That *spiritual adrenaline* that comes while serving God and you know Godspeed is there will help you to continue in the work.
- E. Luke 10:17 – And the seventy returned again with joy, saying, Lord, even the devils are subject unto us through thy name.
- F. 18 And he said unto them, I beheld Satan as lightning fall from heaven.
- G. 19 Behold, I give unto you power to tread on serpents and scorpions, and over all the power of the enemy: and nothing shall by any means hurt you.
- H. 20 Notwithstanding in this rejoice not, that the spirits are subject unto you; but rather rejoice, because your names are written in heaven.
- I. Luke 15:6 – And when he cometh home, he calleth together his friends and neighbours, saying unto them, Rejoice with me; for I have found my sheep which was lost.

### VII. Be Available to God

- A. God brings opportunities to win souls – do not overlook them.
- B. These are not coincidences, but “God-incidents.”
- C. Pray in a closet – prayer without distraction allows focus
- D. Understand the need to wait on God
- E. Use times of waiting to seek God's will and wisdom
- F. Read the word of God.

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### Lesson 14: Tarrying for the Power of the Holy Ghost

#### I. Sometimes the Best Thing to do is to Wait

- A. Luke 24:49 – And, behold, I send the promise of my Father upon you: but tarry ye in the city of Jerusalem, until ye be endued with power from on high.
- B. Revelation 3:8 – I know thy works: behold, I have set before thee an open door, and no man can shut it: for thou hast a little strength, and hast kept my word, and hast not denied my name.
- C. 1 Corinthians 16:7 – For I will not see you now by the way; but I trust to tarry a while with you, if the Lord permit.
- D. 8 But I will tarry at Ephesus until Pentecost.
- E. Psalms 25:3 – Yea, let none that wait on thee be ashamed: let them be ashamed which transgress without cause.
- F. 5 Lead me in thy truth, and teach me: for thou art the God of my salvation; on thee do I wait all the day.
- G. 21 Let integrity and uprightness preserve me; for I wait on thee.

#### II. Action without God's Leading Leads to Waste

- A. Much effort but no profit
- B. Haggai 1:6 – Ye have sown much, and bring in little; ye eat, but ye have not enough; ye drink, but ye are not filled with drink; ye clothe you, but there is none warm; and he that earneth wages earneth wages to put it into a bag with holes.

#### III. God May Be Working Elsewhere and You Should Not Meddle

- A. Peter was arrested and delivered by God.
- B. Acts 12:7 – And, behold, the angel of the Lord came upon him, and a light shined in the prison: and he smote Peter on the side, and raised him up, saying, Arise up quickly. And his chains fell off from his hands.
- C. God took care of Herod elsewhere.
- D. Acts 12:20 – And Herod was highly displeased with them of Tyre and Sidon: but they came with one accord to him, and, having made Blastus the king's chamberlain their friend, desired peace; because their country was nourished by the king's country.
- E. 21 And upon a set day Herod, arrayed in royal apparel, sat upon his throne, and made an oration unto them.
- F. 22 And the people gave a shout, saying, It is the voice of a god, and not of a man.
- G. 23 And immediately the angel of the Lord smote him, because he gave not God the glory: and he was eaten of worms, and gave up the ghost.
- H. 24 But the word of God grew and multiplied.
- I. Before try to be a solution to someone's problems, seek first the wisdom of God.
- J. Proverbs 13:15 – Good understanding giveth favour: but the way of transgressors is hard.
- K. Sometimes God uses difficulty to get the attention of a person. Beware of meddling.

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### IV. They That Wait Upon the Lord Shall Renew Their Strength

- A. Isaiah 40:21 – Have ye not known? have ye not heard? hath it not been told you from the beginning? have ye not understood from the foundations of the earth?
- B. 22 It is he that sitteth upon the circle of the earth, and the inhabitants thereof are as grasshoppers; that stretcheth out the heavens as a curtain, and spreadeth them out as a tent to dwell in:
- C. 23 That bringeth the princes to nothing; he maketh the judges of the earth as vanity.
- D. 24 Yea, they shall not be planted; yea, they shall not be sown: yea, their stock shall not take root in the earth: and he shall also blow upon them, and they shall wither, and the whirlwind shall take them away as stubble.
- E. 25 To whom then will ye liken me, or shall I be equal? saith the Holy One.
- F. 26 Lift up your eyes on high, and behold who hath created these things, that bringeth out their host by number: he calleth them all by names by the greatness of his might, for that he is strong in power; not one faileth.
- G. 27 Why sayest thou, O Jacob, and speakest, O Israel, My way is hid from the LORD, and my judgment is passed over from my God?
- H. 28 Hast thou not known? hast thou not heard, that the everlasting God, the LORD, the Creator of the ends of the earth, fainteth not, neither is weary? there is no searching of his understanding.
- I. 29 He giveth power to the faint; and to them that have no might he increaseth strength.
- J. 30 Even the youths shall faint and be weary, and the young men shall utterly fall:
- K. 31 But they that wait upon the LORD shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.

### V. Waiting Time Should be Used for Profit

- A. Use waiting time profitably
- B. Airport, appointments, travel, etc.
- C. Waiting time can be used for profit
- D. Apostles dealt with appointing Matthias while tarrying in Jerusalem.
- E. Use time for prayer
- F. Use time for study
- G. Use time to think
- H. Use time to meditate on promises
- I. Use time to trust God
- J. Use time to thank God

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### Lesson 15: A Man's Life is a Vapor

#### I. Man's Life Appears for a Short Time and then Vanishes Away

- A. James 4:14 Whereas ye know not what shall be on the morrow. For what is your life? It is even a vapour, that appeareth for a little time, and then vanisheth away.
- B. 70 Years
- C. Breakdown of his life: 0-15 youth, 15-45 strength, 45-60 wisdom, 60-70 setting things in order.

#### II. Man's Life Has a Lot of Trouble

- A. Job 14:1, 2:
- B. 1 Man that is born of a woman is of few days, and full of trouble.
- C. 2 He cometh forth like a flower, and is cut down: he fleeth also as a shadow, and continueth not.
- D. 95% of trouble is self-imposed
- E. 2% is the devil attacking
- F. 1% is chance
- G. 1% is others attacking \*
- H. 1% is not trouble, but appears to be trouble
- I. \* May be higher if you are exceptionally evangelistic as Paul was.
- J. Analyze your own trouble to see the source – you will probably realize the trouble comes from your disobedience to God.

#### III. Wisdom from Psalm 90

- A. Psalm 90
- B. 1 LORD, thou hast been our dwelling place in all generations.
- C. 2 Before the mountains were brought forth, or ever thou hadst formed the earth and the world, even from everlasting to everlasting, thou art God.
- D. 3 Thou turnest man to destruction; and sayest, Return, ye children of men.
- E. 4 For a thousand years in thy sight are but as yesterday when it is past, and as a watch in the night.
- F. 5 Thou carriest them away as with a flood; they are as a sleep: in the morning they are like grass which groweth up.
- G. 6 In the morning it flourisheth, and groweth up; in the evening it is cut down, and withereth.
- H. 7 For we are consumed by thine anger, and by thy wrath are we troubled.
- I. 8 Thou hast set our iniquities before thee, our secret sins in the light of thy countenance.
- J. 9 For all our days are passed away in thy wrath: we spend our years as a tale that is told.
- K. 10 The days of our years are threescore years and ten; and if by reason of strength they be fourscore years, yet is their strength labour and sorrow; for it is soon cut off, and we fly away.



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- L. 11 Who knoweth the power of thine anger? even according to thy fear, so is thy wrath.
- M. 12 So teach us to number our days, that we may apply our hearts unto wisdom.
- N. 13 Return, O LORD, how long? and let it repent thee concerning thy servants.
- O. 14 O satisfy us early with thy mercy; that we may rejoice and be glad all our days.
- P. 15 Make us glad according to the days wherein thou hast afflicted us, and the years wherein we have seen evil.
- Q. 16 Let thy work appear unto thy servants, and thy glory unto their children.
- R. 17 And let the beauty of the LORD our God be upon us: and establish thou the work of our hands upon us; yea, the work of our hands establish thou it.

### IV. Life is Too Short

- A. To put off salvation
- B. To live in the flesh
- C. To do little for God
- D. To waste time with things that bear no fruit
- E. Not serve God today
- F. To be grudging others
- G. To be unforgiving
- H. To be bitter toward others
- I. To be spent in anger
- J. To be spent in fear

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### Lesson 16: Being Fruitful

#### I. Herein is My Father Glorified

- A. John 15:1 – I am the true vine, and my Father is the husbandman.
- B. 2 Every branch in me that beareth not fruit he taketh away: and every branch that beareth fruit, he purgeth it, that it may bring forth more fruit.
- C. 3 Now ye are clean through the word which I have spoken unto you.
- D. 4 Abide in me, and I in you. As the branch cannot bear fruit of itself, except it abide in the vine; no more can ye, except ye abide in me.
- E. 5 I am the vine, ye are the branches: He that abideth in me, and I in him, the same bringeth forth much fruit: for without me ye can do nothing.
- F. 6 If a man abide not in me, he is cast forth as a branch, and is withered; and men gather them, and cast them into the fire, and they are burned.
- G. 7 If ye abide in me, and my words abide in you, ye shall ask what ye will, and it shall be done unto you.
- H. 8 Herein is my Father glorified, that ye bear much fruit; so shall ye be my disciples.

#### II. Gather Fruit unto Life Eternal

- A. John 4:30 – Then they went out of the city, and came unto him.
- B. 31 In the mean while his disciples prayed him, saying, Master, eat.
- C. 32 But he said unto them, I have meat to eat that ye know not of.
- D. 33 Therefore said the disciples one to another, Hath any man brought him ought to eat?
- E. 34 Jesus saith unto them, My meat is to do the will of him that sent me, and to finish his work.
- F. 35 Say not ye, There are yet four months, and then cometh harvest? behold, I say unto you, Lift up your eyes, and look on the fields; for they are white already to harvest.
- G. 36 And he that reapeth receiveth wages, and gathereth fruit unto life eternal: that both he that soweth and he that reapeth may rejoice together.
- H. 37 And herein is that saying true, One soweth, and another reapeth.
- I. 38 I sent you to reap that whereon ye bestowed no labour: other men laboured, and ye are entered into their labours.

#### III. Bear Much Fruit

- A. Matthew 13:1 – The same day went Jesus out of the house, and sat by the sea side.
- B. 2 And great multitudes were gathered together unto him, so that he went into a ship, and sat; and the whole multitude stood on the shore.
- C. 3 And he spake many things unto them in parables, saying, Behold, a sower went forth to sow;
- D. 4 And when he sowed, some seeds fell by the way side, and the fowls came and devoured them up:
- E. 5 Some fell upon stony places, where they had not much earth: and forthwith they sprung up, because they had no deepness of earth:

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- F. 6 And when the sun was up, they were scorched; and because they had no root, they withered away.
- G. 7 And some fell among thorns; and the thorns sprung up, and choked them:
- H. 8 But other fell into good ground, and brought forth fruit, some an hundredfold, some sixtyfold, some thirtyfold.
- I. 9 Who hath ears to hear, let him hear.

### **IV. Be Planted By the Rivers of Water**

- A. Psalms 1:1 – Blessed is the man that walketh not in the counsel of the ungodly, nor standeth in the way of sinners, nor sitteth in the seat of the scornful.
- B. 2 But his delight is in the law of the LORD; and in his law doth he meditate day and night.
- C. 3 And he shall be like a tree planted by the rivers of water, that bringeth forth his fruit in his season; his leaf also shall not wither; and whatsoever he doeth shall prosper.
- D. 4 The ungodly are not so: but are like the chaff which the wind driveth away.
- E. 5 Therefore the ungodly shall not stand in the judgment, nor sinners in the congregation of the righteous.
- F. 6 For the LORD knoweth the way of the righteous: but the way of the ungodly shall perish.

### **V. Ways to Bear Fruit**

- A. Focus on bearing fruit an 100-fold, not just 30- or 60-fold
- B. Abide in Christ
- C. Delight in the word of God
- D. Set right goals
- E. Prioritizing time
- F. Committing yourself to Action
- G. Avoiding procrastination
- H. Encourage and reward initiative
- I. Seek Best Rather than Better
- J. Judge self – 1 Peter 4:17 For the time is come that judgment must begin at the house of God: and if it first begin at us, what shall the end be of them that obey not the gospel of God?

### **VI. Bear Fruit in All Areas of Life**

- A. Personal life – relationship with God, maturing, learning, self-development, sanctification, increasing strength, etc.
- B. Family – wife, children, brethren
- C. Ministry – church attendance, service, soul-winning, visitation, calling, etc.
- D. Vocation – work, own business, laboring to provide for household, etc.

### **VII. A Man Should Do More as He Gets Older**

- A. Grade school is time consuming

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- B. Middle school is more time consuming
- C. Secondary and undergraduate school is more time consuming
- D. Working (vocation) and school (self-development, study, etc.) is more time consuming
- E. Working, Family, school is more time consuming
- F. Working, family, school, ministry is more time consuming
- G. Working, family, school, ministry, teaching others is more time consuming
- H. A man gets busier as he gets older.

### **VIII. The Fruit of the Spirit**

- A. Galatians 5:22-23
- B. Love
- C. Joy
- D. Peace
- E. Longsuffering
- F. Gentle
- G. Goodness
- H. Faith
- I. Meekness
- J. Temperance
- K. Ephesians 5:9 – (For the fruit of the Spirit is in all goodness and righteousness and truth;)

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### Lesson 17: Time Wasters

#### I. Minimize the Waste of Time

- A. Times to Pray
- B. Times to Plan
- C. Times to Execute
- D. Time to Rest
- E. Time to Ask for Help

#### II. OK to Come Apart for a Short Time

- A. Mark 6:31 – And he said unto them, Come ye yourselves apart into a desert place, and rest a while: for there were many coming and going, and they had no leisure so much as to eat.
- B. Matthew 14:13 – When Jesus heard of it, he departed thence by ship into a desert place apart: and when the people had heard thereof, they followed him on foot out of the cities.
- C. 23 And when he had sent the multitudes away, he went up into a mountain apart to pray: and when the evening was come, he was there alone.
- D. A man needs to know his limitations
- E. Personal pride can cause contention, damage, and hurt if not kept in check.

#### III. Identify Time Wasters

- A. Sin slows a man down
- B. Avoid Sluggishness
- C. Hebrews 12:1-2
- D. 1 Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us,
- E. 2 Looking unto Jesus the author and finisher of our faith; who for the joy that was set before him endured the cross, despising the shame, and is set down at the right hand of the throne of God.

#### IV. General Time Wasters

- A. Sleep
- B. Entertainment
- C. TV
- D. Games
- E. Play
- F. Idleness of hands
- G. Comfort is the enemy of success

#### V. Time Wasters and Hinderances During a Project

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- A. Interruptions
- B. Drop-in visitors
- C. Meetings
- D. Crises
- E. Lack of objective
- F. Lack of priority
- G. Lack of plans
- H. Lack of materials
- I. Lack of proper tools
- J. Lack of people able to do the work
- K. Lack of funds
- L. Underestimating timing
- M. Underestimating work
- A. Being unprepared for hinderances
- B. Lack of reward for accomplishments

### **VI. Time Wasters in Personal Attributes**

- C. Lack of morale
- D. Lack of enthusiasm
- E. Poor leadership
- F. Lack of grace with workers
- G. Lack of Skills
- H. Lack of ability
- I. Disorganization
- J. Ineffective delegation
- K. Indecision
- L. Inability to prioritize
- M. Lack of focus
- N. Lack of self-discipline
- O. Lack of completion

### **VII. Time Wasters in Process**

- A. Attempting too much at once
- B. Lack of communication
- C. Unclear communication
- D. Incorrect communication
- E. Miscommunication
- F. Too many mistakes that need correction
- G. Too many breaks
- H. Not enough breaks
- I. Too much socialization
- J. Goofing off

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### **VIII. Progress vs. Perfection**

- A. When to choose one over the other
- B. Temporary vs. permanent
- C. Cost
- D. Time
- E. Ability
- F. Colossians 3:23 – And whatsoever ye do, do it heartily, as to the Lord, and not unto men;

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### Lesson 18: Burn Out comes from a Poor Use of Time

#### I. Burn-out is a Discouragement to Work

- A. Numbers 21:4 – And they journeyed from mount Hor by the way of the Red sea, to compass the land of Edom: and the soul of the people was much discouraged because of the way.
- B. Burn-out is contagious
- C. Energy to work is contagious
- D. Nehemiah 4:6 – So built we the wall; and all the wall was joined together unto the half thereof: for the people had a mind to work.

#### II. Burn-out Happens One Sees a Lack of Results

- A. Relying too much on visible results
- B. Not seeing results does not mean there are none
- C. Many things of the Lord are not visible
- D. Many things of the Lord are delayed
- E. We reap in due season if we faint not – Galatians 6:9 – And let us not be weary in well doing: for in due season we shall reap, if we faint not.
- F. 1 Corinthians 15:58 – Therefore, my beloved brethren, be ye stedfast, unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord.

#### III. Burn-out happens When There is Lack of Reward

- A. 2 Timothy 2:6 – The husbandman that laboureth must be first partaker of the fruits.
- B. 1 Corinthians 9:9 – For it is written in the law of Moses, Thou shalt not muzzle the mouth of the ox that treadeth out the corn. Doth God take care for oxen?
- C. 1 Timothy 5:18 – For the scripture saith, Thou shalt not muzzle the ox that treadeth out the corn. And, The labourer is worthy of his reward.
- D. 1 Corinthians 15:58 – Therefore, my beloved brethren, be ye stedfast, unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord.
- E. 2 Thessalonians 3:10 – For even when we were with you, this we commanded you, that if any would not work, neither should he eat.

#### IV. Burn-out Happens When the Task is Too Large

- A. Moses' work was too large – thou shalt surely wear away
- B. Jethro's advice to Moses
- C. Exodus 18:13-27
- D. 13 And it came to pass on the morrow, that Moses sat to judge the people: and the people stood by Moses from the morning unto the evening.



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- E. 14 And when Moses' father in law saw all that he did to the people, he said, What is this thing that thou doest to the people? why sittest thou thyself alone, and all the people stand by thee from morning unto even?
- F. 15 And Moses said unto his father in law, Because the people come unto me to inquire of God:
- G. 16 When they have a matter, they come unto me; and I judge between one and another, and I do make them know the statutes of God, and his laws.
- H. 17 And Moses' father in law said unto him, The thing that thou doest is not good.
- I. 18 Thou wilt surely wear away, both thou, and this people that is with thee: for this thing is too heavy for thee; thou art not able to perform it thyself alone.
- J. 19 Hearken now unto my voice, I will give thee counsel, and God shall be with thee: Be thou for the people to Godward, that thou mayest bring the causes unto God:
- K. 20 And thou shalt teach them ordinances and laws, and shalt shew them the way wherein they must walk, and the work that they must do.
- L. 21 Moreover thou shalt provide out of all the people able men, such as fear God, men of truth, hating covetousness; and place such over them, to be rulers of thousands, and rulers of hundreds, rulers of fifties, and rulers of tens:
- M. 22 And let them judge the people at all seasons: and it shall be, that every great matter they shall bring unto thee, but every small matter they shall judge: so shall it be easier for thyself, and they shall bear the burden with thee.
- N. 23 If thou shalt do this thing, and God command thee so, then thou shalt be able to endure, and all this people shall also go to their place in peace.
- O. 24 So Moses hearkened to the voice of his father in law, and did all that he had said.
- P. 25 And Moses chose able men out of all Israel, and made them heads over the people, rulers of thousands, rulers of hundreds, rulers of fifties, and rulers of tens.
- Q. 26 And they judged the people at all seasons: the hard causes they brought unto Moses, but every small matter they judged themselves.
- R. 27 And Moses let his father in law depart; and he went his way into his own land.

### V. **Work Smarter, Not Harder**

- A. Work smarter not harder – Whetting the edge – Ecclesiastes 10:10 – If the iron be blunt, and he do not whet the edge, then must he put to more strength: but wisdom is profitable to direct.
- B. Rushing and Stress can be good or bad
- C. Rome was not built in a Day

### VI. **Too Rigid of a Schedule Contributes to Burn-out**

- A. Allow for flexibility
- B. Allow for God to change your schedule
- C. Being overly judgmental for failure

### VII. **Lack of Prayer can Lead to Burn-out**

- A. Prayer brings power

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- B. Prayer bring is proper focus
- C. Prayer relieves burdens
- D. Prayer brings wisdom
- E. Prayer brings God's help

### **VIII. Jesus' Yoke is Easy, and his Burden is Light**

- A. Matthew 11:28 – Come unto me, all ye that labour and are heavy laden, and I will give you rest.
- B. 29 Take my yoke upon you, and learn of me; for I am meek and lowly in heart: and ye shall find rest unto your souls.
- C. 30 For my yoke is easy, and my burden is light.

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### Lesson 19: Priorities of a Day, etc.

#### I. Our First Priority is to Glorify God in All Things

- A. Our First Priority is to Glorify God
- B. Putting Christ first in
- C. Time
- D. Money
- E. Conversation
- F. Life's work
- G. Affections
- H. Income
- I. Friends

#### II. General Priorities of Time

- A. Priorities of Time
- B. God
- C. Family
- D. Ministry
- E. Work
- F. Self
- G. If priorities are in order, there is never a conflict.
- H. One should not be double-minded in what to do
- I. Matthew 6:33

#### III. Taking Advantage of the Times

- A. Timing is important
- B. "Strike when the iron is hot"
- C. Work in the summer for stores in the winter
- D. Proverbs 6:6
- E. 6 Go to the ant, thou sluggard; consider her ways, and be wise:
- F. 7 Which having no guide, overseer, or ruler,
- G. 8 Provideth her meat in the summer, and gathereth her food in the harvest.
- H. 9 How long wilt thou sleep, O sluggard? when wilt thou arise out of thy sleep?
- I. 10 Yet a little sleep, a little slumber, a little folding of the hands to sleep:
- J. 11 So shall thy poverty come as one that travelleth, and thy want as an armed man.
- K. Work diligently and focused while you are able

#### IV. Complete the Task Well

- A. Loose ends require a man to return
- B. Do-overs are a waste of time
- C. If there is not enough time to do something rightly, there is not enough time to do it over

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- D. All objectives are tentative before God – James 4:15
- E. Allow flexibility toward God
- F. Good starters are many
- G. Good finishers are few

### V. Priorities of a Day

- A. Scheduling a day
- B. Schedule provides a picture of the day
- C. Overcomes procrastination
- D. Tool for communication
- E. Reduces frustration, guilt, stress
- F. Overcome indecision
- G. Provides a sense of accomplishment
- H. Start the day with Jesus – Prayer and Bible
- I. Matthew 6:34 – Take therefore no thought for the morrow: for the morrow shall take thought for the things of itself. Sufficient unto the day is the evil thereof.

### VI. Priorities of a Night

- A. Prayer
- B. Psalms 127:1 – Except the LORD build the house, they labour in vain that build it: except the LORD keep the city, the watchman waketh but in vain.
- C. 2 It is vain for you to rise up early, to sit up late, to eat the bread of sorrows: for so he giveth his beloved sleep.

### VII. Priorities of a Week

- A. Although we are not Jews and we do not have to observe the Sabbath, the principle of working six days and resting one day is a good pattern to follow.
- B. Exodus 20:9 – Six days shalt thou labour, and do all thy work:
- C. 10 But the seventh day is the sabbath of the LORD thy God: in it thou shalt not do any work, thou, nor thy son, nor thy daughter, thy manservant, nor thy maidservant, nor thy cattle, nor thy stranger that is within thy gates:
- D. 11 For in six days the LORD made heaven and earth, the sea, and all that in them is, and rested the seventh day: wherefore the LORD blessed the sabbath day, and hallowed it.
- E. James 4:13 – Go to now, ye that say, To day or to morrow we will go into such a city, and continue there a year, and buy and sell, and get gain:
- F. 14 Whereas ye know not what shall be on the morrow. For what is your life? It is even a vapour, that appeareth for a little time, and then vanisheth away.
- G. 15 For that ye ought to say, If the Lord will, we shall live, and do this, or that.
- H. 16 But now ye rejoice in your boastings: all such rejoicing is evil.
- I. 17 Therefore to him that knoweth to do good, and doeth it not, to him it is sin.
- J. Allowing a week to accomplish a task allows for potential hurdles, especially when relying on others.

