

PERSONAL TIME MANAGEMENT

Royal Race

SEMINAR PURPOSE STATEMENT

Participants motivated - equipped with the basic skills, knowledge and tools for becoming good and faithful time stewards in God's Kingdom, especially in relation to the Health Field.

SEMINAR CONTENTS

STUDY 1. PRAY - WHAT

STUDY 2. PLAN - HOW & WHEN

STUDY 3. PRACTICE - DO IT

SCRIPTURE

Ephesians 5:15-16 (NIV)

"Be very careful, then, how you live--not as unwise but as wise, making the most of every opportunity, because the days are evil."

SEMINAR OVERVIEW

1. God has a plan for the world.
2. God has a specific plan for my life that forms part of His plan for the world.
3. I must summarize on paper what I believe God wants me to do.
 - it helps me to integrate my work and private life into a harmonious whole.
 - otherwise I forget one or more aspects
 - it gives me an overview of the direction in which I am heading
 - it increases my effectiveness in serving God
 - it enables me to evaluate regularly how I am fulfilling all my responsibilities and take corrective action where necessary
 - it allows me to set the right priorities
4. I must make "things to do" lists based on the above-mentioned summary and then fill my time with them.
5. I must multiply my time by
 - concentrating on God's will for me
 - using time-saving techniques
 - eliminating time-wasters
6. I must use a "Steward's Aid" or other similar time-management tool consistently so I can keep it all together and so face God without fear.

3
STUDY 1

PRAY

GOAL

Participants motivated to be faithful stewards of God's time as summarized in a purpose statement for their lives.

CONTENTS

A. GLOBAL OVERVIEW OF GOD'S PLAN FOR MY LIFE

- A.1 The Race to be Run
 - 1.1 God's Plan for the World
 - 1.2 God's Plan for my Life

B. EQUIPMENT FOR FULFILLING GOD'S PLAN FOR MY LIFE - RESOURCES FOR RUNNING

- B.1 Internal Resources
 - 1.1 My Gifts and Talents
 - 1.2 My Weaknesses and Strengths
- B.2 External Resources
 - 2.1 The Holy Spirit
 - 2.2 The Word
 - 2.3 Time
- B.3 Discovering God's Will for my Life
 - 3.1 How to Know the Will of God
 - 3.2 Hearing the Voice of God

C. MY LIFE PURPOSE - RUNNING THE RACE

- C.1 God's General Plan for All Christians
- C.2 Major Life Goals
- C.3 My Life Purpose Statement

SCRIPTURE

Hebrews 12:1 (NIV)

"Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles, and let us run with perseverance the race marked out for us."

STUDY 1

PRAY

A. GLOBAL OVERVIEW OF GOD'S PLAN FOR MY LIFE

A.1 The race to be run:

1.1 God's Plan for the World

Genesis 1:26-31

.....

.....

.....

.....

.....

.....

.....

Matthew 28:18-20

.....

.....

.....

.....

.....

1.2 God's plan for my life - The Athlete

1.2.a My past- Epistemology.

God uses the past to prepare me for the future. My past tells me where I have come from.

Summarize important highlights from your past, e.g. -

Examinations

Achievements

Rewards

Leadership, etc.

Special skills/tasks/knowledge

Education`

Positions

Give God the glory!

ITEM

DATE

.....
.....
.....
.....
.....
.....
.....
.....

See if any significant trends emerge. e. g. Interest in teaching, leadership abilities, etc. Note them:

.....
.....
.....
.....
.....

God often gives specific promises and a clear call to a certain type of work/place/people. Mention the appropriate date and what God said to you in this regard:

DATE PROMISE/CALL/GUIDANCE

.....
.....
.....
.....
.....
.....

