

LONG TERM TIME MANAGEMENT

PRAY

“Ask and it will be given to you; seek and you will find; knock and the door will be opened to you. For everyone who asks receives; he who seeks finds; and to him who knocks, the door will be opened.” Matthew 7:7-8

PLAN

Effective long-term time management begins with discovering God’s agenda for you. Exactly what project does God want you involved with? What has He prepared you to do? When you understand His goals and His vision for you, you have started to learn how to manage your time.

Times will come when you will have to say no even to good things and worthwhile projects. If what you are asked to do does not fit into the vision God has given you, it is imperative to say no. If you get a creative idea but it doesn’t fit into God’s plan, you need to lay it aside. These decisions are never easy and they must be done after much prayer.

At the same time God may ask you to do something you’re not particularly thrilled about. It may be something outside of your comfort zone. He may be stretching you. That’s why prayer, study, and consultation with other Christians is so valuable when making decisions.

PREPARE

Prioritize what needs to happen. Ask yourself, “What do I need to do to make it happen. What can I omit? Is there a deadline that affects others?” Work backwards from a deadline to determine your short-term objectives.

While it is important to keep focused on your long-term goal, be realistic. There will be interruptions that will need attention. Remember, nothing is as important as your family. Plan for family time and allow for periods of rest. Take care of your body for long-term strength.

PROCEED

Work toward your goal. Omit activities or programs that do not contribute to reaching it. Set time aside periodically to review where you are, what you have accomplished, and where you still need to go. You may need to re-prioritize and set new time limits.

TIME MANAGEMENT TIPS

- » Never handle anything twice when you can handle it once.
- » Set time limits on projects and stick to them. Be realistic.
- » Consider the importance of perfection versus getting the job done.
- » Determine what is important and what is urgent.
- » Set aside time to address things you have put off.
- » Outsource as much of your work as you can.
- » Make lists and prioritize.
- » Use email instead of telephone whenever possible.
- » Do the jobs you dislike most when you are fresh, not when tired.
- » Plan time into your schedule for interruptions, equipment breakdowns (the unpredictable)
- » Plan a specific cleanup day. It will help you feel organized.
- » Put things away as soon as you are finished with them.
- » Arrange your office (workroom) for minimum amount of movement, but take breaks to refresh yourself between or during heavier jobs.
- » Get proper rest and nourishment. Large quantities of food once a day or no meal at all will slow you down.
- » Take time to plan head—short-term and long-term.