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### **VIII. Priorities of a Month**

- A. Planning a large project for a month
- B. Some tasks take weeks
- C. Schedule smaller tasks to accomplish the larger tasks
- D. One eats an elephant one bite at a time

### **IX. Priorities of a Year**

- A. Larger plans
- B. Educational goals
- C. Spiritual goals
- D. Physical improvements
- E. Long-term Vision is an Asset

### **X. Breaking Down of Plans**

- A. Breakdown yearly plans into months
- B. Breakdown monthly plans into weeks
- C. Breakdown weekly plans into days
- D. Breakdown daily plans into hours
- E. God gives us these divisions of time so we can operate in wisdom in long-term and short-term applications.
- F. The world understands this and creates agendas, programs, and schedules.
- G. To the world, time is money, so they make best use of redeeming the time – but for worldly reasons.
- H. We can learn and use their wisdom for spiritual goals.

### **XI. Priorities of a Lifetime**

- A. Life is short – plan to live for God
- B. Determine in youth to be holy
- C. To learn the word of God
- D. To be a doer of the word
- E. To be faithful to the Lord
- F. To marry rightly
- G. To lead the family in the right way
- H. To minister to the Lord is a place of service
- I. Psalms 37:4 – Delight thyself also in the LORD; and he shall give thee the desires of thine heart.

### **XII. Priorities in Eternity**

- A. So shall we ever be with the Lord – 1 Thessalonians 4:17

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- B. Rule with Christ – Revelation 2:26
- C. Be kings and priests unto God – Revelation 1:5-6

### **XIII. Notice Solomon's Wisdom in Respect to Operations**

- A. 1 Kings 4:7 – And Solomon had twelve officers over all Israel, which provided victuals for the king and his household: each man his month in a year made provision.
- B. 8 And these are their names: The son of Hur, in mount Ephraim:
- C. 9 The son of Dekar, in Makaz, and in Shaalbim, and Beth-shemesh, and Elon-beth-hanan:
- D. 10 The son of Hesed, in Aruboth; to him pertained Sochoh, and all the land of Hopher:
- E. 11 The son of Abinadab, in all the region of Dor; which had Taphath the daughter of Solomon to wife:
- F. 12 Baana the son of Ahilud; to him pertained Taanach and Megiddo, and all Beth-shean, which is by Zartanah beneath Jezreel, from Beth-shean to Abel-meholah, even unto the place that is beyond Jokneam:
- G. 13 The son of Geber, in Ramoth-gilead; to him pertained the towns of Jair the son of Manasseh, which are in Gilead; to him also pertained the region of Argob, which is in Bashan, threescore great cities with walls and brasen bars:
- H. 14 Ahinadab the son of Iddo had Mahanaim:
- I. 15 Ahimaaz was in Naphtali; he also took Basmath the daughter of Solomon to wife:
- J. 16 Baanah the son of Hushai was in Asher and in Aloth:
- K. 17 Jehoshaphat the son of Paruah, in Issachar:
- L. 18 Shimei the son of Elah, in Benjamin:
- M. 19 Geber the son of Uri was in the country of Gilead, in the country of Sihon king of the Amorites, and of Og king of Bashan; and he was the only officer which was in the land.

### **XIV. Solomon Had a Large Responsibility**

- A. 20 Judah and Israel were many, as the sand which is by the sea in multitude, eating and drinking, and making merry.
- B. 21 And Solomon reigned over all kingdoms from the river unto the land of the Philistines, and unto the border of Egypt: they brought presents, and served Solomon all the days of his life.

### **XV. Solomon's Daily Requirements**

- A. 22 And Solomon's provision for one day was thirty measures of fine flour, and threescore measures of meal,
- B. 23 Ten fat oxen, and twenty oxen out of the pastures, and an hundred sheep, beside harts, and roebucks, and fallowdeer, and fatted fowl.
- C. 24 For he had dominion over all the region on this side the river, from Tiphseh even to Azzah, over all the kings on this side the river: and he had peace on all sides round about him.
- D. 25 And Judah and Israel dwelt safely, every man under his vine and under his fig tree, from Dan even to Beer-sheba, all the days of Solomon.
- E. 26 And Solomon had forty thousand stalls of horses for his chariots, and twelve thousand horsemen.

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### **XVI. Solomon Divided and Rotated Responsibilities**

- A. 27 And those officers provided victual for king Solomon, and for all that came unto king Solomon's table, every man in his month: they lacked nothing.
- B. 28 Barley also and straw for the horses and dromedaries brought they unto the place where the officers were, every man according to his charge.
- C. 29 And God gave Solomon wisdom and understanding exceeding much, and largeness of heart, even as the sand that is on the sea shore.
- D. 30 And Solomon's wisdom excelled the wisdom of all the children of the east country, and all the wisdom of Egypt.
- E. 31 For he was wiser than all men; than Ethan the Ezrahite, and Heman, and Chalcol, and Darda, the sons of Mahol: and his fame was in all nations round about.

### **XVII. Solomon's Work with Hiram – According to Courses**

- A. 1 Kings 5:11 – And Solomon gave Hiram twenty thousand measures of wheat for food to his household, and twenty measures of pure oil: thus gave Solomon to Hiram year by year.
- B. 12 And the LORD gave Solomon wisdom, as he promised him: and there was peace between Hiram and Solomon; and they two made a league together.
- C. 13 And king Solomon raised a levy out of all Israel; and the levy was thirty thousand men.
- D. 14 And he sent them to Lebanon ten thousand a month by courses: a month they were in Lebanon, and two months at home: and Adoniram was over the levy.
- E. 15 And Solomon had threescore and ten thousand that bare burdens, and fourscore thousand hewers in the mountains;
- F. 16 Beside the chief of Solomon's officers which were over the work, three thousand and three hundred, which ruled over the people that wrought in the work.
- G. 17 And the king commanded, and they brought great stones, costly stones, and hewed stones, to lay the foundation of the house.
- H. 18 And Solomon's builders and Hiram's builders did hew them, and the stonesquarers: so they prepared timber and stones to build the house.

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### Lesson 20: Martha vs. Mary

#### I. Martha was Cumbered About Much Serving

- A. Luke 10:38 – Now it came to pass, as they went, that he entered into a certain village: and a certain woman named Martha received him into her house.
- B. 39 And she had a sister called Mary, which also sat at Jesus' feet, and heard his word.
- C. 40 But Martha was cumbered about much serving, and came to him, and said, Lord, dost thou not care that my sister hath left me to serve alone? bid her therefore that she help me.
- D. 41 And Jesus answered and said unto her, Martha, Martha, thou art careful and troubled about many things:
- E. 42 But one thing is needful: and Mary hath chosen that good part, which shall not be taken away from her.

#### II. Mary Sat at Jesus' Feet

- A. Same Mary who anointed Jesus (John 11:1-2)
- B. Brother was Lazarus
- C. Not Mary Magdalene (Luke 8:2)
- D. Mary "heard his word"
- E. She chose the "that good part"
- F. She chose the one thing that was "needful"
- G. The word would not be taken away from her.
- H. Mary was not troubled and careful.

#### III. Martha was Troubled

- A. Being "cumbered" means to be obstructed, impeded, hindered, no fruit (Luke 13:7).
- B. Martha served, but was cumbered by serving.
- C. Martha was careful and troubled about many things, but Mary was focused on the good part.
- D. Martha wanted help from Mary.
- E. It is easy to distract others from the word.
- F. One must resist being distracted from the word by others.

#### IV. Seek First the Kingdom of God

- A. Matthew 6:24 – No man can serve two masters: for either he will hate the one, and love the other; or else he will hold to the one, and despise the other. Ye cannot serve God and mammon.
- B. 25 Therefore I say unto you, Take no thought for your life, what ye shall eat, or what ye shall drink; nor yet for your body, what ye shall put on. Is not the life more than meat, and the body than raiment?
- C. 26 Behold the fowls of the air: for they sow not, neither do they reap, nor gather into barns; yet your heavenly Father feedeth them. Are ye not much better than they?



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- D. 27 Which of you by taking thought can add one cubit unto his stature?
- E. 28 And why take ye thought for raiment? Consider the lilies of the field, how they grow; they toil not, neither do they spin:
- F. 29 And yet I say unto you, That even Solomon in all his glory was not arrayed like one of these.
- G. 30 Wherefore, if God so clothe the grass of the field, which to day is, and to morrow is cast into the oven, shall he not much more clothe you, O ye of little faith?
- H. 31 Therefore take no thought, saying, What shall we eat? or, What shall we drink? or, Wherewithal shall we be clothed?
- I. 32 (For after all these things do the Gentiles seek:) for your heavenly Father knoweth that ye have need of all these things.
- J. 33 But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.
- K. 34 Take therefore no thought for the morrow: for the morrow shall take thought for the things of itself. Sufficient unto the day is the evil thereof.

### V. Some Lessons Learned

- A. Both women are valuable.
- B. One was busy with Jesus.
- C. One was busy with hosting.
- D. Preparation is important, but God's word is more important.
- E. Use your time wisely.
- F. Mary realized the value of Jesus' presence – sat at his feet.
- G. Similar to Ephesian angel – Revelation 2:1 – Unto the angel of the church of Ephesus write; These things saith he that holdeth the seven stars in his right hand, who walketh in the midst of the seven golden candlesticks;
- H. 2 I know thy works, and thy labour, and thy patience, and how thou canst not bear them which are evil: and thou hast tried them which say they are apostles, and are not, and hast found them liars:
- I. 3 And hast borne, and hast patience, and for my name's sake hast laboured, and hast not fainted.
- J. 4 Nevertheless I have somewhat against thee, because thou hast left thy first love.
- K. 5 Remember therefore from whence thou art fallen, and repent, and do the first works; or else I will come unto thee quickly, and will remove thy candlestick out of his place, except thou repent.

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### Lesson 21: Come Apart Lest Ye Come Apart

#### **I. God Set a Pattern for Rest**

- A. God rested on the seventh day during the Creation – Genesis 2:2-3
- B. God instituted the Sabbath for man (not man for the Sabbath)
- C. Mark 2:27 – And he said unto them, The sabbath was made for man, and not man for the sabbath:

#### **II. New Testament Believers Do Not Observe the Sabbath Day**

- A. First instructions to the Gentiles did not include Sabbath observance.
- B. Acts 15:20 – But that we write unto them, that they abstain from pollutions of idols, and from fornication, and from things strangled, and from blood.
- C. No New Testament book teaches Sabbath observance.

#### **III. Although We are No Longer Under the Law, taking a Day of Rest is Necessary and Wise**

- A. Mark 6:31 – And he said unto them, Come ye yourselves apart into a desert place, and rest a while: for there were many coming and going, and they had no leisure so much as to eat.
- B. The body needs time to rest and repair.
- C. Jesus understood the need for rest and practiced coming apart.
- D. Mark 14:41 – And he cometh the third time, and saith unto them, Sleep on now, and take your rest: it is enough, the hour is come; behold, the Son of man is betrayed into the hands of sinners.

#### **IV. Labor is for Life**

- A. Ecclesiastes 4:6-8 – Better is an handful with quietness, than both the hands full with travail and vexation of spirit.
- B. 7 Then I returned, and I saw vanity under the sun.
- C. 8 There is one alone, and there is not a second; yea, he hath neither child nor brother: yet is there no end of all his labour; neither is his eye satisfied with riches; neither saith he, For whom do I labour, and bereave my soul of good? This is also vanity, yea, it is a sore travail.

#### **V. Coming Apart is a Profitable Use of Time**

- A. Scheduling rest times (breaks) are wise when working big projects.
- B. Breaks allow time to think.
- C. Breaks allow time to create.
- D. Breaks allow time to evaluate priorities.

#### **VI. In Heaven there is Rest**

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- A. Hebrews 4:8 – For if Jesus had given them rest, then would he not afterward have spoken of another day.
- B. 9 There remaineth therefore a rest to the people of God.
- C. 10 For he that is entered into his rest, he also hath ceased from his own works, as God did from his.
- D. 11 Let us labour therefore to enter into that rest, lest any man fall after the same example of unbelief.
- E. Revelation 14:13 – And I heard a voice from heaven saying unto me, Write, Blessed are the dead which die in the Lord from henceforth: Yea, saith the Spirit, that they may rest from their labours; and their works do follow them.

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### Lesson 22: Delegation and Unity

#### **I. Jesus Wants Unity Among His People**

- A. Ephesians 4:1 – I therefore, the prisoner of the Lord, beseech you that ye walk worthy of the vocation wherewith ye are called,
- B. 2 With all lowliness and meekness, with longsuffering, forbearing one another in love;
- C. 3 Endeavouring to keep the unity of the Spirit in the bond of peace.
- D. Romans 16:17 – Now I beseech you, brethren, mark them which cause divisions and offences contrary to the doctrine which ye have learned; and avoid them.
- E. 1 Corinthians 1:10 – Now I beseech you, brethren, by the name of our Lord Jesus Christ, that ye all speak the same thing, and that there be no divisions among you; but that ye be perfectly joined together in the same mind and in the same judgment.
- F. 1 Corinthians 3:3 – For ye are yet carnal: for whereas there is among you envying, and strife, and divisions, are ye not carnal, and walk as men?
- G. Psalms 133:1 – Behold, how good and how pleasant it is for brethren to dwell together in unity!
- H. 2 It is like the precious ointment upon the head, that ran down upon the beard, even Aaron's beard: that went down to the skirts of his garments;
- I. 3 As the dew of Hermon, and as the dew that descended upon the mountains of Zion: for there the LORD commanded the blessing, even life for evermore.

#### **II. People Working Together Are Very Effective**

- A. Ecclesiastes 4:9 – Two are better than one; because they have a good reward for their labour.
- B. 10 For if they fall, the one will lift up his fellow: but woe to him that is alone when he falleth; for he hath not another to help him up.
- C. 11 Again, if two lie together, then they have heat: but how can one be warm alone?
- D. 12 And if one prevail against him, two shall withstand him; and a threefold cord is not quickly broken.

#### **III. Moses Using Jethro's Advice in Judging the people**

- A. Deuteronomy 1:8 – Behold, I have set the land before you: go in and possess the land which the LORD sware unto your fathers, Abraham, Isaac, and Jacob, to give unto them and to their seed after them.
- B. 9 And I spake unto you at that time, saying, I am not able to bear you myself alone:
- C. 10 The LORD your God hath multiplied you, and, behold, ye are this day as the stars of heaven for multitude.
- D. 11 (The LORD God of your fathers make you a thousand times so many more as ye are, and bless you, as he hath promised you!)
- E. 12 How can I myself alone bear your cumbrance, and your burden, and your strife?
- F. 13 Take you wise men, and understanding, and known among your tribes, and I will make them rulers over you.
- G. 14 And ye answered me, and said, The thing which thou hast spoken is good for us to do.

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- H. 15 So I took the chief of your tribes, wise men, and known, and made them heads over you, captains over thousands, and captains over hundreds, and captains over fifties, and captains over tens, and officers among your tribes.
- I. 16 And I charged your judges at that time, saying, Hear the causes between your brethren, and judge righteously between every man and his brother, and the stranger that is with him.
- J. 17 Ye shall not respect persons in judgment; but ye shall hear the small as well as the great; ye shall not be afraid of the face of man; for the judgment is God's: and the cause that is too hard for you, bring it unto me, and I will hear it.
- K. 18 And I commanded you at that time all the things which ye should do.

### IV. Jerusalem Church Delegated Work to Deacons

- A. Acts 6, when choosing the first deacons, we see a perfect example of priorities, delegation, and management.
- B. Notice, first, the apostles could not be distracted from the word of God to serve tables (v. 2). Their priority was to give themselves continually to prayer and ministry of the word (v. 4)
- C. Second, they delegated the choosing of the deacons to the disciples (church), but gave guidelines on whom to choose (v. 3):
- D. Seven men
- E. Of honest report,
- F. Full of the Holy Ghost
- G. Full of wisdom
- H. Whom we may appoint over this business.
- I. When these chosen men were set before the apostles, they prayed and laid hands on them – ordination.
- J. Third, these seven men were appointed “over this business” to serve table (v. 3). These men had to oversee the food distribution to both Hebrew and Greek widows.
- K. We see here a very good example of how to do the Lord’s work when things become unmanageable or there are issues fulfilling the needed parts of the ministry.
- L. Multiplying effort
- M. Many hands make light work
- N. Planning
- O. Training others
- P. Reproduction

### V. Paul Had Co-Laborers

- A. 1 Corinthians 3:6 – I have planted, Apollos watered; but God gave the increase.
- B. 7 So then neither is he that planteth any thing, neither he that watereth; but God that giveth the increase.
- C. 8 Now he that planteth and he that watereth are one: and every man shall receive his own reward according to his own labour.
- D. 9 For we are labourers together with God: ye are God's husbandry, ye are God's building.
- E. Philippians 2:25 – Yet I supposed it necessary to send to you Epaphroditus, my brother, and companion in labour, and fellowsoldier, but your messenger, and he that ministered to my wants.

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- F. 1 Thessalonians 5:12 – And we beseech you, brethren, to know them which labour among you, and are over you in the Lord, and admonish you;
- G. Philippians 4:3 – And I intreat thee also, true yokefellow, help those women which laboured with me in the gospel, with Clement also, and with other my fellowlabourers, whose names are in the book of life.
- H. 1 Corinthians 16:16 – That ye submit yourselves unto such, and to every one that helpeth with us, and laboureth.

### VI. **Benefits of Delegation**

- A. Get more done.
- B. Tends to reproduction.
- C. Tends to organization.
- D. Tends to proper planning.
- E. Allows multi-tasking by multi-persons.
- F. Allows integration (overlap) of work.

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### Lesson 23: I Do Not Have Time vs. I Will Make Time

#### I. Nobody but God Can Make Time

- A. Obviously, no human can *make time*. God created it and we live by it.
- B. We all have 168 hours a week.
- C. Some use time wisely.
- D. Some waste time.
- E. We are told to redeem the time – Ephesians 5:16.
- F. Cancellations can give you extra time.
- G. God can bid God-speed.

#### II. Time Can Be Our Friend

- A. Time is our friend.
- B. Time is not the enemy or the problem.
- C. Think of time as valuable.
- D. Think of how to best use time.
- E. Think of time-saving devices or actions.

#### III. Think About Controlling Your Time

- A. Error: I wish I had more time
- B. Right Thinking: What is God's will for my time?
- C. Adjust the activities within the time you have
- D. Cut off activities when time is up
- E. Say, I will not take the time to do this thing if it is not a good use of time
- F. Say, I will do that which is necessary.
- G. Say, I will make time even if you have it.
- H. Give the impression of a person with things to do, places to go, and people to see.
- I. Be busy.

#### IV. Handle Things Once

- A. Doing things once for all if possible.
- B. Pay me now or pay me later.
- C. Do-overs take more time
- D. Do-overs usually cost more money.
- E. Builds
- F. Repairs
- G. Projects
- H. Mail sorting
- I. Billpaying
- J. Visits
- K. Various operations

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### V. Maintain a Calendar

- A. Keep calendar up-to-date
- B. Check all things per your calendar
- C. Schedule things for best use of time
- D. Mornings, Afternoons, Evenings.

### VI. Times to “Clear your Calendar”

- A. Spiritual things
- B. Important events
- C. Emergencies
- D. Planning big projects
- E. Trips and vacations
- F. Judge what things are the best use of time, good use of time, and poor use of time.

### VII. Running on the Edge of Lateness is A Poor Use of Time

- A. Shows poor time management.
- B. Shows unreliability.
- C. Shows disrespect for other people’s times.
- D. Says my time is more important than your time.
- E. No such thing as “stylishly late.”
- F. If you are going to be late, call and advise.
- G. A person gets a reputation for “always being late.”
- H. Military motto: If you are on time, you are late. If you are early, you are on time.
- I. Plan for obstacles and time delays.
- J. No excuses please unless unavoidable.
- K. Not leaving early enough to make an appointment is not a good reason.
- L. Plan to be an hour early if you are habitually late.
- M. Coming to church service late shows disrespect to God and God’s people.

### VIII. Do Not Allow Others to Waste Your Time

- A. Begin and end meetings on time.
- B. No-shows should only happen once.
- C. Making you wait more than 15 minutes.
- D. *[Editorial: This preacher gives a person 15 minutes for lateness. On the 16<sup>th</sup> minute, I leave unless they have called and confirmed their arrival. 15 minutes allows for a person to call. If they arrive and say, “Where were you?” I say, “I was there, where were you?”]*
- E. Future appointments make sure they come to you at a convenient time.
- F. If a meeting is going poorly, leave early. Find a better use of your time.
- G. Let people know up front you only have so much time.
- H. Let people know up front you must leave at a certain time.



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- I. Do not give the impression to others that your time is not valuable.
- J. If you have 15 minutes to waste, do not spend it with someone who does not.
- K. If someone has 15 minutes to waste, do not let them spend it with you.
- L. It is acceptable to not answer calls and allow for messaging.
- M. It is acceptable to leave your phone where it is not accessible.
- N. In personal meetings, keep small talk to a minimum.
- O. In personal meetings, let people talk first, until they have said all they need to say.
- P. After they have spoken fully, they will hear what you have to say. Do not think you have the answer until they have finished. Courtesy is to listen first so people listen to you.
- Q. When giving an answer, do not tell people what to do, but explain the right response according to the Bible and allow the person the liberty to do as he pleases.

### **IX. Be Considerate of Other People's Time**

- A. Galatians 6:7 – Be not deceived; God is not mocked: for whatsoever a man soweth, that shall he also reap.
- B. When calling a person, ask if they have a few minutes to talk. If not, arrange a call back time.
- C. Do not be late for appointments.
- D. If you are going to be late, call ahead early enough to show proper courtesy.
- E. Proverbs 25:17 – Withdraw thy foot from thy neighbour's house; lest he be weary of thee, and so hate thee.
- F. Plan beforehand how long to make a visit – 15 minutes, 30 minutes, etc.
- G. Rarely stay over two hours in a family's house unless it is the right circumstance.
- H. Do not overstay welcome.
- I. Do not stay too long at hospital visits – patients need rest.

### **X. Do Not Preach Too Long**

- A. People's attention span does not last longer than what their seat can endure.
- B. A mind can only absorb what a seat can endure.
- C. Be considerate of people's time.
- D. Know by the reactions of hearers when it is time to close.
- E. Larger messages should be separated in series.
- F. Shorter messages make people want more and want to return.
- G. You want people to return.
- H. Long messages make people want less.
- I. Having a reputation as a long-winded preacher is not a good thing.
- J. Service times should be honored.
- K. The preacher is not the enforcer of patience.
- L. If a preacher cannot say all he needs to in 20 minutes, he needs to improve his delivery.
- M. A long sermon is not the mark of a good preacher.
- N. Learn to make your preaching time count.

### **XI. Keep Your Word When Preaching**

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- A. If you say you will finish by a certain time, do that.
- B. If you say a few more minutes, keep that promise.
- C. If you say you are almost done, then finish up.
- D. If you say, "I will not keep you long," then do not.
- E. When you say, "In Conclusion," then conclude.

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### Lesson 24: Preparation

#### I. Preparation is the Key to Success

- A. See also Lesson 25
- B. Dreams and Visions
- C. Joel 2:28 – And it shall come to pass afterward, that I will pour out my spirit upon all flesh; and your sons and your daughters shall prophesy, your old men shall dream dreams, your young men shall see visions:
- D. Acts 2:17 – And it shall come to pass in the last days, saith God, I will pour out of my Spirit upon all flesh: and your sons and your daughters shall prophesy, and your young men shall see visions, and your old men shall dream dreams:
- E. Old men have dreams, young men have visions.
- F. Dreams can become real through vision – old and young working together.

#### II. David Prepared for Solomon's Temple

- A. 1 Chronicles 22:1 – Then David said, This is the house of the LORD God, and this is the altar of the burnt offering for Israel.
- B. 2 And David commanded to gather together the strangers that were in the land of Israel; and he set masons to hew wrought stones to build the house of God.
- C. 3 And David prepared iron in abundance for the nails for the doors of the gates, and for the joinings; and brass in abundance without weight;
- D. 4 Also cedar trees in abundance: for the Zidonians and they of Tyre brought much cedar wood to David.
- E. 5 And David said, Solomon my son is young and tender, and the house that is to be builded for the LORD must be exceeding magnificent, of fame and of glory throughout all countries: I will therefore now make preparation for it. So David prepared abundantly before his death.
- F. 6 Then he called for Solomon his son, and charged him to build an house for the LORD God of Israel.
- G. 7 And David said to Solomon, My son, as for me, it was in my mind to build an house unto the name of the LORD my God:
- H. 8 But the word of the LORD came to me, saying, Thou hast shed blood abundantly, and hast made great wars: thou shalt not build an house unto my name, because thou hast shed much blood upon the earth in my sight.
- I. 9 Behold, a son shall be born to thee, who shall be a man of rest; and I will give him rest from all his enemies round about: for his name shall be Solomon, and I will give peace and quietness unto Israel in his days.
- J. 10 He shall build an house for my name; and he shall be my son, and I will be his father; and I will establish throne of his kingdom over Israel for ever.
- K. 11 Now, my son, the LORD be with thee; and prosper thou, and build the house of the LORD thy God, as he hath said of thee.
- L. 12 Only the LORD give thee wisdom and understanding, and give thee charge concerning Israel, that thou mayest keep the law of the LORD thy God.