1.2b My present - Axiology

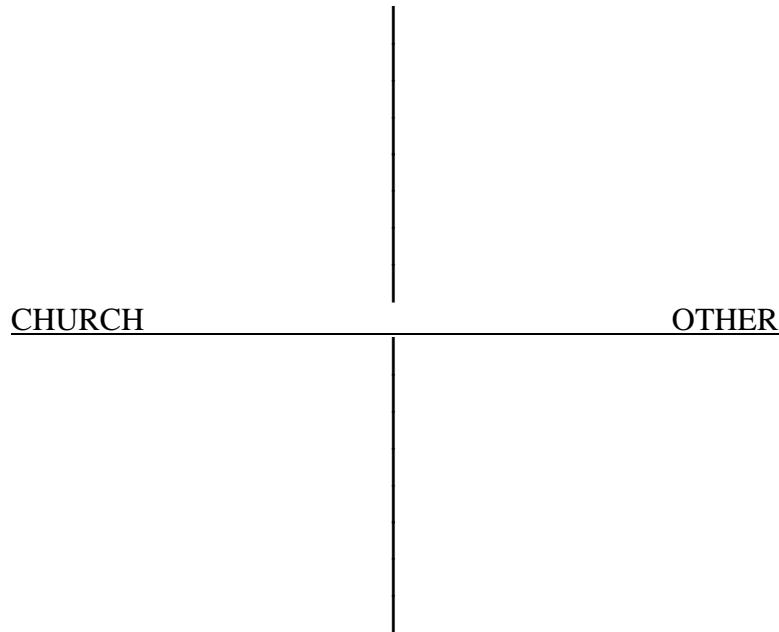
What has value to me will determine how I use my time. I must evaluate my present use of time to see whether it fits into God's plan for my life.

What are your present activities?

HOME

WORK

|



1.2.c My future - Teleology

i. God works specific desires/dreams/hopes in the hearts of His children that are in line with His will. Phil. 2:13, Ps 37:1-4.

These desires/dreams/hopes continue to grow over a long period, become progressively stronger and are never in contradiction to the Bible.

What desires do you think have been placed in your heart by God?

.....

.....

.....

.....

.....

.....

ii God wants me to make use of the opportunities that he allows to come my way. He also wants me to handle threats/problems effectively.

Name some opportunities you could make use of:

.....

.....

.....

.....

What threats/problems do you have that you know God wants you to handle? Be brief, and specific.

.....

.....

.....

.....

.....

B. EQUIPMENT FOR FULFILLING GOD'S PLAN FOR MY LIFE - RESOURCES FOR RUNNING

B.1 Internal Resources

1.1 My Gifts and Talents

God has given me certain gifts and talents that will play an important role in fulfilling His will for my life.

(Use the Gift Profile Sheet following p. 17 to help you. Also include your spiritual gifts as in the study on Stewardship)

I believe God has given me the following gifts/talents:

Spiritual Gifts

.....

Motivational Gifts:

.....

.....

1.2 My Strengths and Weaknesses

God wants me to use the strengths He has given me for His glory. He also wants to deal with my weaknesses/sins and replace them with the appropriate virtues.

Use the following list and the Spiritual Assessment to help you discover them:

STRENGTHS

☐ Disciplined
☐ Humble
☐ Persevering
☐ Courageous
☐ Open
☐ Submissive
☐ Loyal, Dedicated
☐ Obedient
☐ Industrious, Diligent
☐ Teachable
☐ Flexible
☐ Take Initiative
☐ Accept Responsibility
☐ Decisive
☐ Motivated, Active
☐ Optimistic
☐ Problem Solver
☐ Trustworthy
☐ Servant, Helper
☐ Friendly, Companionable
☐ Patient, Composed
☐ Kind, Sympathetic
☐ Tactful

WEAKNESSES/SINS

☐ Undisciplined
☐ Proud
☐ Give up easily/Wavering
☐ Fearful
☐ Closed
☐ Rebellious
☐ Disloyal, Treacherous
☐ Disobedient
☐ Lazy, Sluggish
☐ Unteachable
☐ Dogmatic
☐ Run away
☐ Avoid Responsibility
☐ Vacillating
☐ Passive, Idle, Inert
☐ Pessimistic
☐ Problem Maker
☐ Unreliable
☐ Bossy, Dictator
☐ Sour, Cool, Distant
☐ Impatient, Complaining
☐ Cruel, Severe
☐ Rude