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- M. 13 Then shalt thou prosper, if thou takest heed to fulfil the statutes and judgments which the LORD charged Moses with concerning Israel: be strong, and of good courage; dread not, nor be dismayed.
- N. 14 Now, behold, in my trouble I have prepared for the house of the LORD an hundred thousand talents of gold, and a thousand thousand talents of silver; and of brass and iron without weight; for it is in abundance: timber also and stone have I prepared; and thou mayest add thereto.
- O. 15 Moreover there are workmen with thee in abundance, hewers and workers of stone and timber, and all manner of cunning men for every manner of work.
- P. 16 Of the gold, the silver, and the brass, and the iron, there is no number. Arise therefore, and be doing, and the LORD be with thee.
- Q. 17 David also commanded all the princes of Israel to help Solomon his son, saying,
- R. 18 Is not the LORD your God with you? and hath he not given you rest on every side? for he hath given the inhabitants of the land into mine hand; and the land is subdued before the LORD, and before his people.
- S. 19 Now set your heart and your soul to seek the LORD your God; arise therefore, and build ye the sanctuary of the LORD God, to bring the ark of the covenant of the LORD, and the holy vessels of God, into the house that is to be built to the name of the LORD.

### III. The Use of To-Do Lists

- A. Lists are good helps as they prevent stress and focus effort
- B. Lists can be prayed over
- C. Lists prevent stuff from being overlooked
- D. Shopping lists make trips to stores more efficient

### IV. Prepare for Potential Problems

- A. Proverbs 22:3 A prudent man foreseeth the evil, and hideth himself: but the simple pass on, and are punished.
- B. Foresee problems and be prepared for them.

### V. Identify Bottlenecks Early

- A. Identifying bottlenecks helps one be prepared for them.
- B. They can be dealt with early and efficiently
- C. They can be avoided.
- D. One can set contingency plans in case of hinderances
- E. One should account for all bottlenecks and potential failures

### VI. Plan Your Work, Work Your Plan

- A. A plan helps to use time efficiently.
- B. A plan can be communicated to workers and work distributed
- C. A plan helps to count the cost

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- D. A plan helps to identify bottlenecks.
- E. A plan should allow for flexibility and unknown issues that arise
- F. Have contingency plans ready is wise when problems arise

### VII. Preparation for the Ministry

- A. God's method is preachers teaching preachers
- B. 2 Timothy 3:14 – But continue thou in the things which thou hast learned and hast been assured of, knowing of whom thou hast learned them;
- C. 2 Timothy 2:2 – And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also.
- D. A self-taught man has a fool for a student.
- E. Education is good and profitable.
- F. One should benefit from the wisdom, counsel, experience, and study of others.
- G. 1 Timothy 3:6 – Not a novice, lest being lifted up with pride he fall into the condemnation of the devil.
- H. Pastors should be worthy of respect and be men who others can follow.
- I. Almost all other disciplines have training, teaching, and educational and licensing process. Doctors, Lawyers, Engineers, Teachers, Accountants, Mechanics, Trades, etc.
- J. Men should plan to prepare – shows wisdom and humility.
- K. Men reap what they sow – a rebellious man will have rebellious people.
- L. If that is the case, when I meet a rebellious believer, I will recommend that man's church.

### VIII. Preparation of Studies and Messages

- A. *Never* say, "I am not prepared."
- B. People will form an opinion of the messages and the messenger.
- C. Better to say (if it is true), "I have thought on this message for a long time, and it may be difficult to put into right words all that the Lord showed me."
- D. *Always* be prepared to preach.
- E. *Always* carry a message or two.
- F. 2 Timothy 4:2 – Preach the word; be instant in season, out of season; reprove, rebuke, exhort with all longsuffering and doctrine.
- G. Any preacher should be able to preach 10 minutes without preparation. Memorize an outline of you must.
- H. John 3:16 – G.O.S.P.E.L.
- I. God – Only begotten – Son – Perish – Everlasting – Life
- J. John 3:16 – God – Loved – Gave – Jesus – Believe – Everlasting Life

### IX. Deacons Chosen So Apostles Could Give Themselves Continually to Prayer and Ministry of the Word

- A. Acts 6:1-4
- B. Ministry of the word:
- C. Preach – 2 Timothy 4:1
- D. Teach – 1 Timothy 4:11; 2 Timothy 2:2; 1 Timothy 3:2
- E. Reading – 1 Timothy 4:13

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- F. Study – 2 Timothy 2:15
- G. Doctrine – 2 Timothy 4:6, 16; 5:17
- H. Evangelize – 2 Timothy 4:5
- I. Scriptures – parchments – 2 Timothy 4:13

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### Lesson 25: Prior Proper Planning Prevents Poor Performance

#### I. Preparation and Planning Tend to Success

- A. See also Lesson 24
- B. Learn the 6 “P’s”
- C. Preparation for life
- D. Preparation for school
- E. Preparation for work
- F. Preparation for teaching and preaching
- G. Preparation for building and moving
- H. Preparation for travel
- I. Preparation for business
- J. Preparation for marriage
- K. Preparation for children
- L. Preparation for difficult times
- M. Proverbs 27:23 – Be thou diligent to know the state of thy flocks, and look well to thy herds.
- N. 24 For riches are not for ever: and doth the crown endure to every generation?
- O. 25 The hay appeareth, and the tender grass sheweth itself, and herbs of the mountains are gathered.
- P. 26 The lambs are for thy clothing, and the goats are the price of the field.
- Q. 27 And thou shalt have goats' milk enough for thy food, for the food of thy household, and for the maintenance for thy maidens.

#### II. Lessons from the Scriptures

- A. Proverbs 22:3 – A prudent man foreseeeth the evil, and hideth himself: but the simple pass on, and are punished.
- B. Proverbs 27:12 – A prudent man foreseeeth the evil, and hideth himself; but the simple pass on, and are punished.
- C. Proverbs 30:24 – There be four things which are little upon the earth, but they are exceeding wise:
- D. 25 The ants are a people not strong, yet they prepare their meat in the summer; – PREPARATION
- E. 26 The conies are but a feeble folk, yet make they their houses in the rocks; – PROTECTION
- F. 27 The locusts have no king, yet go they forth all of them by bands; – PURPOSE
- G. 28 The spider taketh hold with her hands, and is in kings' palaces. – PROSPERITY
- H. Philippians 2:13 – For it is God which worketh in you both to will and to do of his good pleasure.

#### III. Seek Wisdom from God

- A. God’s plan is always the best plan.
- B. Proverbs 16:9 – A man's heart deviseth his way: but the LORD directeth his steps.

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- C. Proverbs 19:21 – There are many devices in a man's heart; nevertheless the counsel of the LORD, that shall stand.
- D. Proverbs 3:5 – Trust in the LORD with all thine heart; and lean not unto thine own understanding.
- E. 6 In all thy ways acknowledge him, and he shall direct thy paths.
- F. Joseph advised pharaoh to save grain for the seven years of famine – Genesis 41
- G. Jesus taught his disciples to prepare
- H. Luke 22:35 – And he said unto them, When I sent you without purse, and scrip, and shoes, lacked ye any thing? And they said, Nothing.
- I. 36 Then said he unto them, But now, he that hath a purse, let him take it, and likewise his scrip: and he that hath no sword, let him sell his garment, and buy one.
- J. 37 For I say unto you, that this that is written must yet be accomplished in me, And he was reckoned among the transgressors: for the things concerning me have an end.
- K. 38 And they said, Lord, behold, here are two swords. And he said unto them, It is enough.

### IV. In the Multitude of Counselors there is Safety

- A. Proverbs 20:18 – Every purpose is established by counsel: and with good advice make war.
- B. Proverbs 11:14 – Where no counsel is, the people fall: but in the multitude of counsellors there is safety.
- C. Proverbs 24:6 – For by wise counsel thou shalt make thy war: and in multitude of counsellors there is safety.
- D. Luke 14:31 – Or what king, going to make war against another king, sitteth not down first, and consulteth whether he be able with ten thousand to meet him that cometh against him with twenty thousand?
- E. Proverbs 15:22 – Without counsel purposes are disappointed: but in the multitude of counsellors they are established.

### V. Understand Things You Must Account For

- A. Immovable objects
- B. Rules and regulations
- C. Taxes
- D. Approvals
- E. Things you must work around
- F. Plan around difficult tasks
- G. Other hurdles taken into account
- H. Divide larger tasks into smaller ones or divide them up among many hands
- I. Deal with the harder things first

### VI. Know When to Abandon a Plan

- A. Moses' plan to deliver people by his own hand failed – he had to flee
- B. Joshua did not seek the Lord when dealing with the Gibeonites (Joshua 9:14) or with Ai (Joshua 7:4).



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- C. Proverbs 14:12 – There is a way which seemeth right unto a man, but the end thereof are the ways of death.
- D. Proverbs 16:25 – There is a way that seemeth right unto a man, but the end thereof are the ways of death.
- E. Acts 16:6 – Now when they had gone throughout Phrygia and the region of Galatia, and were forbidden of the Holy Ghost to preach the word in Asia,
- F. 7 After they were come to Mysia, they assayed to go into Bithynia: but the Spirit suffered them not.
- G. 8 And they passing by Mysia came down to Troas.

### **VII. Preparation Includes Counting the Cost**

- A. Luke 14:25 – And there went great multitudes with him: and he turned, and said unto them,
- B. 26 If any man come to me, and hate not his father, and mother, and wife, and children, and brethren, and sisters, yea, and his own life also, he cannot be my disciple.
- C. 27 And whosoever doth not bear his cross, and come after me, cannot be my disciple.
- D. 28 For which of you, intending to build a tower, sitteth not down first, and counteth the cost, whether he have sufficient to finish it?
- E. 29 Lest haply, after he hath laid the foundation, and is not able to finish it, all that behold it begin to mock him,
- F. 30 Saying, This man began to build, and was not able to finish.
- G. 31 Or what king, going to make war against another king, sitteth not down first, and consulteth whether he be able with ten thousand to meet him that cometh against him with twenty thousand?
- H. 32 Or else, while the other is yet a great way off, he sendeth an ambassage, and desireth conditions of peace.
- I. 33 So likewise, whosoever he be of you that forsaketh not all that he hath, he cannot be my disciple.
- J. 34 Salt is good: but if the salt have lost his savour, wherewith shall it be seasoned?
- K. 35 It is neither fit for the land, nor yet for the dunghill; but men cast it out. He that hath ears to hear, let him hear.

### **VIII. Older Saints Have Valuable Counsel**

- A. Psalm 71:15 – My mouth shall shew forth thy righteousness and thy salvation all the day; for I know not the numbers thereof.
- B. 16 I will go in the strength of the Lord GOD: I will make mention of thy righteousness, even of thine only.
- C. 17 O God, thou hast taught me from my youth: and hitherto have I declared thy wondrous works.
- D. 18 Now also when I am old and grayheaded, O God, forsake me not; until I have shewed thy strength unto this generation, and thy power to every one that is to come.
- E. Proverbs 20:29 – The glory of young men is their strength: and the beauty of old men is the gray head.

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### Lesson 26: Setting Times

#### I. There is Wisdom in Scheduling

- A. Matthew 25:13 – Watch therefore, for ye know neither the day nor the hour wherein the Son of man cometh.
- B. Acts 17:26 – And hath made of one blood all nations of men for to dwell on all the face of the earth, and hath determined the times before appointed, and the bounds of their habitation;
- C. Ephesians 1:10 – That in the dispensation of the fulness of times he might gather together in one all things in Christ, both which are in heaven, and which are on earth; even in him:
- D. Acts 1:7 – And he said unto them, It is not for you to know the times or the seasons, which the Father hath put in his own power.
- E. Acts 3:1 – Now Peter and John went up together into the temple at the hour of prayer, being the ninth hour.
- F. Psalm 119:164 – Seven times a day do I praise thee because of thy righteous judgments.
- G. Daniel 6:10 – Now when Daniel knew that the writing was signed, he went into his house; and his windows being open in his chamber toward Jerusalem, he kneeled upon his knees three times a day, and prayed, and gave thanks before his God, as he did aforetime.
- H. Habakkuk 2:3 – For the vision is yet for an appointed time, but at the end it shall speak, and not lie: though it tarry, wait for it; because it will surely come, it will not tarry.
- I. Matthew 13:30 – Let both grow together until the harvest: and in the time of harvest I will say to the reapers, Gather ye together first the tares, and bind them in bundles to burn them: but gather the wheat into my barn.
- J. Matthew 26:18 – And he said, Go into the city to such a man, and say unto him, The Master saith, My time is at hand; I will keep the passover at thy house with my disciples.
- K. Romans 5:6 – For when we were yet without strength, in due time Christ died for the ungodly.

#### II. Plan Ahead

- A. See Lesson 25
- B. Isaiah 30:8 – Now go, write it before them in a table, and note it in a book, that it may be for the time to come for ever and ever:
- C. Genesis 41:34 – Let Pharaoh do this, and let him appoint officers over the land, and take up the fifth part of the land of Egypt in the seven plenteous years.
- D. Proverbs 6:6 – Go to the ant, thou sluggard; consider her ways, and be wise:
- E. 7 Which having no guide, overseer, or ruler,
- F. 8 Provideth her meat in the summer, and gathereth her food in the harvest.

#### III. Always Leave Room for God's Will

- A. James 4:13 – Go to now, ye that say, To day or to morrow we will go into such a city, and continue there a year, and buy and sell, and get gain:
- B. 14 Whereas ye know not what shall be on the morrow. For what is your life? It is even a vapour, that appeareth for a little time, and then vanisheth away.

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- C. 15 For that ye ought to say, If the Lord will, we shall live, and do this, or that.
- D. 16 But now ye rejoice in your boastings: all such rejoicing is evil.
- E. 17 Therefore to him that knoweth to do good, and doeth it not, to him it is sin.
- F. 1 Corinthians 16:12 – As touching our brother Apollos, I greatly desired him to come unto you with the brethren: but his will was not at all to come at this time; but he will come when he shall have convenient time.

### IV. Repetition Builds Over Time

- A. Schedule regular times for regular activities
- B. Reserve schedule for church services
- C. Re-occurring events
- D. Schedules
- E. Agendas
- F. Calendars
- G. Flexibility
- H. Fasting and Abstinence 1 Cor 7:5: Defraud ye not one the other, except it be with consent for a time, that ye may give yourselves to fasting and prayer; and come together again, that Satan tempt you not for your incontinency.

### V. Take Advantage of the Set Times

- A. Ecclesiastes 3:1 – To every thing there is a season, and a time to every purpose under the heaven:
- B. 2 A time to be born, and a time to die; a time to plant, and a time to pluck up that which is planted;
- C. 3 A time to kill, and a time to heal; a time to break down, and a time to build up;
- D. 4 A time to weep, and a time to laugh; a time to mourn, and a time to dance;
- E. 5 A time to cast away stones, and a time to gather stones together; a time to embrace, and a time to refrain from embracing;
- F. 6 A time to get, and a time to lose; a time to keep, and a time to cast away;
- G. 7 A time to rend, and a time to sew; a time to keep silence, and a time to speak;
- H. 8 A time to love, and a time to hate; a time of war, and a time of peace.
- I. 11 He hath made every thing beautiful in his time: also he hath set the world in their heart, so that no man can find out the work that God maketh from the beginning to the end.
- J. Isaiah 49:8 – Thus saith the LORD, In an acceptable time have I heard thee, and in a day of salvation have I helped thee: and I will preserve thee, and give thee for a covenant of the people, to establish the earth, to cause to inherit the desolate heritages;
- K. Mark 1:15 – And saying, The time is fulfilled, and the kingdom of God is at hand: repent ye, and believe the gospel.

### VI. React Rightly to the Times

- A. Psalms 56:3 – What time I am afraid, I will trust in thee.
- B. Psalms 62:8 – Trust in him at all times; ye people, pour out your heart before him: God is a refuge for us. Selah.

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- C. Ecclesiastes 8:5 – Whoso keepeth the commandment shall feel no evil thing: and a wise man's heart discerneth both time and judgment.
- D. 6 Because to every purpose there is time and judgment, therefore the misery of man is great upon him.
- E. 7 For he knoweth not that which shall be: for who can tell him when it shall be?
- F. Matthew 16:3 – And in the morning, It will be foul weather to day: for the sky is red and lowring. O ye hypocrites, ye can discern the face of the sky; but can ye not discern the signs of the times?
- G. Mark 13:33 – Take ye heed, watch and pray: for ye know not when the time is.
- H. John 7:6 – Then Jesus said unto them, My time is not yet come: but your time is always ready.
- I. Hebrews 4:16 – Let us therefore come boldly unto the throne of grace, that we may obtain mercy, and find grace to help in time of need.

### **VII. Other Wisdom in Respect to Time**

- A. Ecclesiastes 9:11 – I returned, and saw under the sun, that the race is not to the swift, nor the battle to the strong, neither yet bread to the wise, nor yet riches to men of understanding, nor yet favour to men of skill; but time and chance happeneth to them all.
- B. 12 For man also knoweth not his time: as the fishes that are taken in an evil net, and as the birds that are caught in the snare; so are the sons of men snared in an evil time, when it falleth suddenly upon them.
- C. Romans 13:11 – And that, knowing the time, that now it is high time to awake out of sleep: for now is our salvation nearer than when we believed.
- D. Ephesians 5:16 – Redeeming the time, because the days are evil.
- E. 2 Timothy 4:3 – For the time will come when they will not endure sound doctrine; but after their own lusts shall they heap to themselves teachers, having itching ears;

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### Lesson 27: Signs of the Times

#### I. Times of the Latter Days

- A. 1 Timothy 4:1 – Now the Spirit speaketh expressly, that in the latter times some shall depart from the faith, giving heed to seducing spirits, and doctrines of devils;
- B. 2 Timothy 3:1 This know also, that in the last days perilous times shall come.
- C. 2 Timothy 4:3 For the time will come when they will not endure sound doctrine; but after their own lusts shall they heap to themselves teachers, having itching ears;

#### II. Be Ready

- A. Acts 21:13 – Then Paul answered, What mean ye to weep and to break mine heart? for I am ready not to be bound only, but also to die at Jerusalem for the name of the Lord Jesus.
- B. 2 Timothy 4:6 For I am now ready to be offered, and the time of my departure is at hand.
- C. Matthew 24:44 – Therefore be ye also ready: for in such an hour as ye think not the Son of man cometh.
- D. Romans 1:15 – So, as much as in me is, I am ready to preach the gospel to you that are at Rome also.
- E. 2 Corinthians 9:5 – Therefore I thought it necessary to exhort the brethren, that they would go before unto you, and make up beforehand your bounty, whereof ye had notice before, that the same might be ready, as a matter of bounty, and not as of covetousness.
- F. Titus 3:1 – Put them in mind to be subject to principalities and powers, to obey magistrates, to be ready to every good work,
- G. 1 Peter 3:15 – But sanctify the Lord God in your hearts: and be ready always to give an answer to every man that asketh you a reason of the hope that is in you with meekness and fear:

#### III. The Time is at Hand

- A. Revelation 1:3 – Blessed is he that readeth, and they that hear the words of this prophecy, and keep those things which are written therein: for the time is at hand.
- B. Revelation 22:10 – And he saith unto me, Seal not the sayings of the prophecy of this book: for the time is at hand.

#### IV. Some Signs of the Time

- A. 1 Timothy 4:1 – Now the Spirit speaketh expressly, that in the latter times some shall depart from the faith, giving heed to seducing spirits, and doctrines of devils;
- B. 2 Speaking lies in hypocrisy; having their conscience seared with a hot iron;
- C. 3 Forbidding to marry, and commanding to abstain from meats, which God hath created to be received with thanksgiving of them which believe and know the truth.
- D. 2 Timothy 3:1 – This know also, that in the last days perilous times shall come.
- E. 2 For men shall be lovers of their own selves, covetous, boasters, proud, blasphemers, disobedient to parents, unthankful, unholy,

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- F. 3 Without natural affection, trucebreakers, false accusers, incontinent, fierce, despisers of those that are good,
- G. 4 Traitors, heady, highminded, lovers of pleasures more than lovers of God;
- H. 5 Having a form of godliness, but denying the power thereof: from such turn away.
- I. 6 For of this sort are they which creep into houses, and lead captive silly women laden with sins, led away with divers lusts,
- J. 7 Ever learning, and never able to come to the knowledge of the truth.
- K. 8 Now as Jannes and Jambres withstood Moses, so do these also resist the truth: men of corrupt minds, reprobate concerning the faith.
- L. 9 But they shall proceed no further: for their folly shall be manifest unto all men, as theirs also was.

### V. Live as in the Latter Days

- A. 2 Peter 3:1 – This second epistle, beloved, I now write unto you; in both which I stir up your pure minds by way of remembrance:
- B. 2 That ye may be mindful of the words which were spoken before by the holy prophets, and of the commandment of us the apostles of the Lord and Saviour:
- C. 3 Knowing this first, that there shall come in the last days scoffers, walking after their own lusts,
- D. 4 And saying, Where is the promise of his coming? for since the fathers fell asleep, all things continue as they were from the beginning of the creation.
- E. 5 For this they willingly are ignorant of, that by the word of God the heavens were of old, and the earth standing out of the water and in the water:
- F. 6 Whereby the world that then was, being overflowed with water, perished:
- G. 7 But the heavens and the earth, which are now, by the same word are kept in store, reserved unto fire against the day of judgment and perdition of ungodly men.
- H. 8 But, beloved, be not ignorant of this one thing, that one day is with the Lord as a thousand years, and a thousand years as one day.
- I. 9 The Lord is not slack concerning his promise, as some men count slackness; but is longsuffering to us-ward, not willing that any should perish, but that all should come to repentance.
- J. 10 But the day of the Lord will come as a thief in the night; in the which the heavens shall pass away with a great noise, and the elements shall melt with fervent heat, the earth also and the works that are therein shall be burned up.
- K. 11 Seeing then that all these things shall be dissolved, what manner of persons ought ye to be in all holy conversation and godliness,
- L. 12 Looking for and hasting unto the coming of the day of God, wherein the heavens being on fire shall be dissolved, and the elements shall melt with fervent heat?
- M. 13 Nevertheless we, according to his promise, look for new heavens and a new earth, wherein dwelleth righteousness.
- N. 14 Wherefore, beloved, seeing that ye look for such things, be diligent that ye may be found of him in peace, without spot, and blameless.
- O. 15 And account that the longsuffering of our Lord is salvation; even as our beloved brother Paul also according to the wisdom given unto him hath written unto you;
- P. 16 As also in all his epistles, speaking in them of these things; in which are some things hard to be understood, which they that are unlearned and unstable wrest, as they do also the other scriptures, unto their own destruction.

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- Q. 17 Ye therefore, beloved, seeing ye know these things before, beware lest ye also, being led away with the error of the wicked, fall from your own stedfastness.
- R. 18 But grow in grace, and in the knowledge of our Lord and Saviour Jesus Christ. To him be glory both now and for ever. Amen.

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### Lesson 28: The Path of the Just

## THE PATH OF THE JUST

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This lesson is a study on the progression of a man throughout his life if he is to be profitable to the Lord. The path of a man's life should go through these stages:

- Look
- Listen
- Learn
- Live
- Love
- Labor
- Lead
- Leave

Note these passages of scripture:

18 But the path of the just is as the shining light, that shineth more and more unto the perfect day.

Proverbs 4:18

9 Those things, which ye have both learned, and received, and heard, and seen in me, do: and the God of peace shall be with you.

Philippians 4:9

34 Jesus saith unto them, My meat is to do the will of him that sent me, and to finish his work.

John 4:34

We believers are being conformed to Christ (Romans 8:29). We are to follow in his footsteps as 1 Peter 2:21 says: "For even hereunto were ye called: because Christ also suffered for us, leaving us an example, that ye should follow his steps...."

God has determined the course for each believer. This course is set by God before the foundation of the world and is based on God's foreknowledge. God knows who will and will not receive Jesus Christ as his Savior, but God does not predetermine who will be saved and who will not. Each person has the free will to accept or reject Jesus Christ, and each person will answer for that choice. The eternity of each person is dependent upon whether that person is a believer or not.

God is not willing that any should perish, but that all should come to repentance (2 Peter 3:9). He commands that all men everywhere should repent (Acts 17:30). Jesus Christ is the propitiation – not for our sins only – but also for the sins of the whole world (1 John 2:2).



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Some misunderstand what the Bible teaches in respect to the truth of election. Scriptural election is God choosing (selecting, electing) a person or group for a *particular work* (search all uses of “elect” in the Bible). This selection is either based on foreknowledge of what that person or group will do, or it is entirely determined by God. However, we must understand that man’s free will can always obey or disobey or fulfill or not fulfill his election. God’s election for New Testament believers is based upon their freewill choice to receive Jesus Christ as their Savior. After salvation, each believer must also by his own free will either obey or disobey God in respect to Jesus’ commandments. Believers are either obedient or disobedient, faithful or unfaithful, walking in the Spirit or fulfilling the lusts of the flesh. We have Jesus’ word, the Holy Spirit, and the pattern of our Savior; so that we all can do what God wills in our lives.

2 Peter 1:10: “Wherefore the rather, brethren, give diligence to make your calling and election sure: for if ye do these things, ye shall never fall:”

Jesus Christ perfectly fulfilled his course. When he prayed in the garden, “not my will, but thine be done,” (Luke 22:42) we see Jesus obeying by his own free will, the will of the Father. From the time Adam was created with free choice in the first garden, until today, men either obey or disobey the commandments of God.

The election (course) in respect to believers is either fulfilled or not fulfilled based upon the obedience of each believer – some finish their course, and some do not. One must give diligence to make his calling and election sure (2 Peter 1:10). Peter explains this diligence is adding to one’s faith the following, and in this order (vs. 5-8):

- Virtue
- Knowledge
- Temperance
- Patience
- Godliness
- Brotherly kindness
- Charity

The introductory verses above shed light on the path of the just. Salvation is most important, but salvation is just the beginning for the believer. Lord willing, after salvation a man will have time left in his life to accomplish some things for God.

But we have seen that a man’s free can hinders his service to God. Then there are persons who receive Jesus Christ shortly before death who have little opportunity to serve. God, of course, would rather they received Christ early in life and serve God from their youth (Ecclesiastes 12:1). [This is another argument against error of thinking God preordains people to heaven or hell, because God would preordain all men get saved while young. For how does it benefit God if a man gets saved shortly before death? I believe all believers, when they are judged, will regret they did not do more for Jesus Christ in this life. But the ones who *did something* will rejoice in these efforts. Others may suffer loss at the judgment seat because their life was cut short because of a sin unto death (1 John 5:16), thus ending their life earlier than God intends, and missing out on opportunities to serve Christ.

But we who are alive now should serve God with as much dedication that lies within us. All should be faithful and do what God commands. In short, give diligence to make our calling and election sure.

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I have illustrated in the chart below 8 steps that a believer goes through in his life if he is to be faithful unto death (Revelation 2:10). Following that, I have elaborated with a commentary each step.

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Scripture Chart

THE PATH OF THE JUST IS AS A SHINING LIGHT (PROVERBS 4:18)

<b>LOOK</b>	MATTHEW 13:13-16	<p>13 Therefore speak I to them in parables: because they seeing see not; and hearing they hear not, neither do they understand.</p> <p>14 And in them is fulfilled the prophecy of Esaias, which saith, By hearing ye shall hear, and shall not understand; and seeing ye shall see, and shall not perceive:</p> <p>15 For this people's heart is waxed gross, and their ears are dull of hearing, and their eyes they have closed; lest at any time they should see with their eyes, and hear with their ears, and should understand with their heart, and should be converted, and I should heal them.</p> <p>16 But blessed are your eyes, for they see: and your ears, for they hear.</p>
	MARK 8:17-21	<p>17 And when Jesus knew it, he saith unto them, Why reason ye, because ye have no bread? perceive ye not yet, neither understand? have ye your heart yet hardened?</p> <p>18 Having eyes, see ye not? and having ears, hear ye not? and do ye not remember?</p> <p>19 When I brake the five loaves among five thousand, how many baskets full of fragments took ye up? They say unto him, Twelve.</p> <p>20 And when the seven among four thousand, how many baskets full of fragments took ye up? And they said, Seven.</p> <p>21 And he said unto them, How is it that ye do not understand?</p>
	LUKE 2:30	30 For mine eyes have seen thy salvation,
	LUKE 10:23	23 And he turned him unto his disciples, and said privately, Blessed are the eyes which see the things that ye see:
	JOHN 12:39-40	<p>39 Therefore they could not believe, because that Esaias said again,</p> <p>40 He hath blinded their eyes, and hardened their heart; that they should not see with their eyes, nor understand with their heart, and be converted, and I should heal them.</p>

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	ROMANS 11:8	8 (According as it is written, God hath given them the spirit of slumber, eyes that they should not see, and ears that they should not hear;) unto this day.
	HEBREWS 12:2	2 Looking unto Jesus the author and finisher of our faith; who for the joy that was set before him endured the cross, despising the shame, and is set down at the right hand of the throne of God.

LISTEN	MATTHEW 13:18, 43	18 Hear ye therefore the parable of the sower. 43 Then shall the righteous shine forth as the sun in the kingdom of their Father. Who hath ears to hear, let him hear.
	MATTHEW 11:15	15 He that hath ears to hear, let him hear.
	MARK 4:9	9 And he said unto them, He that hath ears to hear, let him hear.
	MARK 8:18	18 Having eyes, see ye not? and having ears, hear ye not? and do ye not remember?
	LUKE 8:8	8 And other fell on good ground, and sprang up, and bare fruit an hundredfold. And when he had said these things, he cried, He that hath ears to hear, let him hear.
	ACTS 28:25-28	25 And when they agreed not among themselves, they departed, after that Paul had spoken one word, Well spake the Holy Ghost by Esaias the prophet unto our fathers, 26 Saying, Go unto this people, and say, Hearing ye shall hear, and shall not understand; and seeing ye shall see, and not perceive: 27 For the heart of this people is waxed gross, and their ears are dull of hearing, and their eyes have they closed; lest they should see with their eyes, and hear with their ears, and understand with their heart, and should be converted, and I should heal them. 28 Be it known therefore unto you, that the salvation of God is sent unto the Gentiles, and that they will hear it.
	2 TIMOTHY 4:3	3 For the time will come when they will not endure sound doctrine; but after their own lusts shall they heap to themselves teachers, having itching ears;

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<p>LEARN</p>	<p>MATTHEW 13:13-19</p>	<p>13 Therefore speak I to them in parables: because they seeing see not; and hearing they hear not, neither do they understand.          14 And in them is fulfilled the prophecy of Esaias, which saith, By hearing ye shall hear, and shall not understand; and seeing ye shall see, and shall not perceive:          15 For this people's heart is waxed gross, and their ears are dull of hearing, and their eyes they have closed; lest at any time they should see with their eyes, and hear with their ears, and should understand with their heart, and should be converted, and I should heal them.          16 But blessed are your eyes, for they see: and your ears, for they hear.          17 For verily I say unto you, That many prophets and righteous men have desired to see those things which ye see, and have not seen them; and to hear those things which ye hear, and have not heard them.          18 Hear ye therefore the parable of the sower.          19 When any one heareth the word of the kingdom, and understandeth it not, then cometh the wicked one, and catcheth away that which was sown in his heart. This is he which received seed by the way side.</p>
	<p>MATTHEW 15:10-17</p>	<p>10 And he called the multitude, and said unto them, Hear, and understand:          11 Not that which goeth into the mouth defileth a man; but that which cometh out of the mouth, this defileth a man.          12 Then came his disciples, and said unto him, Knowest thou that the Pharisees were offended, after they heard this saying?          13 But he answered and said, Every plant, which my heavenly Father hath not planted, shall be rooted up.          14 Let them alone: they be blind leaders of the blind. And if the blind lead the blind, both shall fall into the ditch.          15 Then answered Peter and said unto him, Declare unto us this parable.          16 And Jesus said, Are ye also yet without understanding?          17 Do not ye yet understand, that whatsoever entereth in at the mouth goeth into the belly, and is cast out into the draught?</p>

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	MARK 7:14	14 And when he had called all the people unto him, he said unto them, Hearken unto me every one of you, and understand:
	MARK 8:18	18 Having eyes, see ye not? and having ears, hear ye not? and do ye not remember?
	LUKE 8:10	10 And he said, Unto you it is given to know the mysteries of the kingdom of God: but to others in parables; that seeing they might not see, and hearing they might not understand.
	1 CORINTHIANS 3:1-3	1 And I, brethren, could not speak unto you as unto spiritual, but as unto carnal, even as unto babes in Christ. 2 I have fed you with milk, and not with meat: for hitherto ye were not able to bear it, neither yet now are ye able. 3 For ye are yet carnal: for whereas there is among you envying, and strife, and divisions, are ye not carnal, and walk as men?
	1 PETER 2:2	1 Wherefore laying aside all malice, and all guile, and hypocrisies, and envies, and all evil speakings, 2 As newborn babes, desire the sincere milk of the word, that ye may grow thereby:

LIVE	MATTHEW 7:24-29	24 Therefore whosoever heareth these sayings of mine, and doeth them, I will liken him unto a wise man, which built his house upon a rock: 25 And the rain descended, and the floods came, and the winds blew, and beat upon that house; and it fell not: for it was founded upon a rock. 26 And every one that heareth these sayings of mine, and doeth them not, shall be likened unto a foolish man, which built his house upon the sand: 27 And the rain descended, and the floods came, and the winds blew, and beat upon that house; and it fell: and great was the fall of it. 28 And it came to pass, when Jesus had ended these sayings, the people were astonished at his doctrine: 29 For he taught them as one having authority, and not as the scribes.
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	PHILIPPIANS 4:9	9 Those things, which ye have both learned, and received, and heard, and seen in me, do: and the God of peace shall be with you.
	JAMES 1:22	22 But be ye doers of the word, and not hearers only, deceiving your own selves.
	HEBREWS 5:12-14	12 For when for the time ye ought to be teachers, ye have need that one teach you again which be the first principles of the oracles of God; and are become such as have need of milk, and not of strong meat. 13 For every one that useth milk is unskilful in the word of righteousness: for he is a babe. 14 But strong meat belongeth to them that are of full age, even those who by reason of use have their senses exercised to discern both good and evil.
	PSALMS 37:23	23 The steps of a good man are ordered by the LORD: and he delighteth in his way.

LOVE	JOHN 14:15	15 If ye love me, keep my commandments.
	JOHN 14:21-24	21 He that hath my commandments, and keepeth them, he it is that loveth me: and he that loveth me shall be loved of my Father, and I will love him, and will manifest myself to him. 22 Judas saith unto him, not Iscariot, Lord, how is it that thou wilt manifest thyself unto us, and not unto the world? 23 Jesus answered and said unto him, If a man love me, he will keep my words: and my Father will love him, and we will come unto him, and make our abode with him. 24 He that loveth me not keepeth not my sayings: and the word which ye hear is not mine, but the Father's which sent me.
	JOHN 13:34-35	34 A new commandment I give unto you, That ye love one another; as I have loved you, that ye also love one another. 35 By this shall all men know that ye are my disciples, if ye have love one to another.

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<p>JOHN 15:12-17</p>	<p>12 This is my commandment, That ye love one another, as I have loved you.          13 Greater love hath no man than this, that a man lay down his life for his friends.          14 Ye are my friends, if ye do whatsoever I command you.          15 Henceforth I call you not servants; for the servant knoweth not what his lord doeth: but I have called you friends; for all things that I have heard of my Father I have made known unto you.          16 Ye have not chosen me, but I have chosen you, and ordained you, that ye should go and bring forth fruit, and that your fruit should remain: that whatsoever ye shall ask of the Father in my name, he may give it you.          17 These things I command you, that ye love one another.</p>
<p>JOHN 21:15-17</p>	<p>15 So when they had dined, Jesus saith to Simon Peter, Simon, son of Jonas, lovest thou me more than these? He saith unto him, Yea, Lord; thou knowest that I love thee. He saith unto him, Feed my lambs.          16 He saith to him again the second time, Simon, son of Jonas, lovest thou me? He saith unto him, Yea, Lord; thou knowest that I love thee. He saith unto him, Feed my sheep.          17 He saith unto him the third time, Simon, son of Jonas, lovest thou me? Peter was grieved because he said unto him the third time, Lovest thou me? And he said unto him, Lord, thou knowest all things; thou knowest that I love thee. Jesus saith unto him, Feed my sheep.</p>
<p>ROMANS 13:10</p>	<p>10 Love worketh no ill to his neighbour: therefore love is the fulfilling of the law.</p>
<p>1 CORINTHIANS 13:1-3</p>	<p>1 Though I speak with the tongues of men and of angels, and have not charity, I am become as sounding brass, or a tinkling cymbal.          2 And though I have the gift of prophecy, and understand all mysteries, and all knowledge; and though I have all faith, so that I could remove mountains, and have not charity, I am nothing.          3 And though I bestow all my goods to feed the poor, and though I give my body to be burned, and have not charity, it profiteth me nothing.</p>



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	2 CORINTHIANS 5:14	14 For the love of Christ constraineth us; because we thus judge, that if one died for all, then were all dead:
LABOR	JOHN 4:34-36	34 Jesus saith unto them, My meat is to do the will of him that sent me, and to finish his work. 35 Say not ye, There are yet four months, and then cometh harvest? behold, I say unto you, Lift up your eyes, and look on the fields; for they are white already to harvest. 36 And he that reapeth receiveth wages, and gathereth fruit unto life eternal: that both he that soweth and he that reapeth may rejoice together.
	1 CORINTHIANS 8:1	1 Now as touching things offered unto idols, we know that we all have knowledge. Knowledge puffeth up, but charity edifieth.
	1 CORINTHIANS 15:58	58 Therefore, my beloved brethren, be ye stedfast, unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord.
	1 CORINTHIANS 16:14	14 Let all your things be done with charity.
	COLOSSIANS 3:14	14 And above all these things put on charity, which is the bond of perfectness.
	1 THESSALONIANS 1:3	3 Remembering without ceasing your work of faith, and labour of love, and patience of hope in our Lord Jesus Christ, in the sight of God and our Father;
	1 THESSALONIANS 5:12-13	12 And we beseech you, brethren, to know them which labour among you, and are over you in the Lord, and admonish you; 13 And to esteem them very highly in love for their work's sake. And be at peace among yourselves.
	HEBREWS 6:10	10 For God is not unrighteous to forget your work and labour of love, which ye have shewed toward his name, in that ye have ministered to the saints, and do minister.
LEAD	MATTHEW 4:19	19 And he saith unto them, Follow me, and I will make you fishers of men.
	MATTHEW 8:23	23 And when he was entered into a ship, his disciples followed him.
	JOHN 10:27	27 My sheep hear my voice, and I know them, and they follow me:

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ACTS 20:18-35

18 And when they were come to him, he said unto them, Ye know, from the first day that I came into Asia, after what manner I have been with you at all seasons,  
19 Serving the Lord with all humility of mind, and with many tears, and temptations, which befell me by the lying in wait of the Jews:  
20 And how I kept back nothing that was profitable unto you, but have shewed you, and have taught you publickly, and from house to house,  
21 Testifying both to the Jews, and also to the Greeks, repentance toward God, and faith toward our Lord Jesus Christ.  
22 And now, behold, I go bound in the spirit unto Jerusalem, not knowing the things that shall befall me there:  
23 Save that the Holy Ghost witnesseth in every city, saying that bonds and afflictions abide me.  
24 But none of these things move me, neither count I my life dear unto myself, so that I might finish my course with joy, and the ministry, which I have received of the Lord Jesus, to testify the gospel of the grace of God.  
25 And now, behold, I know that ye all, among whom I have gone preaching the kingdom of God, shall see my face no more.  
26 Wherefore I take you to record this day, that I am pure from the blood of all men.  
27 For I have not shunned to declare unto you all the counsel of God.  
28 Take heed therefore unto yourselves, and to all the flock, over the which the Holy Ghost hath made you overseers, to feed the church of God, which he hath purchased with his own blood.  
29 For I know this, that after my departing shall grievous wolves enter in among you, not sparing the flock.  
30 Also of your own selves shall men arise, speaking perverse things, to draw away disciples after them.  
31 Therefore watch, and remember, that by the space of three years I ceased not to warn every one night and day with tears.  
32 And now, brethren, I commend you to God, and to the word of his grace, which is able to build you up, and to give you an inheritance among all them which are sanctified.  
33 I have coveted no man's silver, or gold, or

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		<p>apparel.            34 Yea, ye yourselves know, that these hands have ministered unto my necessities, and to them that were with me.            35 I have shewed you all things, how that so labouring ye ought to support the weak, and to remember the words of the Lord Jesus, how he said, It is more blessed to give than to receive.</p>
	<p>1 TIMOTHY 3:1-7</p>	<p>1 This is a true saying, If a man desire the office of a bishop, he desireth a good work.            2 A bishop then must be blameless, the husband of one wife, vigilant, sober, of good behaviour, given to hospitality, apt to teach;            3 Not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous;            4 One that ruleth well his own house, having his children in subjection with all gravity;            5 (For if a man know not how to rule his own house, how shall he take care of the church of God?)            6 Not a novice, lest being lifted up with pride he fall into the condemnation of the devil.            7 Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil.</p>
	<p>1 TIMOTHY 6:15</p>	<p>15 Which in his times he shall shew, who is the blessed and only Potentate, the King of kings, and Lord of lords;</p>
	<p>2 TIMOTHY 2:2</p>	<p>2 And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also.</p>
	<p>TITUS 2:7-8</p>	<p>7 In all things shewing thyself a pattern of good works: in doctrine shewing uncorruptness, gravity, sincerity,            8 Sound speech, that cannot be condemned; that he that is of the contrary part may be ashamed, having no evil thing to say of you.</p>

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	1 PETER 5:1-3	<p>1 The elders which are among you I exhort, who am also an elder, and a witness of the sufferings of Christ, and also a partaker of the glory that shall be revealed:</p> <p>2 Feed the flock of God which is among you, taking the oversight thereof, not by constraint, but willingly; not for filthy lucre, but of a ready mind;</p> <p>3 Neither as being lords over God's heritage, but being ensamples to the flock.</p>
	HEBREWS 12:2	<p>1 Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us,</p> <p>2 Looking unto Jesus the author and finisher of our faith; who for the joy that was set before him endured the cross, despising the shame, and is set down at the right hand of the throne of God.</p>
LEAVE	MATTHEW 28:18-20	<p>18 And Jesus came and spake unto them, saying, All power is given unto me in heaven and in earth.</p> <p>19 Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost:</p> <p>20 Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you alway, even unto the end of the world. Amen.</p>
	ACTS 1:8-11	<p>8 But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judaea, and in Samaria, and unto the uttermost part of the earth.</p> <p>9 And when he had spoken these things, while they beheld, he was taken up; and a cloud received him out of their sight.</p> <p>10 And while they looked stedfastly toward heaven as he went up, behold, two men stood by them in white apparel;</p> <p>11 Which also said, Ye men of Galilee, why stand ye gazing up into heaven? this same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven.</p>

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	ACTS 20:24	24 But none of these things move me, neither count I my life dear unto myself, so that I might finish my course with joy, and the ministry, which I have received of the Lord Jesus, to testify the gospel of the grace of God.
	2 TIMOTHY 4:10	10 For Demas hath forsaken me, having loved this present world, and is departed unto Thessalonica; Crescens to Galatia, Titus unto Dalmatia.

### Commentary on the Above Path of the Just

#### I. A Long-Vision is Helpful to Make the Best Use of One's Time on Earth

- A. A person should learn to number his days.
- B. A person should use every day to grow in God's grace, in the knowledge of Christ, and in his ability to serve the Lord.
- C. The Holy Ghost is given to help.
- D. God works in the believer both to will and to do of his good pleasure.
- E. Being faithful and having a servant's heart will allow God to steer the man where he wills.

#### II. Look

- A. We need to use our eyes – both physical and spiritual – to see the goodness of God and watch what is going around us.
- B. We learn with our eyes.

#### III. Listen

- A. Next, we use our ears to hear the word of God.
- B. A man must put forth effort to hear the word of God and meditate upon it.
- C. Many folks in churches do not really listen to the preaching.

#### IV. Learn

- A. We learn by seeing and hearing.
- B. We learn by doing.
- C. A good understanding comes through obedience – Psalm 111:10
- D. The man reads the Bible every day. Over a short time he has read the word of God multiple times.

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### V. Live

- A. There is a time in a believer's life that he just lives as a Christian.
- B. He gets past the baby stage, and he understands God's way is the best way.
- C. He dedicates his life to serving God.
- D. He adjusts all areas of his life to be conformed to Christ and his word.
- E. He purges himself from ungodly things.
- F. He is a doer of the word, and not a hearer only.
- G. The man leads his family according to the word of God.
- H. Some believers never get to this stage.

### VI. Love

- A. This is where life changes and the believer has an *epiphany*.
- B. He literally *loves* to do the work of the Lord.
- C. No other work compares to the blessing of serving Christ.
- D. His overwhelming desire is to serve God for life
- E. The believer really grasps the true importance of Christ and his word.
- F. The word of God makes him tremble. He has an overwhelming love for God's word and literally lives by it every day.
- G. He yields to all leading of God.
- H. The believer realizes he should dedicate all to Jesus.
- I. The believer understands the importance of *Love* in God's work.
- J. The believer operates in Love – love for God and love for his fellows.

### VII. Labor

- A. At this point the man is ready to labor for the Lord.
- B. God directs this man into a place of service.
- C. Any labor for Christ without charity profits nothing (1 Corinthians 13:1-3)
- D. The servant is happy to serve God in any place doing any kind of work.

### VIII. Lead

- A. After a while of service (proving) the man of God is put in a position of leadership.
- B. God knows he is a pattern of good works.
- C. God knows he will lead rightly in love.
- D. God uses the man to teach others.
- E. God knows the man will be faithful.
- F. God knows the man will follow the Holy Ghost in liberty.
- G. Leadership manifest itself in many areas.

### IX. Leave

- A. A man realizes his time is short and begins to set his house in order.

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- B. The man puts others in place of service so they can take over after he leaves.
- C. The man records for others through writing and other means what he has learned so it is a help to others.
- D. The man prepares for his family and church.
- E. The man finishes whatever course God has set for him.

### X. Paul Finished his Course

- A. Acts 20:24 – But none of these things move me, neither count I my life dear unto myself, so that I might finish my course with joy, and the ministry, which I have received of the Lord Jesus, to testify the gospel of the grace of God.
- B. 2 Timothy 4:7 – I have fought a good fight, I have finished my course, I have kept the faith:
- C. Philippians 3:12 – Not as though I had already attained, either were already perfect: but I follow after, if that I may apprehend that for which also I am apprehended of Christ Jesus.
- D. 13 Brethren, I count not myself to have apprehended: but this one thing I do, forgetting those things which are behind, and reaching forth unto those things which are before,
- E. 14 I press toward the mark for the prize of the high calling of God in Christ Jesus.

### XI. Many False Prophets are Entered

- A. The ministry has many false prophets and workers.
- B. The New Testament warns of false prophets in almost every book.
- C. Men in the ministry, if they have not gone through the steps above, are suspect.
- D. A discerning spirit can notice things in a man's life to see whether he is truly humble, servant-hearted, loves God's word, willing to serve God wherever, etc.

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### Lesson 29: Practical Illustrations and Worldly Advice

#### I. Some Worldly Advice

As Bible students we always take God's word as the final authority. What God says always trumps the opinions of people.

However, Jesus did commend the children of this world, because sometimes they are wiser in their generation than the children of light – see Luke 16:8.

The lost people who value their time – for they see only this present world – have developed practices to make the most of their time. From a worldly point of view they know their time is limited and they really do not think past the grave. In contrast, we who are saved know the work we do for Christ will last for eternity and be rewarded by the Savior Himself. One can say the world is motivated to make the most of their time, for this time on earth is the best part of their life. But we who are saved should use time even more effectively for the things of God, knowing we will give an answer for our use of time.

Consequently, in respect to time management there is no end to the books and articles written from man's wisdom. However, we can read, learn, discuss, evaluate, and discard as needed these ideas. Occasionally, though, we find that lost people align with the word of God. We should be able as Bible-believers to discern the meat from the bones, and maybe learn something we did not know.

The following articles I believe are useful for review and a student of the word of God may find some practical use in the recommendations they offer. Furthermore, a student can evaluate how many ideas are consistent among the writers.

We understand these writings are not Bible, but there is profit of evaluating them for what ideas are biblical.