<input type="checkbox"/> Humble	<input type="checkbox"/> Boastful
<input type="checkbox"/> Forgiving, Pleasant	<input type="checkbox"/> Unforgiving, Bitter
<input type="checkbox"/> Pure, Modest	<input type="checkbox"/> Impure, Defiled
<input type="checkbox"/> Peaceable, Calm	<input type="checkbox"/> Argumentative
<input type="checkbox"/> Considerate	<input type="checkbox"/> Inconsiderate
<input type="checkbox"/> Gentle	<input type="checkbox"/> Aggressive
<input type="checkbox"/> Reasonable	<input type="checkbox"/> Insist on own way
<input type="checkbox"/> Merciful	<input type="checkbox"/> Judgmental
<input type="checkbox"/> Confident	<input type="checkbox"/> Uncertain
<input type="checkbox"/> Sincere, Genuine	<input type="checkbox"/> Insincere, False
<input type="checkbox"/> Wise	<input type="checkbox"/> Unwise
<input type="checkbox"/> Understanding, Discerning	<input type="checkbox"/> Ignorant, insensitive
<input type="checkbox"/> Steadfast	<input type="checkbox"/> Unstable, Insecure
<input type="checkbox"/> Not jealous, Tolerant	<input type="checkbox"/> Jealous, Envious, Suspicious
<input type="checkbox"/> Tranquil, Composed	<input type="checkbox"/> Irritable, Snappy
<input type="checkbox"/> Accepting	<input type="checkbox"/> Resentful
<input type="checkbox"/> Forbearing, Moderate	<input type="checkbox"/> Self-indulgent, Gluttonous
<input type="checkbox"/> Loving, Affectionate	<input type="checkbox"/> Distant, Formal
<input type="checkbox"/> Joyful, Contented	<input type="checkbox"/> Gloomy, Depressed
<input type="checkbox"/> Restful	<input type="checkbox"/> Agitated
<input type="checkbox"/> Peace-loving	<input type="checkbox"/> Touchy, Oversensitive
<input type="checkbox"/> Peaceful	<input type="checkbox"/> Nervous

List 6 areas in which you have the greatest strengths:

.....

.....

.....

Give God the glory!

List 6 areas of weaknesses/sins.

How do you plan to deal with them in the next six months?

.....

.....

.....

.....

.....

.....

PERSONAL SPIRITUAL ASSESSMENT

The following chart will help you evaluate where you feel you are in your Christian life. It is for your private use and not for comparing with anyone else (2 Cor. 10:12). It is not a test, and no one is expected to make a perfect score. Your score reflects how you feel about your life as much as what you do. Although most items are observable acts, one person may interpret his or her actions optimistically or pessimistically. Although we can know a person only by his deeds or fruit, God sees much deeper. You should ask God to help you see where He wants you to be.

Read each item and place a tick in the column that most closely represents your situation.

When you have finished filling in this assessment, add each column except the "never" column. Each tick in the "always" column is worth 4 points, the "usually" column 3 points, the "sometimes" column 2 points, the "seldom" column 1 point. Add these four totals together to get your overall score out of a possible 100.

See what areas you need to improve on and make personal spiritual goals which you can put into practice in the next 6 months. If you wish, feel free to ask your group leader for help and prayer with these things. Redo your spiritual assessment at the end of a specified period to see how and where you have grown.

A always U usually S sometimes SL seldom N never

A
U
S
SL
N

ABIDING IN CHRIST

- I have a daily Quiet Time
- I try to make Christ Lord of my life.
- I feel close to the Lord throughout the day.
- I am aware that the Lord disciplines me.

LIVING IN THE WORD

- I read my Bible daily
- I study my Bible each week.
- I memorize a verse of Scripture each week.
- I take notes at least once a week as I hear,
read or study the Bible in order to apply it
to my life.

PRAYING IN FAITH

- I keep a prayer list and pray for the persons and concerns on the list.
- I have experienced a specific answer to prayer during the past month.
- Each day my prayers include praise, thanksgiving, confession, petition,
intercession

FELLOWSHIPING WITH BELIEVERS

- I seek to live in peace with my fellow Christians.
- I seek reconciliation with those with whom I have a problem
- Others know I am a Christian by the way I love God's people
- I live in harmony with other members of my family.

WITNESSING TO THE WORLD

- I pray regularly for lost persons by name.

- I share my testimony with others when there is an appropriate opportunity.
- I share the plan of salvation with those who are open to hear it.
- I witness for Christ each week
- I follow up and encourage persons I have won to Christ.

MINISTERING TO OTHERS

- I serve Christ through a job in my church.
- I give at least a tithe through my church.
- At least once a month I do kind deeds for persons less fortunate than I
- I have goals for my life which I keep clearly in mind.