As the student reads through the information, mark the things you see Jesus doing. This is a good exercise. For example, Tony Robbins' paper *Time management strategies to make life more effective* shows many things that we find the Lord Jesus Christ doing:

1. Prep for your day – Jesus prayed and fasted – Matthew 17:21
2. Prioritize your tasks – Jesus always kept the main thing the main thing – Luke 19:10:
3. Focus on the outcome – John 8:6
4. Cut out distractions – John 9:4
5. Do not multitask – Luke 9:51
6. Delegate – Luke 10:1

A student of the Bible should be able to quickly recognize what points of advice are scriptural and what are not. However, because we do not want to take the liberty to modify men's works, we present them as they are written. We believe there is value in reviewing the material.



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### Applying the Eisenhower Matrix [www.finallyfamilyhomes.org](http://www.finallyfamilyhomes.org)

The Eisenhower matrix is one of the most popular tools for helping set priorities.

And yes, it is named after our 34th President Dwight D. Eisenhower!

Advice from the two term President, 5 Star General, and the first Supreme Commander of NATO is worth listening to!

Oh, and did you know this guy squeezed in over 800 rounds of golf during his Presidency?

Productivity expert, James Clear goes in depth on the Eisenhower Box or Matrix in his article, “How to be More Productive and Eliminate Time Wasting Activities by Using the ‘Eisenhower Box.’”

According to Clear, the first step is to organize all of your tasks into one of four categories:

1. Urgent and important (tasks you will do immediately – high deadline cost)
2. Important, but not urgent (tasks you will schedule to do later)
3. Urgent, but not important (tasks to delegate to someone else or automate)
4. Neither urgent nor important – Do Last or Not at All

*“There is no faster way to do something than not doing it at all.”*

## THE EISENHOWER MATRIX

<p><b>🕒 Do it now</b> (urgent, important)</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>📅 Schedule it</b> (not urgent, important)</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>👤 Delegate it</b> (urgent, not important)</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>🚫 Don't do it</b> (not urgent, not important)</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### **12 Time Management Strategies of Highly Effective People**

**Written by Logan Derrick**

[www.toggl.com](http://www.toggl.com)

What is time management? Is it a manager telling you how to manage your time? Or is it simply keeping yourself as busy as possible to ensure you are always performing at peak productivity levels?

The reality is there is a careful balance to managing time wisely enough to get everything done as needed without putting too much pressure on yourself.

You will find that the hardest workers are not always the best managers of time, but this also does not mean you should work less hard. Following effective time management strategies involves incorporating tactics into your daily, weekly, and monthly routine that optimize the available hours of the day.

Let us dive into 12 of these techniques to see how you can boost your productivity without the need to put in more overnights at the office.

What does “time management” really mean? And how do you improve your own time management so you can be more productive at home or at work?

#### **1. Understand You Are Not Perfect**

One of the most difficult things for many people to accept is the fact that they’re not perfect. They think that because they are taking every precaution and planning for every possible scenario, there’s no chance of anything going wrong. Unfortunately, anyone with this mindset will run into a serious reality check at one point or another.

Take a moment right now to realize it is okay to make mistakes and be imperfect. Keep this mind as you strive to improve your time management skills, understanding that even the most thought-out plans can change or fail. These thoughts will open doors for you to improve when these times come, instead of feeling defeated by them.

#### **2. Plan Out Each Day**

Even though plans change, it does not mean you should not make plans at all. There are many ways you can do this to be successful, so it may take some time for you to determine what works best for you. Many people find it helpful to take a few minutes every night before bed and put together their agenda for the next day.

One of the most effective time management strategies is to plan out your day.

Take a step back from your list to decide the who, what, when, where, what, why, and how of any intricate responsibilities you have tomorrow. Make sure you leave a few open spaces on your daily calendar as well. This will prepare your mind for the next day’s workload and also allow you to accept additional assignments, if necessary.

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### 3. Prioritize Your Daily, Weekly, & Monthly Tasks

Along with your planning sessions, you should identify the priorities for upcoming days, weeks, and even months. Keeping tabs on future tasks will allow you to disperse your workload in a way that avoids making you overly busy or stressed. You will be able to establish a more structured routine for your daily goals and remain productive throughout the week.

One of the best ways to get started is by making a long list of every single task or duty you have in your job. You can then spend some time breaking these down into daily, weekly, and monthly tasks. Once you know these details, it will be much easier to stay focused from day to day and complete everything on your to-do list.

### 4. Use Time Management Tools

And speaking of to-do lists, one of the best things you can do to manage your time more wisely is by using as many tools as necessary to support your position. There are millions of computer programs and smartphone apps out there waiting to make your life easier with a simple download. Even adding a single time management tool to your repertoire can save you hours of work each week.

A great example worth a look is Toggl Plan's project management software, which allows you to create everything from checklists to timelines. The daily, weekly, and annual overview features make it easy to plan ahead and shoot for success on every project. You can even incorporate integrations and extensions of other tools you are already using to improve your overall experience and boost efficiency.

### 5. Do Not Multitask

Did you know that multitasking can lower your comprehension level and overall intelligence by more than 11%? The effects of trying to complete more than one assignment at a time can have staggering negative implications for both you and the people around you. And for those who don't think it's that bad, just imagine making 11% less per year than you do currently.

Beyond your intelligence level, multitasking also inhibits performance with a 40% drop in productivity. If you take a moment to think about this statistic, you'll discover that you can accomplish twice as much in a workweek when you only work on one thing at a time. Bear in mind, things like listening to soft, relaxing music do not typically count as multitasking as they can have productivity benefits when used correctly.

### 6. Determine Your Productive Times

Are you a morning person, a night owl, or do you fall somewhere in between these molds? Oftentimes, these types of questions can help your time management strategies as you determine when you're most productive during the day.

A morning person who is able to jump out of bed wide-eyed and bushy-tailed a minute before their alarm goes off will likely be able to accomplish more work in the earlier parts of the day. Whereas a night owl might be moving a bit more slowly when they wake up and need some time to get into their usual work grind. Those people are usually able to achieve a higher level of productivity in the afternoon.

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Whichever side you're on, decide when you are most awake, alert, and motivated. That will be your time to do your deep work and accomplish more of your daily tasks.

### **7. Remove Distractions**

Why is time management important? Because the world is full of red herrings ready to steal your attention away from work and your other responsibilities. Some of the biggest distractions in the workplace include:

- Smartphones
- Social Media
- Internet
- Email
- Co-workers
- Meetings (Unless it is a strong and productive meeting)

While you may not always be in control of meeting schedules, you do have ways of removing these other distractions that can inhibit your productivity. To avoid your smartphone and the time-leeching world of social media, put your phone on silent and put it in a desk drawer while you work. For things like email, limit the number of instances you check it by having set times to review your inbox 2-3x per day.

And while you should always be genuine and professional when communicating with your co-workers, if one of them is distracting you from your work, it's okay to gently let them know and advise them of another time you can chat.

### **8. Use a Timer**

As crazy as it may sound, using a timer might be one of the best time management techniques out there. Setting a timer can be an effective way to remind you of breaks, set time limits, and even make you more productive. Timing out portions of your day for breaks is an urgent part of any workday as they give you time away from your desk and a chance to clear your mind for a short time before getting back to work.

Another great use of a timer is setting time constraints for specific tasks. By giving yourself a set amount of time to complete an objective, you push yourself to reach the deadline and end up accomplishing more work before time runs out.

And don't worry, you don't have to get one of those loud, obnoxious egg timers like your grandma used to use when she was baking. There are numerous digital options ranging from Toggl's well-regarded timer to the Pomodoro Technique's tomato timer.

### **9. Split Large Projects into Pieces**

Have you ever looked at a project and wanted to run for the hills because of how complicated and difficult it appeared? You may want to look at the smaller picture. A great tip for managing your time on a large project is to break down the large milestones and deadlines into smaller side tasks and objectives.

As everything is separated, you can revert back to previous time management strategies we've mentioned by planning and prioritizing what needs to be accomplished and when. When you do this, the big picture becomes much less intimidating and that looming deadline seems much more achievable.

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### **10. Learn to Say “No” More Often**

Have you ever seen the movie “Yes Man” starring Jim Carrey? The basic synopsis of the comedy presents a banker with a negative attitude who decides to say “yes” to everything after attending a positivity seminar. While it makes for some entertaining situations, the main character eventually realizes that being too willing to do anything can lead to some serious issues.

The basic moral of the story is to avoid becoming the “yes man” or “yes woman” in your office. If you often find yourself overworked or bogged down by too many responsibilities, you may need to start saying “no” when someone asks you to help with something. This can open up a world of possibilities for you to manage your time more effectively and improve the value of the work you do.

### **11. Delegate Work When You Can**

Following a similar concept to the previous two time management tips, you should look for opportunities to outsource your work when you are overly busy. If you are given an assignment with a deadline you won’t be able to reach on your own, then share the load with your team and tackle it together.

This can be especially important for managers and team leaders as the workload can quickly stack up on your shoulders if you’re not delegating properly. To avoid this, ensure your role and the roles of each team member are clearly defined, making it easier to know who should be handling each task as it arises.

### **12. Recharge Your Batteries**

Some might consider this the most vital of all the time management techniques to your overall success, and sanity for that matter. So many industries in the world are always in battle mode, confronting the next problem or resolving the next issue on the agenda. But amidst all the chaos, you should always set aside some time to kick back and relax.

Taking a break from the daily grind to rest your mind and body can play a major role in your ability to stay focused and energized once you return to your desk, warehouse, or construction site.

Whether you go on a weekend camping trip or splurge on a beach cruise for your family, allow yourself some time to recharge your mental, physical, and emotional batteries in whatever way is most comfortable to you.

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## 7 Essential Time Management Skills and Strategies for Work

Susanne Madsen

October 4, 2018

[www.liquidplanner.com](http://www.liquidplanner.com)

### Get the Right Things Done in Less Time with These Time Management Skills

To get ahead in your career, deliver your projects successfully and to get a promotion or a pay rise, you must learn to consistently focus on the activities that add the most benefit to your projects and your clients. The better you are at maintaining focus and managing your time, the more you will achieve, and the easier it will be for you to leave the office on time. Not only do effective time management skills allow you to get better results at work, but they also help you withstand stress and live a more fulfilling life outside of work.

The following strategies will help you get the right things done in less time.

#### 1. Start your day with a clear focus.

The first work-related activity of your day should be to determine what you want to achieve that day and what you absolutely must accomplish. Come clear on this purpose before you check your email and start responding to queries and resolve issues. Setting a clear focus for your day might require as little as five minutes but can save you several hours of wasted time and effort.

#### 2. Have a dynamic task list.

Capture the tasks and activities you must do on a list and update it regularly during the day. Revisit this list frequently and add new items as soon as they appear. Make sure your list gives you a quick overview of everything that is urgent and important and remember to include strategic and relationship-building activities as well as operational tasks.

#### 3. Focus on high-value activities.

Before you start something new, identify the activity that would have the most positive effect on your project, your team, and your client if you were to deal with it right now. Resist the temptation to clear smaller, unimportant items first. Start with what is most important.

- To help you assess which activities to focus on first, ask the following:
- What does my client or my team need most from me right now?
- What will cause the most trouble if it does not get done?
- What is the biggest contribution I can make right now?
- Which strategic tasks do I need to deal with today to help us work smarter tomorrow?

#### 4. Minimize interruptions.

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The more uninterrupted time you get during the day to work on important tasks, the more effective you'll be. Identify the activities that tend to disrupt your work and find a solution. Basically, one of the most essential time management skills is to not get distracted. For example, avoid checking emails and answering the phone when you're in the middle of something important. Once you have broken your flow, it can be difficult to reestablish it. Instead, discipline yourself to work on a task single-mindedly until it's complete.

### **5. Stop procrastinating.**

If you have difficulties staying focused or tend to procrastinate, you may benefit from creating an external commitment for (deadline) yourself. For instance, schedule a meeting in two days' time where you'll be presenting your work and by which time your actions will have to be completed. It's also very effective to complete the most unpleasant tasks early in the day and to allow yourself small rewards once you've completed them.

### **6. Limit multi-tasking.**

Many of us multi-task and believe we're effective when we do so, but evidence suggests that we can't effectively focus on more than one thing at a time. In order to stop multi-tasking, try these tips: Plan your day in blocks and set specific time aside for meetings, returning calls and for doing detailed planning and analysis work at your desk. Whenever you find yourself multitasking, stop and sit quietly for a minute.

### **7. Review your day.**

Spend 5-10 minutes reviewing your task list every day before you leave the office. Give yourself a pat on the back if you achieved what you wanted. If you think your day's effort fell short, decide what you'll do differently tomorrow in order to accomplish what you need to. Leave the office in high spirits determined to pick up the thread the next day.

Give these essential time management skills a concerted effort, and you'll find your days and projects running much more smoothly!

This article first appeared on Susanne Madsen's Developing Project Leaders blog. Susanne's latest book, "The Power of Project Leadership" is available through Amazon.

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### **Time Management: 10 Strategies for Better Time Management**

[www.extension.uga.edu](http://www.extension.uga.edu)

The term Time Management is a misnomer. You cannot manage time; you manage the events in your life in relation to time. You may often wish for more time, but you only get 24 hours, 1,440 minutes or 86,400 seconds each day. How you use that time depends on skills learned through self-analysis, planning, evaluation, and self-control.

Much like money, time is both valuable and limited: it must be protected, used wisely, and budgeted. People who practice good time management techniques often find that they:

- Are more productive,
- Have more energy for things they need to accomplish,
- Feel less stressed,
- Are able to do the things they want,
- Get more things done,
- Relate more positively to others, and
- Feel better about themselves (Dodd and Sundheim, 2005).

Finding a time management strategy that works best for you depends on your personality, ability to self-motivate and level of self-discipline. By incorporating some, or all of the ten strategies below, you can more effectively manage your time.

#### **1. Know How You Spend Your Time**

Analyze where most of your time is devoted — job, family, personal, recreation, etc.

Keeping a time log is a helpful way to determine how you are using your time. Start by recording what you are doing for 15-minute intervals for a week or two. Evaluate the results. Ask if you did everything that was needed; determine which tasks require the most time; determine the time of day when you are most productive; and analyze where most of your time is devoted — job, family, personal, recreation, etc.

Identifying your most time-consuming tasks and determining whether you are investing your time in the most important activities can help you to determine a course of action. In addition, having a good sense of the amount of time required for routine tasks can help you be more realistic in planning and estimating how much time is available for other activities.

#### **2. Set Priorities**



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Managing your time effectively requires a distinction between what is important and what is urgent (MacKenzie, 1990). Experts agree that the most important tasks usually aren't the most urgent tasks. However, we tend to let the urgent dominate our lives. Covey, Merrill, and Merrill (1994) categorize our activities into four quadrants in their Time Management Matrix: urgent, not urgent, important and not important.

While activities that are both urgent and important must be done, Covey et.al. suggests that we spend less time on activities that are not important (regardless of their urgency) in order to gain time to focus on activities that are not urgent but important. Focusing on these important activities allows you to gain greater control over your time and possibly reduce the number of important tasks that do become urgent.

One of the easiest ways to prioritize is to make a "to do" list. Whether you need a daily, weekly or monthly list depends on your lifestyle. Just be careful not to allow the list-making to get out of control and do not keep multiple lists at the same time. Rank the items on your "to do" list in order of priority (both important and urgent). You may choose to group items in categories such as high, medium and low, number them in order, or use a color-coding system.

Keep in mind that your goal is not to mark off the most items; rather you want to mark off the highest priority items (MacKenzie, 1990). Having a prioritized "to do" list allows you to say "no" to activities that may be interesting or provide a sense of achievement but do not fit your basic priorities.

### **3. Use a Planning Tool**

Time management experts recommend using a personal planning tool to improve your productivity. Examples of personal planning tools include electronic planners, pocket diaries, calendars, computer programs, wall charts, index cards and notebooks. Writing down your tasks, schedules, and memory joggers can free your mind to focus on your priorities. Auditory learners may prefer to dictate their thoughts instead. The key is to find one planning tool that works for you and use that tool consistently. Some reminders when using a planning tool are:

- Always record your information on the tool itself. Jotting notes elsewhere that have to be transferred later is inefficient.
- Review your planning tool daily.
- Carry your planning tool with you.
- Remember to keep a list of your priorities in your planning tool and refer to it often.
- Synchronize electronic planners with your computer and recharge the batteries in your planner on a regular basis.
- Keep a back-up system.

### Suggestions for Using a Personal Digital Assistant (PDA) for Time Management

Capabilities of PDAs vary by the model and some users include WiFi or cellular technology on their handheld device. Some suggestions for using your PDA to its capacity are:

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- Assign a different color for each calendar item so that you can distinguish personal appointments from business meetings, for example.
- Use the task application feature to manage projects. Most PDAs allow the user to group tasks under separate headings, prioritize tasks and assign deadlines.
- Use the repeat function for recurring dates such as birthdays, anniversaries, and regularly scheduled meetings.
- Investigate additional software and hardware that is compatible with your PDA. You may be able to enter information more quickly using a portable, detachable keyboard rather than a stylus, for example. Or you may want the ability to access the Internet for retrieving files or checking other calendars. (Beckwith, 2006)
- Place a notebook the size of your PDA in your carrying case for writing down “to dos” if you have difficulty recording them with your PDA’s task application feature (Morgenstern, 2004).

### 4. Get Organized

Implement a system that allows you to handle information only once.

Most people find that disorganization results in poor time management. Professional organizers recommend that you first get rid of the clutter.

A frequently used method is to set up three boxes (or corners of a room) labeled “Keep” – “GiveAway” – “Toss.” Separate the clutter by sorting items into these boxes. Immediately discard items in your “Toss” box. Your “Give Away” box may include items you want to sell, delegate, or discontinue so find a method to eliminate these items such as a yard sale, charitable donation, or gifts to friends or family members outside your home.

With the clutter gone, the next step is to implement a system that allows you to handle information (e.g., tasks, papers, e-mail, etc.) less, only once, when possible. Basically you have 5 options for handling information:

1. Throw it away, delete it, or otherwise get rid of it.
2. Delegate it: give it to someone else to do, file, or respond.
3. Act on it yourself. Then throw it away or file it.
4. File it temporarily until it needs action or until additional information is received. Follow-up: a “tickler” file can be useful for holding temporary information.
5. File it permanently where you can easily find it later.

(Dodd and Sundheim, 2005).

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### **5. Schedule Your Time Appropriately**

Block out time for your high priority activities first and protect that time from interruptions.

Even the busiest people find time for what they want to do and feel is important. Scheduling is not just recording what you have to do (e.g., meetings and appointments), it is also making a time commitment to the things you want to do. Good scheduling requires that you know yourself. Using your time log, you should have determined those times during the day when you are most productive and alert. Plan your most challenging tasks for when you have the most energy. Block out time for your high priority activities first and protect that time from interruptions.

If you know you will have waiting time or commuting time, schedule small tasks such as writing a letter, jotting down a shopping list, reading or listening to educational audiotapes to capitalize on the time loss (Lakein, 1973). Try to limit scheduled time to about 3/4ths of your day, leaving time for creative activities such as planning, dreaming, thinking, and reading.

### **6. Delegate: Get Help from Others**

Delegation begins by identifying tasks that others can do and selecting the appropriate person(s) to do them.

Delegation means assigning responsibility for a task to someone else, freeing up some of your time for tasks that require your expertise. Delegation begins by identifying tasks that others can do and then selecting the appropriate person(s) to do them. You need to select someone with the appropriate skills, experience, interest, and authority needed to accomplish the task.

Be as specific as possible in defining the task and your expectations, but allow the person some freedom to personalize the task. Occasionally check to determine how well the person is progressing and to provide any assistance, being careful not to take over the responsibility. Finally, don't forget to reward the person for a job well done or make suggestions for improvements if needed. (Dodd and Sundheim, 2005)

Another way to get help is to "buy" time by obtaining goods or service that save you a time investment. For example, paying someone to mow your lawn or clean your house, using a computerized system, or joining a carpool to transport your children to their extracurricular activities can allow you free time to devote to other activities.

### **7. Stop Procrastinating**

Perhaps the task seems overwhelming or unpleasant.

You may be putting off tasks for a variety of reasons. Perhaps the task seems overwhelming or unpleasant. Try breaking down the task into smaller segments that require less time commitment and result in specific, realistic deadlines. If you are having trouble getting started, you may need to complete a preparatory task such as collecting materials or organizing your notes. Also, try building in a reward system as you complete each small segment of the task.

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### 8. Manage External Time Wasters

Your time may be impacted by external factors imposed by other people and things. You can decrease or eliminate time spent in these activities by implementing some simple tips listed below.

#### Telephone

- Use voice mail and set aside time to return calls.
- Avoid small talk. Stay focused on the reason for the call.
- Stand up while you talk on the phone. You are more likely to keep the conversation brief.
- Take any necessary action immediately following the call.
- Set aside times of the day for receiving calls and let others know when you are available.
- Keep phone numbers readily available near the telephone.

#### Unexpected Visitors

- Establish blocks of time when you are available for visits.
- Tell the visitor politely that you cannot meet with them at this time and schedule the visit for a more convenient time.
- Set a mutually agreeable time limit for the visit.
- When someone comes to the door, stand up and have your meeting standing.

#### Meetings

- Know the purpose of the meeting in advance.
- Arrive on time.
- Start and end the meeting on time.
- Prepare an agenda and stick to it. Use a timed agenda, if necessary.
- Do not schedule meetings unless they are necessary and have a specific purpose or agenda.

#### Mail and E-mail

- Set aside a specific time to view and respond to your mail and e-mail, but do not let it accumulate to the point that it becomes overwhelming to sort.
- Turn off instant messaging features on e-mail.
- Handle each item only once, if possible. Practice the options for dealing with clutter listed earlier.
- Sort mail near a garbage can and delete junk e-mail immediately from your electronic mailbox.
- Answer written messages by responding on the margins or bottom of the page.

#### Family Obligations

- Establish a master calendar for each family member to post their time commitments.
- Make each family member responsible for consulting the master calendar for potential conflicts.
- Create a central area for posting communications such as appointment reminders, announcements, and messages.

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### 9. Avoid Multi-tasking

You lose time when switching from one task to another, resulting in a loss of productivity.

Recent psychological studies have shown that multi-tasking does not actually save time. In fact, the opposite is often true. You lose time when switching from one task to another, resulting in a loss of productivity (RubinStein, Meyer, and Evans, 2001). Routine multi-tasking may lead to difficulty in concentrating and maintaining focus when needed.

### 10. Stay Healthy

Scheduling time to relax can help you rejuvenate both physically and mentally.

The care and attention you give yourself is an important investment of time. Scheduling time to relax, or do nothing, can help you rejuvenate both physically and mentally, enabling you to accomplish tasks more quickly and easily. Learn to manage time according to your biological clock by scheduling priority tasks during your peak time of day, the time your energy level and concentration are at their best.

Poor time management can result in fatigue, moodiness, and more frequent illness. To reduce stress, you should reward yourself for a time management success. Take time to recognize that you have accomplished a major task or challenge before moving on to the next activity.

Regardless of the time management strategies you use, you should take time to evaluate how they have worked for you. Ask yourself a few simple questions: Do you have a healthy balance between work and home life? Are you accomplishing the tasks that are most important in your life? Are you investing enough time in your own personal wellbeing? If the answer is “no” to any of these questions, then reconsider your time management strategies and select ones that work better for you. Remember that successful time management today can result in greater personal happiness, greater accomplishments at home and at work, increased productivity, and a more satisfying future.

For more information about time management and other related topics, contact your local county extension office at 1-800-ASKUGA1.

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**24 Time Management Strategies to Be More Efficient**  
Improve your time management and productivity with these tips.  
[www.Entrepreneur.com](http://www.Entrepreneur.com)

John Rampton  
Entrepreneur Leadership Network VIP  
January 24, 2020  
Opinions expressed by Entrepreneur contributors are their own.

Unless you are Jim Halpert and enjoy spending most of your time pranking Dwight, most of us want to become more efficient at work. Not only is this beneficial for your career, but it can also help maintain a healthy work-life balance.

But how can you become more adept at work? Well, here are 25 time management strategies that you should implement.

### **1. Stop letting to-do lists ruin your life.**

To-do lists are not just useful. They are essential to our success, since the brain can only focus on three or four things at a time. So, we need lists for any work-related tasks that we have to get to later.

But creating too many lists can stress us out. Lists do not take into account how long it takes to complete a task, and they don't help us separate the important from the urgent.

Do not scrap your to-do-lists. Instead, rethink your approach to your lists. A straightforward approach would be to use 5x3 inch index cards for your to-do lists. You could also try the "1-3-5" method, "3+2" strategy, or six box rules. There's also Warren Buffet's technique where you write down 25 tasks, circle your top five, and then ignore the remaining 20. Or you could try out if-then-planning.

### **2. Stop multitasking.**

We have all been guilty of multitasking at one point. Sometimes, it is pretty harmless, like washing dishes while listening to a podcast. But, when it comes to working, it can be detrimental.

Why? Because the human brain cannot do more than one thing at a time.

When you multitask, you are splitting your attention between tasks. As a result, the quality of your work declines. It also wastes time. The reason for this is that you spend more time switching between tasks than focusing on one thing at a time.

Stop trying to do more than one thing at a time. Instead, put all your energy into what you are working on at the moment and then move on to your next item, task, or activity.

### **3. Scale down your responsibilities.**

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Go through your to-do-list for work. Outside of your primary responsibilities, what could delegate or automate? Are they even things that could be dropped entirely from your schedule? If so, delete them from your list and calendar ASAP. It is a simple way to keep your list lean and mean.

### **4. Cultivate deep work.**

In book *Deep Work: Rules for Focused Success in a Distracted World*, Cal Newport describes deep work as cognitively demanding tasks. Because they are so important yet difficult, these types of tasks demand 100 percent of your attention.

Schedule deep work for the same time every day. Newport also suggests identifying your work habits and blocking out common distractions.

He also recommends getting comfortable with doing nothing. That may sound counterproductive, but you can use it to your benefit. For example, when standing in line, do not look at your phone. Just let your mind wander for a couple of minutes.

### **5. Set deadlines for all of your tasks.**

Parkinson's Law states that "work expands to fill the time available for its completion." That means if there is not a deadline for a specific task, you will use up as much time as you want. If there is a time restraint, however, you will be more motivated to beat the clock.

Setting time limits can also encourage you to get into a flow state of mind.

### **6. Organize and declutter.**

It may not seem like a big deal. But, when your workspace is messy and disorganized, it is distracting. What is more, you will waste a bunch of time looking for misplaced items when you need them.

Set aside chunks of time to frequently clean and organize your workspace, like right before you go home for the day. Also, assign everything a "home" (or spot you will always put the item) and return them to that space when you are finished using them.

### **7. Break projects down.**

You are more likely to procrastinate when you feel overwhelmed. Do not beat yourself over it. It happens to the best of us. To avoid this, whenever you are facing a monumental project, break it down into smaller tasks that are more manageable to achieve.

### **8. Keep a distraction list.**



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Subconsciously, we all know distractions and time management do not mix well together. But we may not always be aware of what diverts our attention. That is why you should keep a list of everything that distracts you. It will help you identify, and eventually, thwart these interruptions.

Your list could be a Google Doc or a piece of paper. Keep it close to you so that whenever you get distracted, you make a note of it. Distraction lists are also handy for whenever random thoughts pop into your head. Writing these down gets them out of your head so that you can get back to work.

Related: The Difference Between Clarity and Focus, and Why You Need Both

### **9. Emphasize results, not hours.**

Research from Behance found that “placing importance on hours and physical presence over action and results leads to a culture of inefficiency (and anxiety).” What is more, sitting “at your desk until a certain time creates a factory-like culture that ignores a few basic laws of idea generation and human nature:

1. When the brain is tired, it does not work well.
2. Idea generation happens on its own terms.
3. When you feel forced to execute beyond your capacity, you begin to hate what you are doing.”

Instead, think about how much you truly accomplished. One way to do this is to create a done list of everything you did during the day. It will keep you motivated to be productive and not just busy.

### **10. Stop the meeting madness.**

Meetings can be a huge time drain, especially when they are a waste of time. Even if they are necessary, they can still pry you away from important work. As such, some people are scrapping meetings altogether and looking for alternatives like email, *Slack* or project management tools.

### **11. Complete tasks in batches.**

As opposed to jumping all over the place, group similar tasks together. It’s an effective way to reduce the cost of switching, and it can minimize distractions. For example, block out three times a day to check your email and social accounts so you are not worried about missing anything important when your phone is off. Another option is to batch your days, like scheduling all of your meetings on Tuesdays.

### **12. Embrace the 1-minute rule.**

Author and happiness expert Gretchen Rubin has her own rule for making your life easier. It is a simple concept called the 1-minute rule where if something takes you under 60 seconds to complete, do it.

“Because the tasks are so quick, it isn’t too hard to make myself follow the rule – but it has big results,” explains Rubin. “Keeping all those small, nagging tasks under control makes me more serene, less overwhelmed.”

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### **13. Always finish what you start.**

Leaving something half-completed is stressful and distracting. Mainly, this is because it lingers on your mind until it is finished. Even worse, though, is that you are going to have to schedule a time to circle back to this task. It is just more practical to touch things once and move on to something else.

### **14. Think positively.**

How can a positive attitude aid you in time management? When you are in a good mood, people will want to help you out if you are in a bind. It also prevents you from indulging in time-wasting activities like complaining. It also boosts your confidence and encourages you to solve problems instead of making them any worse.

You can brighten your mood at work by showing your appreciation to your colleagues or customers. You could also organize your desk, listen to music, go for a walk outside, and take the time to get to know others in the workplace. It has been found that having friends at work makes your job more enjoyable.

### **15. Improve your decision making.**

It has been said that adults make 35,000 conscious decisions each day. It is easy to see, then, that if you spend too much on unimportant choices, you are wasting time and draining your energy. To counter this, automate as many decisions as possible. As an example, if you were thinking about buying a book, go ahead and purchase it instead of overthinking it.

You can try like prepping your meals and outfits for the week. Also, improve your decision-making skills by conducting a cost-benefit analysis, practice being more decisive and setting time limits.

### **16. Work within ultradian rhythms.**

Ultradian rhythms are the 120-minute biological intervals that our bodies go through throughout the day. We are most productive during the first 90 minutes. After it peaks, your mental energy drops for roughly 30 minutes.

By knowing your body's rhythms, you can schedule your day more effectively. As opposed to working during an energy lull, you would work when you are most productive. When your energy dips, focus on less critical tasks or take a break.

I suggest using the Pomodoro technique to work within these 90-minute sprints, meaning you would work for 25 minutes and then take a 5-minute break.

### **17. Set up your week using the 2-hour solution.**

Developed by Roger Seip, author of *Train Your Brain for Success*, this is where you spend 2 hours weekly to plan for next week. Unlike regular scheduling, however, this method encourages you to focus on your

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goals and examine what has and has not been working for you. The two-hour solution focuses on your goals by dividing your time into:

- Green time. The work that gets you paid.
- Red time. The time that supports your green time.
- Flex time. Unblocked time to address the unexpected.
- Recreation time. Hobbies, relaxing, exercise, etc.

### **18. Acknowledge the planning fallacy.**

First proposed by Daniel Kahneman and Amos Tversky in 1979, the planning fallacy is when we underestimate how long something will take to complete. In turn, this cognitive bias can throw off our entire schedules and even cause us to miss deadlines.

After acknowledging this, you can take steps to avoid it. For instance, you could track your time so that you have a better estimate of how long your daily tasks take you to do. From there, you can plan accordingly.

### **19. Listen to white noise.**

The Journal of Consumer Research notes that when at a moderate volume, ambient noise is ideal for improving creative performance. If you do not want to bother your co-workers, though, you should invest in a pair of noise-canceling headphones.

Also, white noise can sustain concentration because it is constant. As a result, it will promote your focus and encourage you to work faster.

### **20. Dedicate time to improving.**

Learning new information, enhancing your skillset, and growing as a person is essential in life. After all, if you are committed to improving, then you are better able to adapt to changes and become more efficient in everything that you do.

If you believe that you do not have time for this? Think again. We all have gaps in our schedules to learn or grow. For instance, on your morning commute, read or listen to a podcast. On the weekend, take a class. And block out time in your calendar to grab lunch with your mentor.

### **21. Stand while you work.**

Does this mean that you have to stand all day at work, literally? Of course not. The key is to alter between sitting and standing throughout the day. It is beneficial for your mental and physical health. It also improves your mood and energy levels, which in turn may boost your productivity.

If you have to host a meeting, then consider a standing meeting. It has been found that standing meetings can cut meeting times by 25 percent.

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Related: 10 Women Wellness Entrepreneurs Share Small Lifestyle Tweaks

### **22. Silence your inner perfectionist.**

Perfection is one of time management's greatest foes. Not only is it unrealistic, but it also holds you back from improving, discovering new opportunities and getting stuff done.

To fight back against perfections, set realistic goals and welcome feedback from others. You could also stop ruminating and comparing yourself to others.

### **23. Fall in love with consistent routines.**

"We are creatures of habit, and so are our brains," writes Hallie Crawford, a certified career coach, speaker, and author. "When we establish routines, we can carry out tasks faster since we don't have to 'think' about the task — or prepare for it — as much and can work on autopilot."

If you have not done so yet, establish a morning ritual and your ideal work schedule. After creating these routines, block them out in your calendar. It is just a safe way to protect your routine from internal and external distractions.

### **24. Take care of your well-being.**

When you are exhausted, stressed, and do not feel well, you are not going to be all that efficient or productive at work. There is just no way around it. Because of this, you must make your self-care a priority. Make sure that you get enough Z's, eat healthily and block out times to exercise, meditate and do things that bring you joy.

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### **Time Management Tips and Strategies: 25 Ways to be More Efficient at Work**

www.blog.rescuetime.com

Posted: September 10, 2019

By: Jory MacKay

Time management is one of those issues we all face, but (ironically) feel like we do not have the time to address. But, as Benjamin Franklin once said, time is like money. Without being managed properly, how do you know where it is going?

On most days, time seems to fly by. One minute you are settling in to answer a few emails and all of a sudden it is time to go home. In fact, when we spoke to 500+ professionals, only 10% said they felt in control of their day.

It is disheartening. But it does not have to be this way.

Effective time management gives you back control of your day. It is the cornerstone skill that will help you with everything from increasing productivity to building good habits, setting proper goals, avoiding burnout, and finding work-life balance.

While we have written guides about each of these topics, this post is focused on simply the best time management tips that will help you optimize how you schedule time, prioritize meaningful work, and block out distractions.

### **A 5-step time management program for more productive days**

Due to the sheer number of ways you can increase and optimize your time management, we have broken this guide up into a 5-step program. Start from the beginning or feel free to jump to the section where you need the most help.

#### **Step 1: Understand where your time is going**

- Do a time audit to set your intentions and see where your time currently goes
- Understand the Planning Fallacy so you can be realistic about what can be done in a day
- Discover the unseen distractions that are eating up your time
- Set up systems to track your daily progress and stay on track

#### **Step 2: Set smart goals and prioritize time for meaningful work**

- Set smarter goals
- Prioritize your tasks ruthlessly using one of these practical methods
- Separate the urgent from the important work
- Use the 30X rule to delegate more tasks
- Protect your priorities by learning to say “no” to your boss, clients, and managers

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### Step 3: Build an efficient daily schedule

- Build a morning routine that gives you momentum
- Use time blocking to create a daily template
- Make time for interruptions and breaks
- ‘Batch’ your communication time
- Give up on multitasking and context switching
- Work with your body’s natural energy cycle

### Step 4: Optimize your work environment

- Get rid of the clutter (both physical and digital)
- Reduce noise issues with headphones or (the right) music
- Bring a bit of nature into your workspace
- Set up your tools for focus
- Try the “Workstation Popcorn” method

### Step 5: Protect your time (and your focus) from distraction

- Use strategic laziness to work on the right things
- Automate non-negotiable focused time throughout the day
- Use the Ivy Lee Method to end your day properly
- Don’t forget the benefits of free time
- Use the right time management tools

Take back control of your time. *RescueTime* gives you the tools and data you need to be more productive and efficient each day. Sign up for free today!

### Why is Time Management Important?

The average human lifespan consists of around 4,000 weeks. Which sounds like a big number until you consider how many days are spent at school, retired, or sleeping.

As Apple founder Steve Jobs wrote:

*“It’s pretty clear that time is the most precious resource we have.”*

With only limited time to do our most meaningful work, it is natural to feel a certain level of anxiety. But time management is not about quelling the fear of wasting time. It is about understanding the far-reaching benefits of using our time wisely.

With proper time management you:

- Feel more in control of your day and less likely to be stressed, overwhelmed, or burn out
- Become more productive at work and able to disconnect at the end of the day and build a better work-life balance

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- Are able to stay focused for longer and see compound returns on the time we spend on skills that matter to us.
- Have more of an awareness of the time spent on unproductive activities and can build better habits and routines
- Make more time for meaningful work and connect with a larger purpose

Time keeps moving no matter what. But with this 5-step program, you will be able to take control of your day and make the most of your daily 24-hours.

### **Part 1: Understand where your time is going**

Time keeps on slippin', slippin', slippin'...

Just as the old song goes, our days often seem to fly by out of our control. We want to get things done. But those minutes keep slipping by. As we said before, just 10% of people feel like they have control over their days!

That is why the first step in time management is all about intention, control, and understanding where your time currently goes.

### **Do a time audit to set your intentions and see where your time currently goes**

The same way you might get audited for your taxes; a time audit is the IRS for your schedule. By diving into how you spent your last week/month/quarter, you can take the guesswork out of time management and properly set your schedule going forward.

*We have put together a free downloadable Time Audit template if you want to find out exactly where your time is going. Grab the template and fill it out as you go through this exercise.*

In its most basic form, a time audit consists of 3 steps:

1. Write down your intentions (i.e., How do you want to spend your time?)
2. Look at personal data on how you actually spend your time
3. Adjust, set new intentions, and track progress

For example, if you want to write a novel (intention) but you are only working on it for an hour a week (allocation), something is not right.

The same goes for your work. If your main priority is to develop software (intention), but you spend the majority of your days answering emails or in meetings (allocation), you're never going to feel like you have enough time.

Start by writing down how you would like to spend your time each day. For example, I might say:

- Goal 1: Write blog posts (50%)
- Goal 2: Research and education (25%)
- Goal 3: Client and team communication (10%)

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(These intentions do not have to, and shouldn't, work out to 100% of your time.)

Next, gather as much information as you can about how you actually spend your time. You can use a few different tools and resources for this.

- Your to-do list (app/pen and paper). If you use a to-do list app like *Todoist* or track your daily tasks on a pad and paper, this is one way to look at how you spent your days.
- Calendar. You might also use your calendar to track tasks. As an added bonus, your calendar contains all of the things that usually take you away from doing meaningful work, like meetings, calls, and appointments.
- *RescueTime*. For the most honest look at where your time goes, a time tracking app like *RescueTime* keeps a detailed record of how you spend your time on apps, websites, and specific files.

Going through these three resources should give you an accurate picture of how you spend your time vs. how you want to spend it. Now, it's time to bring those two together.

### Understand the Planning Fallacy so you can be realistic about what can be done in a day

One of the worst time management mistakes we can make is assuming we can do more than we can. Unfortunately, this is just human nature.

While you might be at work for 8+ hours, our research shows that the average knowledge worker—writers, developers, designers, project managers, etc. – is only productive for 12.5 hours a week. Or roughly 2.5 hours a day.

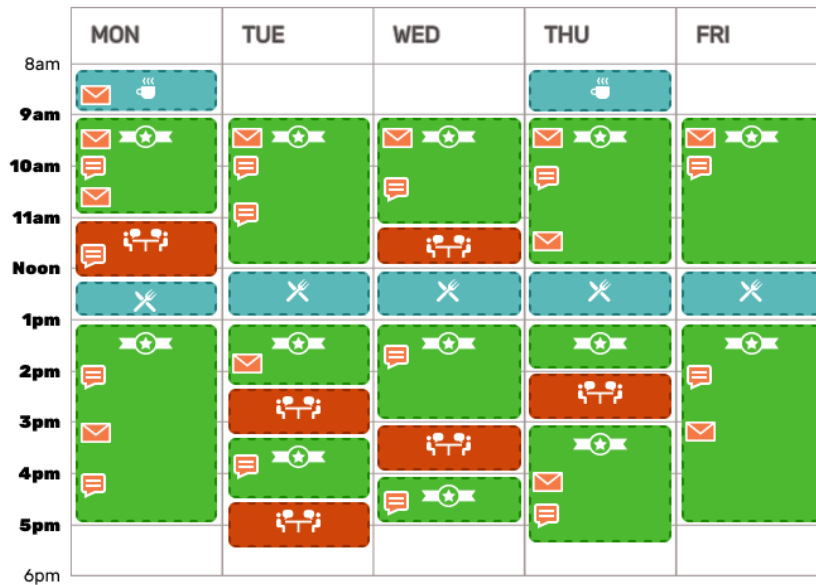
Psychologists call this the planning fallacy – our bias towards being overly optimistic about how long a task will take. It is why we think our calendars look like this:

	MON	TUE	WED	THU	FRI
8am					
9am	☕			☕	
10am	★	★	★	★	★
11am					
Noon	🍴				
1pm	✂	✂	✂	✂	✂
2pm	★	★	★	★	★
3pm					
4pm			🍴		
5pm			★		
6pm					



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When a more honest one would look like this:



As you start to understand how your time is currently being spent, do not get caught up thinking you can all of a sudden do 8 hours of productive work in a day. This is only setting yourself up for stress, long hours, and overwhelm.

Instead, one of the easiest ways to get over the planning fallacy is to use what is called “reference class forecasting.” This is just a fancy word for switching your thought process from “how long has this taken me in the past?” to “how long does this type of project take people like me?”

### Discover the unseen distractions that are eating up your time

By this point, you have set intentions around how you want to spend your time, gathered some data on how you’re actually spending it, and learned to set realistic expectations on yourself. Next, it’s time to weed out some of the things that are currently getting in the way of your time management.

While you might think the worst workplace time wasters are things like social media or news, it’s most likely something less obvious: collaboration.

Workplace collaboration has exploded over the past decade, with studies saying many workers spend 80% of their day answering emails, in meetings, or on calls. Our own research found that most people check their emails or chat apps every 6 minutes or less.

Understanding and optimizing your time spent on communication is one of the easiest ways to win back time and focus.

Using a tool like *RescueTime*, you can not only understand how much time you’re spending on communication, but also which tools you’re using, how it impacts your daily productivity, and how your use is trending over time.

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Need more help controlling your email time? Check out: <https://blog.rescuetime.com/forget-inbox-zero-understand-email-time/>

However, this does not mean your time is not being stolen away by more obvious distractions.

When writer Danielle A. Vincent kept missing draft deadlines on her latest book, she decided to start tracking her time in *RescueTime*. One month later, she discovered that 25% of her total time (over 40 hours a month!) was spent on Facebook alone.

### **Set up systems to track your daily progress and stay on track**

Once you have this big-picture view you can start to make more active changes to how you spend your day. One of the most important things you can do for your time management and motivation is to gain insight into the daily progress on your goals.

When Harvard's Teresa Amabile looked into the daily habits of hundreds of knowledge workers across industries, she found that out of all the things that can boost our mood and motivation during the workday, "the single most important is making progress on meaningful work."

There are a few methods you can use to get active feedback on your progress and how you are spending your time.

- Visualize your daily goals. If your day is scheduled into small tasks (which we will cover below), you can use some visual method to track progress along the way. You might try Jocelyn K. Gleib's "Kraft paper method" or James Clear's "Paper Clip Strategy".
- Track meaningful progress on your calendar. Streaks are also a powerful motivating strategy. Track a few key metrics on your calendar and see how many days you can hit in a row.
- Use *RescueTime* Goals and Alerts to give you automatic and real-time feedback. You can set Goals in *RescueTime* and get active feedback about your progress towards it in your main dashboard (or on your phone!) throughout the day.

You can also set up custom *RescueTime* Alerts to show you when you have hit your goals for the day. For example, here is one of my alerts when I have spent 3 hours or more on writing in a day:

While *RescueTime* is not the only way to track your progress, the fact that it works automatically in the background makes it a powerful way to get an accurate pulse of how your day is going.

### **Step 2: Set smart goals and prioritize time for meaningful work**

How many times have you gotten to the end of the day and said: "What the heck did I even do today?"

The ultimate goal of time management is to spend more time on the things that matter. Whether that is an important project at work, a paper for school, or even time with your friends and family.

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Now that we have an understanding of our baseline for where our time is going and how we would ideally like to spend it, let's start looking at ways to actually do that. In the most basic sense, what we're talking about is making time for your "core work." Here is what we mean by that:

- Core work is what you were hired to do. Whether that is writing, coding, designing, managing projects, customer support, or anything else. In an ideal world, this is how you'd spend most of your time.
- The rest is what supports that role and your organization. But that you do not necessarily schedule into your day. Emailing, attending meetings, phone calls, even multitasking.

Our goal in this section is to optimize time for core work and minimize the rest so you feel accomplished each day.

### **Set smarter goals (and then break them down)**

Let us start with a high-level look at what you want to do with your time each day.

During your time audit, you defined an ideal picture of how your time would be allotted. Now, it is time to do the same for the specific tasks and goals you want to hit.

This starts with effective goal-setting.

Goal-setting is one of the cornerstones of proper time management. Unfortunately, most of us make a crucial mistake during this phase: We set unrealistic goals.

Big, audacious goals can be great for setting your intention, but they are terrible for your daily time management. Instead, the goals you set each day should focus on two things.

First, break large goals down into actionable tasks. Not only are daily goals easier to manage, but they give you concrete next steps rather than feeling overwhelmed by some large, audacious goal you are trying to hit. For example, instead of "Write blog post" set a daily goal of "Finish blog post outline".

Next, make an action plan for how you are going to work towards those goals. Here are a few suggestions:

- Use the SMART system: SMART stands for goals that are Specific, Measurable, Achievable, Realistic, and Timely. Think about each factor and write down how it connects to your goal: What is your timeframe for reaching it? How will you measure your progress? Is it the right time for you to be doing this? Is it realistic? How specific can you get with what you need to hit your goal?
- Picture yourself 6+ months from now: Working backward is a great way to define all the steps we need to get to hit our goals. Picture yourself 6 months from now. How are you spending your days? What do you wish you had been working on for the past 6 months? Picture your perfect day and how it gets you closer to your goals.

Whichever path you choose, the purpose is to create a clear, actionable plan of what you need to do every day to hit your goals.

Research has shown you are two to three times more likely to stick with your goals if you make a specific plan for when, where, and how you will work on them.

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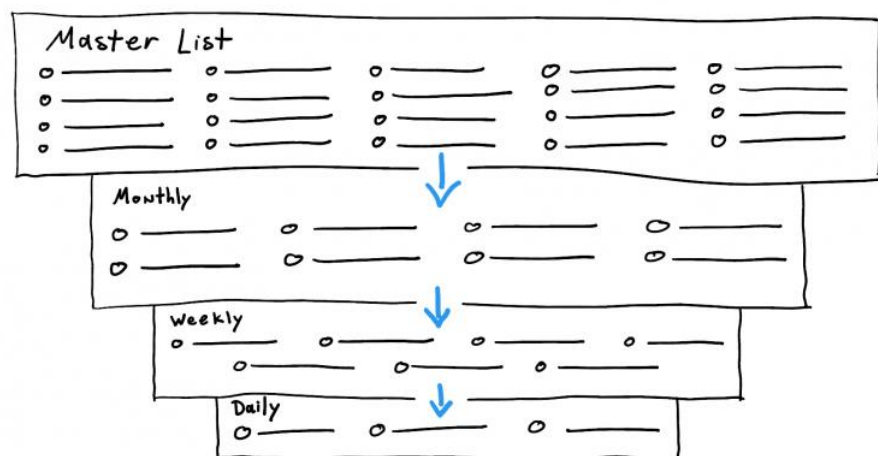
### **Prioritize your tasks ruthlessly using one of these practical methods**

It is inevitable that you will have more goals than you have time to work towards, which means you need to prioritize. As far as time management tips go, prioritization is at the top. When you prioritize, you know you are spending your time properly.

But while the elements of prioritization are simple (i.e., know what tasks need to be done and rank them). It is far from a simple exercise. There are many different ways to prioritize your tasks, but let's start with a simple strategy that helps you prioritize everything.

Prioritization happens on different levels. You have the tasks that need to be done today. The goals you have for this week. And the accomplishments that would make you feel like the past month has been a success.

Start by making a master list of every current and future task, project, or idea will live. You can use whatever tool you want for this: a document, app, or piece of paper. One great way to do this is David Allen's Getting Things Done (GTD) methodology—a 5-step process we wrote an in-depth guide to here.



Now, take your master list and break it down into monthly, weekly, and daily goals. Your goals should cascade down from high-level, long-term goals (master list or monthly) to the actionable tasks you can do now to work towards them (weekly and daily).

This way, you know your daily priorities are aligned with your bigger goals.

However, when setting your priorities, try not to get too task-oriented. Sure, checking items off a list feels good. But you want to make sure you are prioritizing the more effective work.