TOTALS

TOTAL SCORE

B.2 External Resources.

God has given us external resources for fulfilling His plans for our lives. In what way can we make use of these provisions?

2.1 The Holy Spirit.

John 14:16,17 and 26; John 15:26

.....

.....

.....

.....

2.2 The Bible.

Psalm 119:11, 105, 130 and 137

.....

.....

.....

.....

.....

2.3 Time

What should our attitude and approach to time be according to the following Scriptures?
Ecclesiastes 3: 1-8

.....

.....

.....

.....

.....

Ephesians 5:15-16

.....

.....

.....

.....

.....

Colossians 4:5

.....

.....

.....

I Corinthians 7:29-31

.....

.....

.....

.....

.....

Romans 14:8-12

.....

 I Timothy 4:1,2

.....

 The Biblical use of the word "TIME"

.....

 Name some common lies/misconceptions about time:

B.3 Discovering God's will for my life

3.1 How to Know the Will of God

3.1a Prerequisites for Knowing God's Will

Be sure that:

- i. You are God's child. Jn.1:12
- ii. All sin confessed. 1 Jn. 1:9
- iii. Totally committed/surrendered to Him. Rom. 12:1
- iv. Willing to do whatever He tells you. Rom.12:2 - His will is good and perfect and acceptable. Phil. 2:13. Not having made up your mind in advance what you are going to do.
- v. He has already planned for you, even before you were born. Ps. 139:16; Eph. 2:10
- vi. He has promised to guide you. Ps 32:8; Is. 30:21
- vii. You can expect to hear and understand His voice. Jn. 10:27
- viii. He will enable you to do what is required of you. Phil. 4:13; Heb. 13:21
- ix. You are determined to obey His revealed will. Lk. 22:42

3.1b Steps to follow:

- i. Spend time regularly with the Lord and His Word. Ps. 119:105. He will never guide you to do anything contrary to His Word
- ii. Wait upon God in prayer. Ps. 42:5,11; Ps. 62:1,5,8.
- iii. Sometimes fasting may be necessary.
- iv. Praise and worship Him. Acts 13:2
- v. Learn to discern His voice.
- vi. Know clearly what the options are.
- vii. Write down the impressions that come to you from His still small voice.
- viii. Get confirmation from the Word. Ps. 119:105
- ix. Get confirmation from your spiritual leaders. Acts 13:2; Heb. 13:17
- x. Circumstances may or may not be confirmation. Acts 16:9-22,24
- xi. Don't make hurried decisions about important matters when tired, stressed or emotionally upset.
- xii. Do not doubt if the answer does not come at once.
- xiii. Mistakes are possible, but keep on trying. The Lord wants to teach us to hear and obey His voice. Is. 30:21.

3.2 Hearing the Voice of God - How God speaks (for more details see Workbook: Effective Prayer in the Health Field)

3.2a Mainly through His Word. 2 Tim. 3:16; Rom. 15:4; 2 Pet. 1:20,21

- 3.2b i. Inner witness of the Holy Spirit. Rom. 8:16. The inner witness is never against what is written in the Word. He does not speak in the physical part of our being (feelings), but in the spiritual area (a sensing or awareness in our spirit). When we are born again our spirit is united to the Holy Spirit. 1 Cor. 6:17. Spiritual "feelings" may be: peace and joy when thinking/praying about doing a certain thing; or an uneasy tight feeling in our spirit - no peace.
- There is a difference between physical feelings and the inner witness. We should not obey our human emotions; they are not an infallible guide to right and wrong.
- ii. How to know the difference: What we feel must agree with the principles of the Bible. 1 Cor. 10:31 -
- * Will it honour God?
 - * Will it be in line with Matt. 6:33 - seeking God's Kingdom and His righteousness first?
 - * Is it guiding you to submit to His rulership or does it lead you to focus on other persons/things?
 - * Is it leading you to do something which could help brothers and sisters in Christ, or to lead non-Christians to Christ? Heb. 10:24; Phil. 2:4; Matt. 28:19,20.

3.2c Inner voice of God the Holy Spirit: This happens through thoughts, Scriptures, or an understanding of what God wants you to do is placed in your mind by the Holy Spirit. Jn. 10:27; Is. 30:21. If you are born of the Holy Spirit, He lives in you, and you are a temple of God. 1 Cor. 6:19. He will guide you through your spirit and mind. 1 Cor. 2:11. A human spirit can know and understand: the spirit is willing - Matt. 26:41; the spirit rejoices - Lk. 1:47.

The non-spiritual man does not understand or discern spiritual things, 1 Cor. 2:14, but the regenerate spirit is alive to God because of righteousness. Rom. 8:10. So the Holy Spirit can speak to your mind and you must obey. If you make a mistake, confess, and

you will learn to bring every thought into obedience to Christ. 2 Cor. 10:5. Therefore we will not quench or grieve the Spirit. 1 Thess.5:19, Eph. 4:30. This will result in Gal. 5:16.

- 3.2d Circumstances. These may or may not be a confirmation of God's will. Adverse circumstances may not be an indication that we are outside the will of God. Acts 9:15,16.

C. MY LIFE PURPOSE - RUNNING THE RACE

- C.1 God has a general plan for all Christians.

The most basic objective in life for Christians is to glorify God. Psalm 96, John 17:4; Isaiah 6:3; Rev. 4:8-11

In John 15:8 Jesus tells us how to glorify God. "by this is My Father glorified, that you bear much fruit, and so prove to be My disciples."

Three other objectives surface immediately:

- i. We must be disciples ourselves in growing conformity to His image (Rom. 8:29). We grow through obedience (John 15:10).
- ii. When we obey, we will "bear fruit" through disciplining other Christians. The fruit of the Spirit (Gal. 5:22,23) will be increasingly manifested in their lives.
- iii. We will also "bear fruit", through sharing the Gospel with non-Christians (fruit in the sense of harvest. God is glorified when the world is reached with the gospel.

This means that God's will for our lives will always include these main objectives. Summarize these objectives in a brief statement:

.....

- C.2 My major life purpose.

God's will for your life includes many of the things specified in A. to C. He will reveal more to you in the future if you do what you already know you ought to do.

We want to work together with you to work out a practical way for fulfilling all your responsibilities without neglecting any of them. To begin with, let us define your "Key Responsibility Areas."

A Key area is a big area of your life for which God holds you responsible. All these key responsibility areas (KRA's) added together ought to describe your whole life.

They are the areas in which you must concentrate your time and energy in order to achieve God's goals for your life. Getting involved in activities outside these areas means that you spread yourself too thin.

1. Devotional Life)
 2. Personal Growth)
 3. Social responsibilities:)
Family/Church/HCF/Friends) Valid for all of us
 4. Other private matters
- (The numbering order does not indicate priority.)

Some examples of Key Responsibility Areas among Health Field staff from which you can get ideas for your own:

PATIENT CARE / CONSULTATIONS
ADMINISTRATION

INTERNAL COMMUNICATION/ CO-OPERATION

PROFESSIONAL COMPETENCE / UPDATING

SUPERVISION / CO-ORDINATION

TEACHING

PROJECTS

FINANCE CONTROL / BUDGETS

STAFF ORGANIZATION

EXTERNAL RELATIONS

FUTURE / LONG-TERM PLANNING

WORK ENVIRONMENT / HEALTH /SECURITY

STAFF RECRUITMENT / SELECTION

PERSONNEL POLICY/CONTRACT TERMS/HANDBOOK

INTERNAL INFORMATION

PERSONNEL ADMINISTRATION

MAINTENANCE

Guidelines for describing your Key Responsibility Areas:

1. Be brief (3-4 words)

2. Use nouns. Do not use verbs.
3. Describe each area in terms of results/outcomes and not in input/methods. Not the results, but the area in which you must achieve results.
4. Complete in scope. (All areas of activity in line with God's will must be covered.)
5. Must state areas for which you are responsible and in which you yourself are physically involved.
6. Must be clear to others and specific enough to avoid confusion/overlapping.

The KRA's of Jesus Christ - for group discussion.

How to find your KRA's

- list all the activities you do.
- list the main points of your job description
- List the things that would not be done if you suddenly stopped working
- group similar activities/responsibilities together
- try to find a term to describe the area covered by each group
- use the following questionnaire with regards to your work:

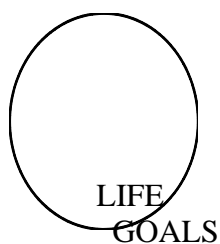
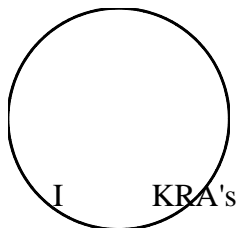
Questions to Answer

	Possible KRA's	What am I responsible for?
1	Do I have people working under my direct supervision?	
2	Am I involved in working with money?	
3	Do I have administrative responsibilities? Functions? Routines	
4	Where are my main areas of activity?	
5	What other areas of activity am I responsible for or involved in?	
6	Am I involved in projects?	