### **Separate the urgent from the important work**

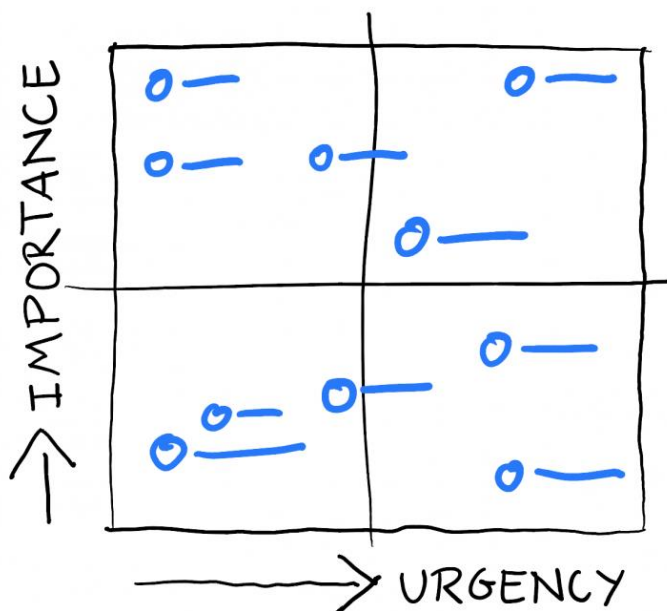
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Time management is all about getting the best return on your time each day. As you fill out your daily, weekly, or even monthly to-do list, remember the Pareto Principle – or the 80/20 rule. This simply states that 20% of your efforts tend to produce 80% of your results.

The best use of your time is on tasks that give you the best return. But despite your best efforts, you're bound to end up swamped with “urgent” tasks—calls, meetings, emails, etc. And while some of these are necessary, a lot of them are just distractions.

Instead, you need to separate the “Urgent” from the “Important”.

One solution comes from former U.S. President Dwight D. Eisenhower, who proposed a simple matrix for categorizing your tasks:



The Eisenhower Matrix forces you to place your tasks into one of four quadrants:

- Important and urgent: These tasks need your immediate attention. Do them now.
- Important and nonurgent: These tasks help you reach your personal or professional goals yet are not timely. Schedule set time for them.
- Not important but urgent: These are distractions that hold you back. Delegate or reschedule them.
- Not important and nonurgent: These tasks should not be on your list. Delete them.

By classifying your work in this way, you can start to prioritize your time and map out a schedule that allows you to do more of the important work and less of the not important.

**Use the 30X rule to start delegating more tasks**

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Prioritization and delegation are key to making sure you are getting the most out of your time. Unfortunately, studies show that most knowledge workers spend 41% of their time on tasks they could easily pass off to others.

The issue is that while we are aware, we could hand off work, the thought of training someone to do it is daunting. However, as author John C. Maxwell says:

*“If something can be done 80% as well by someone else, delegate!”*

In his book *Procrastinate on Purpose*, author Rory Vaden proposes we allocate 30x the time it takes us to complete a task to train someone else to do it.

Here is how he came to that number: If you have a task that takes 5 minutes a day to do, budget 30x that time (so, 150 minutes) to train someone else to do it. That might seem like a huge waste of time right away, but multiply that 5 minutes a day across the 250 annual working days and you would personally be spending a staggering 1250 minutes on that task.

Taking the time to delegate and train someone else gives you a net gain of 1100 minutes a year. Or, as Vaden puts it in his book, a 733% increase in ROTI (return on time invested).

Managing your time isn't just about today, it's about setting up systems and processes that will bring you more time in the future.

### **Bring “no” back into your vocabulary**

Lastly, it does not matter how much you prioritize or delegate if you keep adding more and more to your task list. Every time you say “yes” to some urgent yet not important task, you're saying “no” to time spent on meaningful work.

Learning how to say no is one of the most important time management skills you can develop. Yet it is not easy when the person asking you to do something is a boss, client, or coworker.

*When you say no, you are only saying no to one option.*

*When you say yes, you are saying no to every other option.*

*No is a decision.*

*Yes is a responsibility.*

*Be careful what (and who) you say yes to. It will shape your day, your career, your family, your life.*

James Clear (@JamesClear) January 24, 2018

Here are a few ways you can get over that fear and take back control of your task list:

- **Saying no to your boss:** Politely explain your priorities and the consequences of taking on additional work. For example, “Ok. If this is the priority, I can start working on it right away. However, that means we will not get X done for 3 weeks.”
- **Saying no to a coworker:** Be transparent with your workload by sharing calendars or task lists and take time to rehearse your response before responding to a request.

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- Saying no to a customer: Reframe your answer as a referral to a colleague or partner. Explain why you cannot take them on and then suggest a different option for them.

### **Step 3: Build an efficient daily schedule**

Now that your goals and tasks are prioritized, it is time to start building an effective schedule. Unfortunately, when it comes time to schedule our day, most people fall into one of two camps:

- The Overscheduler: Their calendars look like a kindergartener's finger painting. Meetings overlap meetings while reminders for events, breaks, tasks, and more meetings are going off like it's New Year's Eve. Their days are determined from the moment they wake up to their evening routine.
- The Minimalist: Also known as "The Dreamer." They have got one or two recurring events, but a whole lot of white space so they are "free" (at least on paper) for long stretches of work.

Being overscheduled leaves us no time for ourselves. The more "in control" we are of our calendar, the less control we feel like we have over our lives.

And the minimalist? Well, they are just living in la-la land, aren't they? They've offloaded their schedule to some other format—most likely a to-do list, scheduling app, or series of angry emails asking, "Where is this?"

Instead, an efficient daily schedule is a blueprint for a successful life. Knowing what we are doing and when empowers us with a sense of purpose, meaning, and focus. Here are some of the best time management tips for taking control of your schedule.

### **Build a morning routine that gives you momentum**

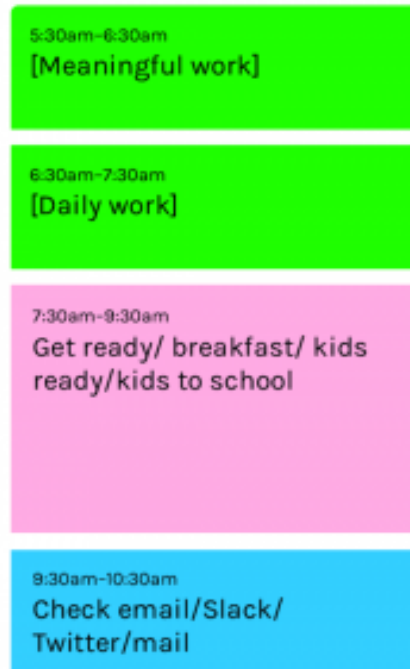
Time management starts from the moment you wake up. And with the right morning routine, you can set yourself up for a day of productive, meaningful work.

While each routine should be individually tailored, there are a few key qualities you should aim to hit:

1. Do not hit snooze. Overcome sleep inertia by skipping the snooze button and start your morning with activity and excitement.
2. Journal, meditate or do something similar. Clear your mind by journaling or writing your daily to-do list.
3. Start on a positive note. Set the tone with something positive like phoning a friend, checking your Instagram feed (if that makes you feel good) or reading something you enjoy.
4. Make time for meaningful work. Take action towards a meaningful goal like working on a personal project.
5. Try to get a bit of exercise if you can. Even a short walk outside before work can do wonders to wake you up and set you up for a positive day.

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This might sound like a lot to pack into your AM but doing the legwork early on will help keep you focused throughout the day. You can even add your morning routine into your schedule as designer Dan Mall does:



We are strong believers in the importance of morning routines. To read more about how to craft your own, check out this post and download our free morning routines template.

### **Use time blocking to create a template for your day**

Once you get to work, you have two choices. Either control how you spend your day or let other people control it for you.

The second option is how most of us work. We leave wide-open stretches of our day unscheduled and ready to be filled by meetings, emails, calls, etc. However, a better approach is to use what is called time blocking.

Time blocking is the practice of planning out every moment of your day in advance and dedicating specific time “blocks” for certain tasks and responsibilities.

According to Peter Bregman, author of *Four Seconds: All the Time You Need to Replace Counter-Productive Habits with Ones that Really Work*, this works because time commitments are more concrete:

*A calendar is finite; there are only a certain number of hours in a day. That fact becomes clear the instant we try to cram an unrealistic number of things into a finite space.*

Here is an example from designer Jessica Hische:



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Mon 28	Tue 29	Wed 30
7 AM Jog to Coffee	7 AM Jog to Coffee	7 AM Jog to Coffee
Shower	Shower	Shower
7:45 AM Breakfast / NPR / Straighten House	7:45 AM Breakfast / NPR / Straighten House	7:45 AM Breakfast / NPR / Straighten House
Walk to Studio	Walk to Studio	Walk to Studio
9 AM Email	9 AM Email	9 AM Email
10 AM Call with Frank	10 AM Analog Work, Internet Off	10 AM Call with Frank
10:30 AM Interviews & Image Gather		10:30 AM Type Design / Fun Project
11:30 AM Quick Lunch		
12 PM Consulting Appointments		

In order to start time blocking, you need to follow a few steps:

- Start with high-level priorities. Look through your prioritized list of goals and decide what deserves a block and what doesn't.
- Create "bookend templates". This means your morning routine (see above) as well as how you'll disconnect from work at the end of the day.
- Set aside time for meaningful work and more "shallow" tasks. Keep your schedule realistic. Add in time slots for basic tasks like checking email and chat as well as meaningful work.
- Add blocks for reactive tasks. Set a dedicated time for responding to messages, calling people back, or setting quick meetings. Knowing you have dedicated time for these tasks each day helps reduce the FOMO many of us get when we don't check our inboxes every 6 minutes.
- Place buffers in between tasks and schedule breaks. A time-blocked schedule needs time in between tasks (to decompress) as well as the proper time for breaks. A good rule of thumb is to take a 10-minute break every 50 minutes of focused work.

Need help staying focused during your sessions of meaningful work? The new *RescueTime* for Google Calendar integration can now automatically trigger *FocusTime* sessions and block distracting sites during scheduled times.

Simply type #focustime in the title or description of your calendar event and *RescueTime* will automatically turn on *FocusTime* for the duration of the event.

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### Separate “Maker” from “Manager” time

Digging in further to your daily schedule, one of the best things you can do for your time management is to separate your “Maker” and “Manager” time.

As Y Combinator founder Paul Graham writes:

*The manager’s schedule is for bosses. It is embodied in the traditional appointment book, with each day cut into one-hour intervals... When you use time that way, it is merely a practical problem to meet with someone. Find an open slot in your schedule, book them, and you are done.*

*But there is another way of using time that is common among people who make things, like programmers and writers. They generally prefer to use time in units of half a day at least. You cannot write or program well in units of an hour. That is barely enough time to get started.*

Many of us straddle the line between these two camps. And therefore, we need to find ways to work both into our weekly schedule. One option is to split your week up by focus.

Here is an example from Buffer’s Harrison Harnisch:

	Monday	Tuesday	Wednesday	Thursday	Friday
Pairing, syncs, etc.	X				X
Deep Focus Work		X	X	X	

As Harrison explains, this makes it ultra-clear to both him and his team where his attention is. Additionally, setting aside specific days for specific tasks helps reduce context switching and multitasking so you’ll actually get more done.

### ‘Batch’ your communication time during the day

One of the hardest things about a time-blocked schedule is changing your habit of checking communication tools. Most people keep their inboxes and chat apps open all day and check in on them every 6 minutes.

However, studies have shown that we are more productive, creative, and happier when we communicate less. More specifically, we tend to waste less time and be more productive when we communicate in “bursts”—rapid periods of scheduled collaboration followed by long periods of silence.

As the authors of one study wrote:

*During a rapid-fire burst of communication, team members can get input necessary for their work and develop ideas. Conversely, during longer periods of silence, everyone is presumably hard at work acting upon the ideas that were exchanged in the communication burst.*

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However, communicating in bursts requires your entire team to be on board. This means scheduling a specific time for collaboration and not getting sucked into the need to be always-on.

### **Give up on multitasking**

The ultimate goal of an effective daily schedule is to protect your focus. Focused work hours are up to 500% more productive than non-focused ones.

On the other hand, when we multitask or context switch, we lose 20-80% of our productive time.

A much more powerful time management strategy is to commit to single-tasking. Doing one thing at a time has been shown to rebuild our focus, strengthen our attention span, and even help us get more done.

While we will cover some of the ways to reduce workplace distractions in the next section, one simple way to reduce multitasking is to simply be more aware when it happens.

When you catch yourself losing focus, stop and write down what you're thinking before returning to the task at hand. Sometimes simply acknowledging the distraction is enough to loosen its grip on you.

### **Work with your body's natural energy cycle**

The best time management tip anyone can give you is to do what works best for you.

Work better in the morning? Schedule your most intensive work then. Like doing admin in the day and creative work at night? Then that is how you should manage your day.

What this all comes down to, however, is managing not just your time, but your energy.

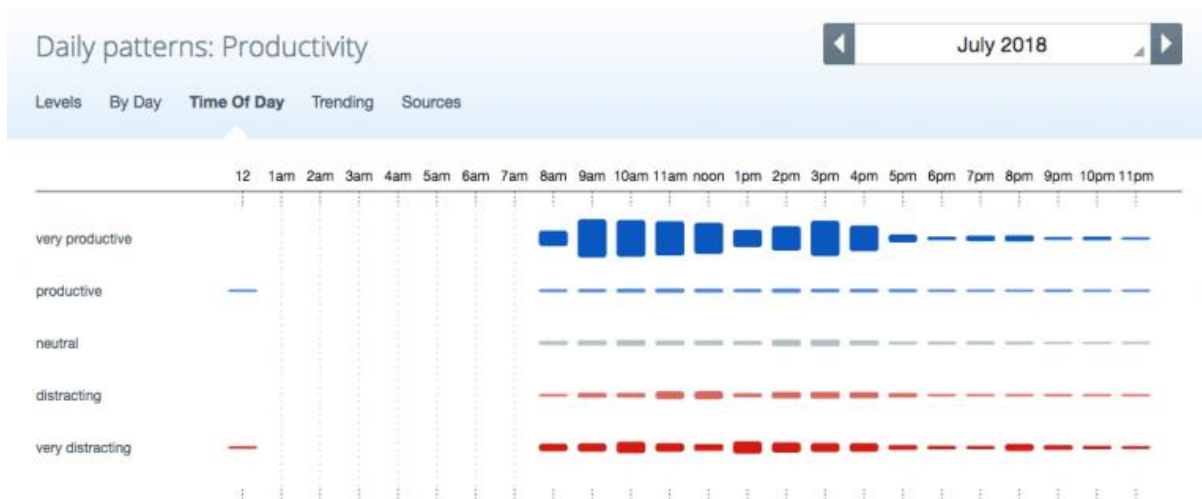
A growing body of research has demonstrated that our energy levels have a natural ebb and flow throughout the day. We like to call these "personal productivity curves." Each person is slightly different, but the majority of us follow a similar pattern:

Once the workday has begun it takes a few hours to get into peak work mode (around 11am-1pm). After this, energy sharply declines around 3 pm before returning around 6 pm.

However, if you want to go even further, you can use *RescueTime* to understand your personal energy levels throughout the day.

Start by looking at your *Daily Productivity by Month* report. This shows what times of day you are most likely to do productive work.

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This shows a clearer picture of your personal flow. Productivity is highest in the morning and then tapers off before lunch. A second burst of energy comes later in the afternoon and then sharply declines at the end of the day again.

Take some time to understand what your own rhythm is like and manage your time accordingly. Schedule your most important work during your peak hours. The rest can be slotted into low-energy periods.

### Part 4: Optimize your work environment for focus

While most time management tips are concerned with how we work, we often overlook where we're working. However, our work environment is the "invisible hand" that dictates how much we can get done in a day.

Whether you are working at home, in an office, or out of a busy coffee shop, your direct surroundings can have a huge impact on your productivity and ability to hit your goals. The more distractions around you, the less return you will get on your time.

Luckily, there has been much research into finding the optimal work environment. Let us look into some and help optimize our work environment.

#### Get rid of the clutter (both physical and digital)

What you surround yourself with can have a huge impact on your time management. A messy desktop—both physical and digital – pulls at your attention and causes all sorts of other issues.

According to neuroscientists at Princeton, physical clutter in your work environment competes for your attention and results in decreased performance and increased stress.

Even the basics – phone, to-do list, notes, books – can become massive distractions. (In fact, one study found that the mere presence of your phone can significantly reduce your cognitive capacity.)

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Instead, follow a few simple practices to make your workspace work for you:

- Apply constraints to what you accumulate: Parkinson’s Law says we fill the time we have available to us. Whether Twitter followers, open tabs, or notebooks, setting hard limitations is the best way to stop accumulating more.
- Become a Digital Minimalist: Deep Work author Cal Newport suggests clearing out any digital tool that does not bring you high value. You can either do this by subtracting (deleting one tool at a time) or adding (deleting everything and only adding back valuable ones).
- Conduct a monthly review of your space: Set time aside to clean, sort, and discard your physical and digital clutter. You can even do this daily, cleaning up your desktop each evening so you get a fresh start tomorrow.

### **Reduce noise issues with headphones or (the right) music**

According to recent studies, unwanted noise, and a lack of sound privacy – a lack of control over what you hear and who hears you—are the two biggest issues people have with their work environment.

The solution for most of us is to throw on headphones and drown out the sounds with music. However, music can be just as distracting depending on the task we are doing.

So, what is the best aural option for your ideal work environment?

First, let us talk about volume. Silence has been shown to be the best option for working through hard problems. However, if there is no way to block out what’s around you, the next best option is to find the right level of background noise.

When researchers tested our ability to work at different levels of background noise—50, 70, and 85-decibels they discovered that the 70-decibel group was the clear winners. 70-decibels is about the volume of a not-too-busy coffee shop.

If you would rather block out distracting sounds with music, you also need to be careful about what you listen to. Here are some suggestions from Daniel Levitin, neuroscientist and author of *This Is Your Brain on Music*:

- Avoid engaging music when you need to concentrate. The more engaging the music, the worse it is for concentration. Skip the Top 40 or your favorite artists and opt for Classical or “Chill” soundtracks. Or try out a service like [focus@will](#) that provides playlists optimized for work.
- Opt for lyric-free tracks. “Most people can’t pay attention to very much at once,” says Levitin. And trying to listen to lyrics while doing work is the aural version of multitasking.
- Pick your favorite songs for repetitive work. If you are doing repeatable tasks, listen to your favorite tunes. Assembly line workers were more productive when listening to upbeat music.

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### **Bring a bit of nature into your workspace**

No one wants to work in a windowless cubicle (and not just because of how depressing it is!)

The truth is, the human body craves natural light and fresh air, and adding more to your work environment will help you get more done, feel better, and stay energized throughout the workday.

Studies show that schools with more natural light produce children who score better on tests. While researchers recently discovered that workers with exposure to natural light sleep 46 minutes more per night.

Along with light, fresh air can also have a direct impact. When US researchers studied the connection between fresh air and productivity at a major Chinese online travel agency, they found exposure to poor levels of air quality, workers' productivity levels dropped by as much as 5–6%.

The final natural element you will want to be sure to include is nature itself. Surrounding yourself with plants (or even pictures of plants) has been shown to help alleviate mental fatigue.

To make the most of these time management tips, try to bring all three into your work environment: Light, fresh air, and nature. This could be as simple as making sure you're close to a window or have access to a garden or yard to take a quick break in throughout the day.

### **Set up your tools for focus**

While your physical work environment has a huge impact on your time management, so does your digital one. The tools you use every day to do your core work—like email, chat, shared docs, and other collaborative ones—can either help or hurt your ability to spend time effectively.

The goal here is to ensure they aren't getting in the way of meaningful work. This could be as simple as doing a notification audit to make sure you can block out distractions when needed.

What you do will depend on the tools you use. However, we've put together a few in-depth guides on how to set up popular workplace tools for focus:

- Gmail
- Slack
- Google Calendar

### **Try the 'Workstation Popcorn' method to block your time**

We do not all have the luxury of customizing our workspace. So, if you're feeling especially stuck it might be time to move somewhere else for a bit.

Psychologist David Neal describes how when we work in the same place for too long we “outsource our control” to the location:

*People, when they perform a behavior a lot—especially in the same environment, the same sort of physical setting—outsource the control of the behavior to the environment.*

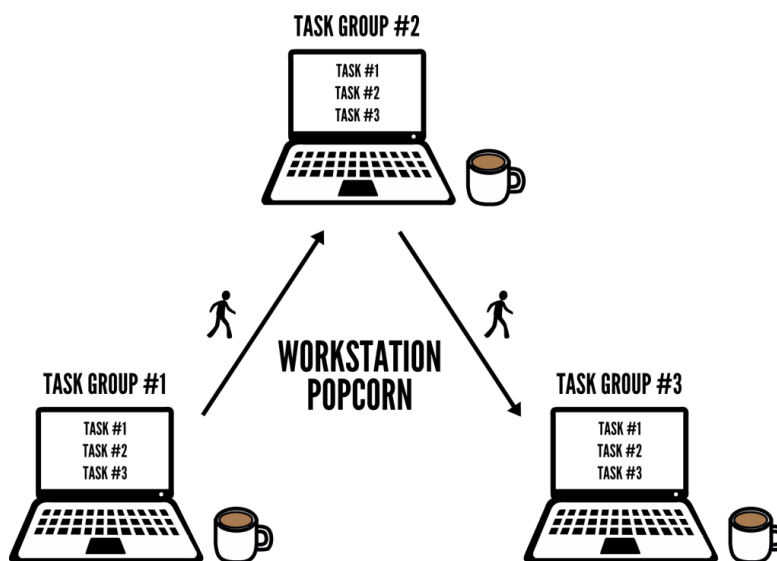
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This means that to break bad habits or get out of a rut, we need to take back control.

Changing location throughout the day can be a great way to keep our motivation and productivity up. It's also a good method for managing your time, as you know certain tasks will happen in certain places.

While you can “location box” your day in any way you want, one interesting suggestion comes from Impossible HQ founder Joel Runyon called “Workstation Popcorn.” Here's how it works:

1. Write out all the tasks you need to do today
2. Break that list up into 3 equal sections (or batch work together as we discussed before)
3. Choose 3 different locations for each batch of work



Runyon calls this “sort of a macro-level version of the Pomodoro technique, except that, instead of working in 25-minute segments, you're planning out your entire day.”

Additionally, each location change imposes a short break, a bit of exercise, while also splitting up your workday into manageable chunks.

### **Part 5: Protect your time (and focus) from distraction**

Buzz. Beep. Ping. Ring Ring...

Distraction is the soundtrack to our workdays. And nothing screws up your carefully planned schedule like an unexpected interruption. The modern workplace is a minefield of interruptions, yet to spend the time we need on our core work, we have to be able to block (or at least hold off) distractions.

Now that we have a good idea of what work is most important to us and a schedule of when we should do it, let's look at ways to protect that time from everything else that wants your attention.

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### **Use strategic laziness to work on the right things**

Time management might be about productivity, but laziness can be your secret weapon.

The concept of “Strategic laziness” does not have anything to do with loafing around, however. Instead, it is about prioritizing the work and tasks that are important and allowing yourself to be lazy or “not good” at those that don’t matter.

How does this look in practice? In one story, Basecamp founder David Heinemeier Hansson talks about how he is proud of some of the poor grades he got in school:

*I have received plenty of Bs and even Cs for classes that I was incredibly proud of because they came from hardly any time spent at all. Time that I could then spend on reading my own curriculum, starting my own projects, and running my own businesses.*

*And I did. During my undergrad, I created Instiki, Rails, Basecamp, and got on the path to being a partner at 37signals. Do you think I could fit all that and still get straight A’s?*

The idea is to let go of your need to be perfect and focus on the work that matters. Prioritize what is important and allow yourself to do poorly on the rest.

As management consultant Peter Drucker so aptly put it:

*“Nothing is less productive than to make more efficient what should not be done at all.”*

### **Automate non-negotiable focused time throughout the day**

It is all well and good to say you should be setting aside time for your most important work, but when it comes time to actually do that work, how do you avoid interrupting colleagues or busywork vying for your attention?

One way to make sure your focused work sessions run smoothly is to automate all the hassle around getting started.

With *RescueTime’s FocusTime* feature there is a number of ways you can automatically block out distractions for a set period of time, such as:

- Automatically start a *RescueTime FocusTime* session based on the time you have blocked off on your calendar or as soon as you arrive at the office
- Trigger your Slack status to be set “away” during a *FocusTime* session
- Automatically post a message to Slack at the start of your *FocusTime* session, letting your colleagues know you are unavailable



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By getting rid of the friction of starting your focused setting, you are protecting your most valuable time from distraction.