7.	Do I have internal relations? With my boss/colleagues on the same level? Outside my ward/clinic?	
8	Do I have relationships outside my place of work?	
9	Am I responsible for development?	
10	Am I responsible for long-term planning? My job? My department? My hospital?	
11	Have I got any special functions/ fields of interest?	

- Now combine the main words/concepts (use guidelines mentioned) until you have a maximum of 6.

Compare your KRA's with God's life-goals for you. The more they overlap, the more fulfillment you will experience in serving Him.



= FRUSTRATION

II K
R
A

LIFE
GOALS

= PEACE AND
FULFILMENT

If you are in position No. 1, you have to consider seriously whether you are at present in God's will.

C.3 My life purpose statement

Based on all the above, a purpose statement about God's plan for my life as I understand His guidance at present is:

.....

.....

.....

.....

.....
.....
.....
.....
.....
.....

My response to God's command to be a faithful steward, also of the time He has entrusted to me:

.....
.....
.....
.....
.....
.....

STUDY 2PLANGOAL

Participants to summarize what they are going to do when in regard to fulfilling their God-given responsibilities, especially in the Health Field.

CONTENTSINTRODUCTION - Biblical Motivation For Systematic Approach

1. What the athlete aims for - GOALS
2. How the athlete is going to run - Developing PLANS for reaching the goals.
3. The timing of the race - SCHEDULING the activities.
4. Counting the cost - BUDGETING

SCRIPTURES (NIV)

Habakkuk 2:2 Then the Lord replied: 'Write down the revelation and make it plain on tablets so that a herald may run with it.'

Proverbs 16:3 "Commit to the Lord whatever you do, and your plans will succeed."

Proverbs 20:18 "Make plans by seeking advice, if you wage war, obtain guidance."

Proverbs 21:5 "The plans of the diligent lead to profit as surely as haste leads to poverty."

STUDY 2PLANINTRODUCTION - Biblical Motivation For Systematic Approach

We set GOALS and make PLANS to reach them,

Because:

1. We cannot win in life without a clearly defined purpose.
(1 Cor. 9:24-26 The GOAL keeps us on track (as in a race).
2. Planning leads to order.
(1 Cor. 14:40; 1 Cor. 14:33; Eph. 5:1
Without planning, we forget many details and end up in disorder. Example: going to town to do shopping and forgetting some items because you didn't list them beforehand.
3. Christ advocated thinking ahead.
Luke 14:28-32. This story was used by Christ to help explain the careful forethought a person should give toward becoming a disciple.

4. God desires to give direction.
Psalm 32:8; Psalm 37:23
The plan for our lives fits in with God's overall plan. His guidelines for living are custom-tailored to our individual lives. John 15 - and He will lead you into all truth.
Eph. 2:10
5. You will spend less total time on a project if you plan it well.
Back-tracking and time-consuming action avoided - one hour spent in planning saves hours in action.
6. It greatly reduces fire-fighting.
Many people "didn't get anything done today", because their priority activities were not scheduled and therefore they spent all their time doing little odd jobs and trying to solve one "crisis" after another. 1 Cor. 9:24-26
7. Examples from Scripture
 - Jesus' plan to go to Jerusalem. Luke 9:5; 13:32,33
 - Nehemiah 1-6
 - Proverbs 14:88; 24:3,4; 29:18.
8. It stimulates us/draws out potential.
9. We can communicate better with others.
10. It produces results

PLAN

INTRODUCTION (Continued)

Why are some people afraid of Goals?

1. Fear of failure. "If I fail, I'll be inferior."
But, it is alright to fail as long as we stand up again.
2. They feel they would be "doing the work of the Holy Spirit."
Statements about the future are seen as presumptuous.
James 4:13. However, it is OK to make such statements, when we add: "If God wills."
3. Laziness.
Proverbs 26:14,15
4. Lack of holy ambition.