### **Use the Ivy Lee Method to end your day properly**

One of the greatest productivity and time management tips out there is to simply know what to work on. That is where the Ivy Lee Method comes in:

1. At the end of each workday, write down the six most important things you need to accomplish tomorrow. No more. No less.
2. Take a few minutes to prioritize those six items in order of their importance.
3. When you arrive tomorrow, concentrate only on the first task. Work until the first task is finished before moving to the next one.
4. Work through the rest of your list in the same fashion. At the end of the day, any unfinished items move to a new list of six for the following day.
5. Repeat.

There is a number of reasons why this technique is so effective. For one, it is super simple and forces you to single task. Second, with only six daily slots, it makes you become deliberate in planning each day. And lastly, with your tasks laid out before you get to work, there is less barrier or friction to getting started.

### **Do not forget the benefits of free time**

At this point, we need to acknowledge that time management is not just about work. To find a work-life balance that keeps us healthy and happy, we need to make sure we are leaving time for rest, relaxation, and socializing.

As journalist Oliver Burkeman writes in The Guardian:

*One of the sneakier pitfalls of an efficiency-based attitude to time is that we start to feel pressured to use our leisure time 'productively', too. An attitude which implies that enjoying leisure for its own sake, which you might have assumed was the whole point of leisure, is somehow not quite enough.*

In the effort to manage your time better, remember that not everything can or should be managed.

We need time disconnected from our work to properly recharge and recover to make sure when we are working, we are making the most of our time.

So, when you are off the clock, try making your home environment less tech-centric, or set aside time to work on a hobby or simply to be alone with your thoughts. While not directly tied to time management, these simple practices can help keep us focused throughout the week.

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### **Use the right time management tools to supercharge these tips**

Finally, you do not have to go it alone when it comes to time management.

There are tons of productivity apps out there designed to help you make the most of your time each day. And for the most part, they are free (or close to it). Here is just a few:

A calendar app for organizing blocks

Any calendar app will do (bonus points if you can share with teammates). However, if you want to use Google Calendar, we have put together this list of power features and best practices to make the most of it.

A daytimer for staying on task

Time management is all about focus. To stay focused, use a simple Pomodoro timer (such as Be Focused). Having your remaining time visible can be a huge motivator and also help you estimate how long future tasks will take you.

A time-tracking tool for identifying distractions and perfecting your schedule

There are too many distractions just waiting to ruin your perfectly planned day. By using a tool like *RescueTime*, you can quickly see where you're most distracted, what time of day you're most productive, and even set goals around time spent on email, social media, or entertainment during the workday.

We cannot control time moving forward, but we can try and find ways to control how we spend our time. With these time management tips and strategies, you should be ready to delegate, prioritize, and schedule your time properly.

What works for you? Let us know your own time management tips in the comments and we'll add them to the list.

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### **Time Management Strategies to Make Life More Effective**

www.tonyrobbins.com

Time is our most valuable resource. No matter who you are, you still only get 24 hours in a day. In that sense, time is a great equalizer. It plays no favorites; everyone gets the same amount. How you choose to spend it determines what you end up doing with your life.

This is why it is essential to not only employ time management strategies, but effective time management strategies. Mastering time management is the difference between being busy and being productive, and what separates those still struggling from those who are living richer, fuller lives.

#### **Effective time management strategies**

If you have trouble sorting out how you can be more efficient in your everyday life, these strategies are easily deployed and can lead to quick results. Additionally, several of these are also effective time management strategies for business.

##### **1. Prep for your day:**

Devote a few minutes at the beginning of each day to performing a morning ritual of meditation. Taking this time helps you prime your mind, clearing out negative thoughts and readying you to be productive in the day ahead.

##### **2. Prioritize your tasks:**

Take a look at your current pile of duties and tasks. How many of these will actually help you feel fulfilled? Are they all as pressing and urgent as you might think? Move the duties that will help you reach your goals to the top of your list and push those that will not to another day – or find a way to drop them entirely.

##### **3. Focus on the outcome:**

By focusing on results and not simply the action, you can accomplish more in less time. Instead of getting lost chasing the bottom of an endless to-do list, you are moving one step closer to what it is you truly want. When viewed through that lens, your everyday work stops being a mindless slog and becomes a dedicated path that you are on.

##### **4. Cut out distractions:**

You get a lot more done when you are not being pulled in a dozen directions. Silence your phone and/or put it somewhere it won't bother you. Switch off your email notifications. Close your office door if you have one. Put on white noise or noise-canceling headphones. The more you can focus on the task at hand, the sooner you will complete it.

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### **5. Do not multitask:**

Multitasking does not help you get more done in a quicker amount of time – in fact, it's quite the opposite. Dividing your attention between numerous tasks slows you down and clutters your mind, leaving you with more work to do.

### **6. Delegate:**

Is there someone who could do this task better than you? Let them give it a try. We tend to want to do things ourselves to ensure they're done right but putting someone else in charge of certain tasks frees you up for different work and helps them grow.

## CLASS 213 SCRIPTURAL TIME MANAGEMENT

### 22 Effective Time Management Strategies for Work

www.proofhub.com

Sandeep Kashyap

December 24, 2018

How do you make the most of your time to make sure you are working efficiently? Time holds quite a large relevance to the world in bringing some big results. The objective lies in making every day count for something. How we spend our time is becoming integral to the way of our living. When a person manages it's time wisely by investing in time management techniques, they are more likely to achieve much-needed work-life balance.

#### What Is Time Management?

To most of us, it seems as if there's never enough time in the day. However, we all have 24 hours in a day to accomplish our tasks, and some people are exceptionally good at it, while others struggle to meet deadlines.

Why is it that some people utilize their time more efficiently than others? The answer lies in effective time management.

To explain it better, we must understand what time management is. In simple words, time management is the process of organizing and planning the amount of time you want to divide between specific activities. Effective time management is about allocating the right time to the right activity.

It allows individuals to make the best use of available time by prioritizing tasks according to their importance and estimated time taken to complete them. On the other hand, failing to manage time can negatively affect both your professional and personal life.

"If you want to make good use of your time, you've got to stop wasting it. Switch to *ProofHub's* time tracking software today!"

### Time Management Strategies for Work

#### 1. Know how you spend your time

The basic idea lies in being aware of how long you take to do whatever is on your list. If you have 10 things to do, are you able to cover up everything in the number of hours you have for the day? When you clearly define how you spend your time, you will be better able to keep a record of how you spend your time. Analyze your free time. At *ProofHub*, the teams track their time on a time tracking software to better manage how much time they are spending on their work. All in all, it makes their job easier and they can spare some free time doing other things.

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### 2. Prioritization

Manage your time > achieve your goals > be successful. This is the pattern to follow. Managing time also simply means to spend time on priorities and not to waste time on non-priorities. Know your priorities by asking yourself these questions:

- Identify urgent vs important
- What are your values?
- What are your goals?
- What is the result of the activity?

When you know how to prioritize your goals you will be probably successful in your role.

### 3. Make a to-do list at the end of each day

To-do lists are predominantly motivating because it gives a clear idea of what is to be accomplished each day. The best time to make a to-do list is at the end of each day so that you clearly know from where to resume work the following day. You can easily do that using a project management software like *ProofHub*.

Using *ProofHub*, you can easily:

- Create tasks
- Break them into smaller, manageable tasks
- Assign them
- Set start and due dates
- Set estimates and track time spent

Pro Tip: *ProofHub* can help you plan your day and make a daily to-do list. Sign up for the free trial!

### 4. Focus without distractions

Time management tips at work can be successful when you push yourself out of the distractive circle. It's not easy to stay on tasks when you need to do millions of tasks. Getting distracted is normal. So to stay on track with what you want to achieve, keep in mind your end goals. Focus on only one part of your work at a time. No responding to texts, no browsing the web.

### 5. Elon Musk's time blocking method

Elon Musk is possibly one of the busiest men on the earth. His secret to his effective time management is the method of time blocking. He follows the "superhuman" ability to focus without distractions. Time blocking is actually the method of committing a certain number of hours to just one task and blocking off time for other tasks. Kevin Kruse in his book *15 Secrets Successful People Know About Time Management*, has suggested that top performers organize their day through time blocks. You are more likely to be productive with a plan of action.

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### 6. Decision-making

There are not many jobs where you can just sit down and start working without making a prior decision or giving thoughts to how you are going to plan all your work. There are many things to thought upon, like;

- Which task is of high-priority
- When a task is to be completed
- Which resources are available to do the task
- Which task need to be done later

All such decisions are to be made before you sit to work, so a task does not affect another task. This is a one kind of a time management strategy which if done wrong can bring a zero outcome for the day. Make clear decisions related to your tasks to greatly improve the way you have to work.

### 7. Tony Robbins rapid planning method

Tony Robbins, the rapid planning method is a results-focused planning system to change your mindset to concentrate more on the outcome. Rapid planning method (RPM) stands for result-oriented, purpose-driven, massive-action plan. These three portions help in getting better answers to focus our efforts in a better way.

### 8. Record your daily routine

This time management strategy will make you clear to find out which are the activities that you are wasting your time on. You can start by tracking your activities at work using productivity apps. When you have recorded your daily routines for a week, you will be able to spot all the time-wasting activities and better keep a conscious effort to cut them out of your day.

### 9. Automate your workflow

While we are talking about the strategies of time management, automating recurring tasks is one of the most effective time management strategies. You can create recurring tasks if it needs to be done on a regular basis. This will help to save time otherwise spent on manually creating such tasks.

Using a top project management software, you can create automated recurring tasks Daily, Weekly, Monthly, or Yearly.

“Do not be fooled by the look of your to-do list, invest your time wisely on what really matters. For efficient time management, Try *ProofHub!*”

### 10. Get organized

It is said that super achievers are super-organized. It can be quite overwhelming when there are a large number of tasks to focus that can diffuse productivity. However, a good project management system with built-in task management software will help you divide bigger tasks into small, manageable subtasks.

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This time management technique will organize all your tasks into a manageable category. With the chunks of work, you can do your work in a manageable way, with easy categories to handle and get important goals accomplished first. It also helps you to share your workload.

### **11. Spend your mornings on MITs**

Do you want to be productive with your time? If so, then identify the most important tasks (MITs) from your to-do list and get them completed first thing in the morning. It is no secret that you have the most amount of energy and enthusiasm in the AM. So, why do not use it to tackle the biggest and the most challenging tasks? Also, when you accomplish the most important tasks, it will be a lot easier for you to get through the rest of the day.

### **12. Batch similar task together**

Different tasks demand team members invest a different amount of time and efforts. But since most of the tasks that teams get today are similar to each other, the best way to handle them is to batch them together.

The reason? Well, batching similar or related tasks together within a project allows teams to cut out time reorienting and deliver projects faster. You can add custom labels to filter tasks under one label.

“Add labels to your similar or different tasks with *ProofHub*. Sign up now for a free 14-day trial!”

### **13. Stop being perfectionist**

A major reason why most people put off tasks or constantly delay the delivery of a project or product is that they are running after perfection. It's great that you want to be the best at whatever task you are doing, but here's an important question – Do you have only one task in your to-do list? Obviously, the answer is “no”. Since there are many other tasks in your to-do list that needs to be completed within the same day, stop running after perfection and concentrate more on getting every task completed as efficiently, realistically as possible.

### **14. Just say “NO”**

It is okay if you do not want to upset anyone but only agree to deadlines that you can handle in reality. If your to-do list is already full and you receive a request to complete an additional task on the same day, decline it. Do not agree to work on a task or help a colleague until you have some spare time. Keep your priorities straight and simple.

### **15. Learn the 80-20 rule**

By now, everyone in the business world knows what “20/80 rule” is. It basically tells us that 80% of the results we get are achieved from 20% of our actions. Now, when it comes to effective time management,



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this rule suggests you look at your to-do list and find ways to keep it simple. According to this principle, you should get down to the most important tasks and focus on accomplishing them first.

### **16. Leave buffer-time between tasks**

You want to make the most effective use of your time within a day and that is why you jump from one task to the next without wasting any time in between. Now, this might look like a good use of your time at first sight but eventually, it proves to be the exact opposite. After all, the human brain needs a break after every 90 minutes in order to maintain the highest levels of concentration and motivation. So, schedule buffer-time (10-15 minutes break) between completing a task and starting the next one. Just go for a walk or read something nice online to recharge your mind before you get back to work.

### **17. Overcome half-work**

In this age of constant distraction, it is easy to get lost between what we should be doing and what others want us to do. For example, you are working on a task from your to-do list, but you stop randomly to work on a report that your boss asked for. This is what we call “half-work”. No matter how or where you encounter half-work, the result is often the same – poor commitments, poor engagement, poor performance. Now, the best way to eliminate half-work is to block a significant amount of time for the task at hand and eliminate everything else.

### **18. Consider delegating/outsourcing**

Delegation and outsourcing are tricky, agreed. But this does not change the fact that they are a crucial aspect of the modern workplace. We understand that it is often difficult to let someone else complete certain tasks, but remember, you’ve got limited time to complete certain tasks and delegating/outsourcing can be a real time-saver. Just make sure that you hand over the responsibilities to the right person with the desired skills. And, if you do that, you have got nothing to worry about.

### **19. Just STOP multitasking**

Managing two tasks at once often results in loss of productivity. According to a recent psychological study, people who prefer to practice the habit of multitasking are finding it difficult to concentrate and maintain focus on work when needed. Most of them believe that routine multitasking helps to save time and accomplish more in a day, but in reality, the opposite is often true.

### **20. Rethink your time management strategy**

If you are here and you’re going through these easy time management tips then it’s pretty obvious that you are looking for ways to make the most of your time in a day. Now, if you’re struggling with time management, it simply means that your current strategy is not working, and you need to change your schedule around. Just spend 5 minutes at the end of each day to review the targets you have achieved and the performance you have delivered. Use this information to identify your peak performance hours within the day, as well as the improvements that you need to make to succeed in the long run.

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### 21. Use an online calendar

Congratulations if you have a sharp memory. But do not you think it would be a lot better if you have all your important events, tasks, and milestones marked on an online calendar. The efficiency of calendars in time management is well known for years.

The good news is that now we have digital calendars that have taken time management and scheduling to the next level. With an online project scheduling calendar, you can schedule meetings, create events, set reminders, and check your availability for a specific date from almost any device. You can see all calendar data across all projects at one place using one project calendar.

### 22. Do not waste time waiting

Let us be honest. The time you stand waiting in a project is the time wasted. Now, we are not suggesting you be impatient. It is just that every project needs to be completed within a specified timeframe and the time you wasted waiting could be easily spent better elsewhere. If you are looking for ideas, consider listening to a podcast or read through some helpful blog post while you are waiting for an important piece of information or advice in a project. This will help you reignite the fire within you and get motivated to be back-on-track.

“Plan, prioritize, and preside over time with *ProofHub*. Sign up today for a quick walk-through!”

### Importance of time management

Time management is about valuing your time – the more you do, the better you will be at it. While it helps in increasing productivity in every area of your life. You will get a clear direction of what you want to do and how long you will have to give to a thing.

Time management is a strategy that completes tasks in time with a steady and efficient workflow. And failing to manage the time damages effectiveness and causes stress.

### Time Management Stats & Figures That May Surprise You

- 20% of the average workday is spent on “crucial” and “important” things, while 80% of the average workday is spent on things that have “little value” or “no value.”
- The average person gets 1 interruption every 8 minutes, or approximately 7 an hour, or 50–60 per day. The average interruption takes 5 minutes, totaling about 4 hours or 50% of the average workday. 80% of those interruptions are typically rated as “little value” or “no value” creating approximately 3 hours of wasted time per day.
- When someone is asking for our time for a meeting, 80% of the time, there is an alternate date and time that will be acceptable.

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- In the last 20 years, working time has increased by 15% and leisure time has decreased by 33%.
- 10-12 minutes invested in planning your day will save at least 2 hours of wasted time and effort throughout the day

These time management strategies for work can help you live a more controlled life at work and home. The above-mentioned time management techniques are like the mantras for changing the way you live. With the right mindset and right strategies, you can live a more joyous life

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### **Manipulate Time with These Powerful 20 Time Management Tips**

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John Rampton

[www.Forbes.com](http://www.Forbes.com)

We all have 24-hours in a day. But why does it seem that some people are able to get the most out of every minute of the day? Believe it or not, they do not have the power to slow down time. They do, however, know how to properly manage their time.

Want to know how you can become a master of time management as well? Start by using these 20 super-powerful time management tips.

#### **1. Create a time audit.**

When it comes to time management, the first step you need to take is finding out where your time actually goes. You may believe that you only spend 30 minutes on emails, but in reality that task is eating-up an hour of your day.

The easiest way to keep track of your time is to download an app like *RescueTime*, *Toggl* or my app *Calendar* to track everything you do for a week. You can then access a report to find out what is stealing your time. With this information, you can then make the appropriate adjustments.

#### **2. Set a time limit to each task.**

I have found that setting a time limit to each task prevents me from getting distracted or procrastinating. For example, if I want to write an article for my blog, I give myself two hours. So if I started at 8am, I try to get it written by 10am.

Since I put buffers between tasks and activities, if I do not complete the task on time, I can still work on it without eating into the time reserved for something else.

#### **3. Use a to-do-list, but do not abandon tasks.**

“All goals and projects are made up of smaller parts that need to be accomplished in order to achieve the goal or complete the project. Create to-do lists for each goal and project, listing all the measurable steps that need to be accomplished,” suggests William Lipovsky.

“Aside from keeping you focused, this also motivates you as you are able to see what you have already achieved, and what remains.”

At the same time, there will be interruptions that may prevent you from completing a task. William recommends that you “make a point of always returning to and completing these tasks once you are able to. This may require you to set a limit on the number of tasks you are working on at any given time.”

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### **4. Plan ahead.**

One of the worst things that you can do is wake-up without a plan for the day. Instead of focusing on what needs to be done, you wander aimlessly and take care of more trivial matters.

That's why you should always plan ahead using one of these options:

- The night before. Before you leave work for the day, spend the last 15-minutes organizing your office and composing a list of your most important items for tomorrow.
- First thing in the morning. During your morning routine write down the 3 or 4 most urgent and important matters that need to be addressed today and work on those when you're most productive.

### **5. Spend your mornings on MITs.**

Mark Twain once said, "If it is your job to eat a frog, it is best to do it first thing in the morning. And if it is your job to eat two frogs, it is best to eat the biggest one first."

Gross? Sure. But the point that Twain was making that you should take care your biggest and most-challenging tasks in the morning, aka your most important tasks (MITs) of the day.

There are a couple reasons why this such an effective time management trick. For starters, you usually have the most amount of energy in the AM. So it is better to tackle these tasks when you are not drained. Also, you can use that feeling of accomplishment to get through the rest of the day.

### **6. Learn to delegate/outsource.**

Delegation and outsourcing can get a bit tricky. For some it is hard to let someone else do work that they used to do. For others, they do not have the time to train someone else to complete certain tasks.

The thing is, delegating or outsourcing are real time-savers since it lessens your workload - which means you have more time to spend on more important tasks or doing less work. Either hand over responsibilities to team members who are qualified or hire an experienced freelancer. And, if you do decide to do in-house training, the initial investment will be worth-it in the end.

### **7. Eliminate half-work.**

"In our age of constant distraction, it's stupidly easy to split our attention between what we should be doing and what society bombards us with," writes James Clear.

"Usually we are balancing the needs of messages, emails, and to-do lists at the same time that we are trying to get something accomplished. It's rare that we are fully engaged in the task at hand."

Clear has dubbed this "half-work" and here are a couple of examples:

- You are writing a report but stop randomly to check your phone for no reason.

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- You try out a new workout routine but switch to a new program a couple of day later because you read about it online.
- While talking on the phone, your mind wanders to your email inbox.

“Regardless of where and how you fall into the trap of half-work, the result is always the same: you’re never fully engaged in the task at hand, you rarely commit to a task for extended periods of time, and it takes you twice as long to accomplish half as much,” adds Clear.

Clear has found that the best way to overcome half-work is by blocking “out significant time to focus on one project and eliminate everything else.” For example, he will pick one exercise and only focus on that exercise while working out. He’ll also carve out a few hours to devote to an important project but will leave the phone in another room.

“This complete elimination of distractions is the only way I know to get into deep, focused work and avoid fragmented sessions where you’re merely doing half-work.”

### **8. Change your schedule.**

If you’re reading this article, then it’s obviously because you want to discover some useful time management - and I’m more than happy to help you put. But, if you are struggling with time management, the solution may be as simple as changing your schedule around.

For example, instead of sleeping-in until 6:30am, wake-up an hour earlier. Personally, I find 5:15am to be the most productive time of the day since it gives me time to exercise, plan-out my day, go through my emails, and even work on side projects without being disturbed.

Also, consider waking-up earlier on the weekends and maybe cut-down on the amount of TV that you watch.

### **9. Leave a buffer-time between tasks and meetings.**

Jumping immediately from one task or meeting to the next may seem like a good use of your time, but it actually has the opposite effect. We need time to clear our minds and recharge by going for a walk, meditating, or just daydreaming. After all, the human brain can only focus for about 90-minutes at a time.

Without that break it is more difficult to stay focused and motivated. Scheduling buffer-time also can prevent running late to your next meeting. I find 25-minutes between tasks and meetings an ideal amount of buffer-time.

### **10. Get organized and single-task.**

The average American spends 2.5 days each year looking for misplaced items. As a result, we spend over \$2.7 billion annually in replacing these items. Instead of wasting both your time and money, get organized.

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Start by having a home for everything and making sure that items are put back where they belong. As the end of the day clean your workplace and create a document management system.

And start single-tasking. Most people cite multitasking as the main culprit for misplacing items.

### **11. Follow the 80-20 rule.**

“The Pareto Principle also known as the 80-20 rule suggests that 80% of results come from 20% of the effort put in. This is commonly used in sales as 80% of sales typically come from 20% of the customers,” writes Renzo Costarella in a previous Calendar post.

“When it comes to how you should manage your time this principle can also be applied. 80% of your results comes from 20% of your actions.”

Renzo suggests that you start by looking “at your schedule or to-do-list every day. For the sake of simplicity try to get down five tasks you need to accomplish. Using the principle you can probably eliminate the majority of the items on your list. It may feel unnatural at first but overtime this will condition you to scale up effort on the most important tasks.”

### **12. Use an online calendar.**

Calendars have long been a fundamental tool for time management. However, online calendars have taken this to the next level. That is because you can access it from multiple devices, easily schedule meetings and appointments, set up reminders, create time blocks, and schedule recurring events.

Personally, I use Google Calendar. I think it is the best. But Outlook and Apple Calendar also work well.

### **13. Stop being perfect.**

When you are a perfectionist, nothing will ever be good enough. That means you will keep going back to same task over and over again. How productive do you think your day will be as a result?

So, stop being perfect. It doesn't exist. Do the best you can and move on.

### **14. Just say “No.”**

I know that you do not want to upset anyone. But you can only handle so much. If you already have a full plate, then decline that dinner invitation or helping your colleagues on a project until you have the spare time.

### **15. Instill keystone habits.**

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Charles Duhigg, author of “The Power of Habit,” coined the term “keystone habits.” But what are they? Simply put, they are habits that can transform your life, such as exercising, tracking what you eat, developing daily routines, and meditating.

These habits replace bad habits and solicit other good habits. As a result, you’ll be healthier, more focused, and better suited to manage your time.

### **16. Do not waste time waiting.**

I will be honest. I cannot stand waiting. It is not that I am impatient. It is just that I know that this is time that could be better spent elsewhere.

However, instead of wasting this time, I have found ways to make the best of it. For example, while sitting in a waiting room I will read an inspirational book, listen to a podcast, or blueprint an upcoming blog post.

### **17. Telecommute.**

Did you know that the average American commute is over 26 minutes? And, to make matters worse, that daily commute is getting longer. Add on-top the amount of time it takes getting ready and you can easily see how much time is wasted getting to and from work.

While not possible for every job, telecommuting even twice a week can end up saving you several hours per week.

### **18. Find inspiration.**

When I am dragging, I use inspirational sources like a TED Talk or biography. It is a simple way to reignite that fire to get me motivated and back-on-track.

### **19. Batch similar task together.**

When you have related work, batch them together. For example, do not answer your emails and phone calls throughout the day. Schedule a specific time to handle these tasks.

The reason? Different tasks demand different types of thinking. By batching related tasks together, your brain is not switching gears - which means you cut out that time reorienting.

### **20. Do less.**

This is a tactic from Leo Babauta. He started the blog Zen Habits and it is definitely a must read. So, what does Leo have to say about doing less.



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Doing less does not mean “less is more.” It means “less is better.” This is achieved by slowing down, being aware of what needs to be done, and concentrating only on those things. Once you do, make every action count. As a result you will be creating more value instead of just fodder.