1. What the athlete aims for: GOALS.

1.1 Definition of a goal

1.2 Characteristics of a good goal = SMARTIES.

S = Specific

M = Measurable

A = Attainable

R = Result-Orientated

T = Time-Bound

I = In line with the vision

E = Exalting God, for His glory.

S = Stimulating

A good goal must score 8 out of 8

1.3 Evaluate the following goals of an HCF group measuring it against the 8 characteristics: (improve them where necessary)

- * to have 10,000 conversions in our hospital before the end of this month.
- * to explain to the group members about God's faithfulness during our next Bible-study.
- * to have at least two mature multiplying disciples trained within 18 months.
- * to develop a prayer network in our hospital in which at least 20% of the Christians participate regularly within the next 6 months.
- * to lead at least 3 of my colleagues to the Lord
- * to pray more.

1.4 Goals for my Key Responsibility Area (see next page).

KRA	GOAL(S)
1. Devotional Life	
2. Personal Growth	
3. Social Responsibilities	
* Family	
* Church	

* HCF (if you work in a hospital)	
* Friends	
4. Other Private matters	
5. Spiritual Care of Patients	
6. Professional Up-dating, competence	

2. How the athlete is going to run: Developing plans for reaching the Goals

_____ 2.1 _____ Develop plans for reaching some of the goals you set in the KRA Spiritual Care:

GOAL I

What needs to be Done	By When	by Whom

GOAL 2

What needs to be Done	By When	By Whom

2.2 Develop plans for reaching some of the goals you set for the KRA: Devotional Life.

GOAL 1

What needs to be Done	By When	By Whom

GOAL 2

What needs to be Done	By When	By Whom

2.3 Develop plans for reaching some goals set for: FAMILY.
(one of the sections under the KRA: Social Responsibilities).

GOAL

What needs to be Done	By When	By Whom
-----------------------	---------	---------

--	--	--

GOAL

What needs to be Done	By When	By Whom

3. The timing of the race: SCHEDULING the activities.

We often fail to come to grips with the fact that we live in time. Instead, we live in a dream world of what we intend to do. Many people make long lists of what they want to do, but never get around to doing them. Their lists are not related to daily living, because they are not prioritised or connected with time. The conclusion is clear, we must **SCHEDULE** our activities, our plans must be incorporated into our agenda.

3.1 How to SCHEDULE your time.

Four steps:

1. List activities
2. Ask if assignable
3. Assess priorities.
4. SCHEDULE

3.1.1 List Activities (Things To Do lists - TTD)

- constantly, prayerfully, look ahead (next day/week/month/year and jot down potential activities
Start with your fixed appointments/activities (such as holidays, trips, large jobs, conferences, visits to people, etc.)
- always have your agenda with you, so that you can jot down potential activities immediately. It relieves your brain, you can forget it once it is on paper.
- concentrate on your God-given responsibilities.
- make them per month/per week
per day, when you go through your KRA's during your planning times.
- make a separate list for Things To Do which have no deadline.

3.1.2 Ask if Assignable

Others may be better and faster in the activity that you want to do. If they are willing to do it for you, it relieves you to concentrate on

those activities that only you can do. Write the names of the person/s who could that activity in front of the item. Example:

Things to do list:

	Study for anatomy exam
Kathy	Photocopy 6 pages
John	Collect car from garage`

Make it very clear to them what must be done and when it should be finished. Build in check-points when it is a long-term assignment.

3.1.3 Assess PRIORITIES

By doing this, you make sure that you do at least the most important activities during a certain period of time. Put letters or numbers at the side of the activity, to identify its importance to you.

		<u>letters</u>	<u>numbers</u>
	Phone Janet	M or C	4
	Study for Anatomy Exam	T or A1	1
Kathy	Photocopy 6 pages.	M	5
	Jog for 1 hour on Friday	L	6
John	Collect car from garage	M	3
Visit Mr. Smith	our neighbour	H or B	2

The ABC Method, or THML (Top, high, medium, low) is used when your Things To Do lists are very long. The 123 Method is used for short lists.

What determines PRIORITY?

If an activity helps you to achieve results in your God-given direction in life, it is very important, If not, try to limit it. Importance is a key word in prioritizing that rebates to your objectives. Urgency is another key word. This word relates to time. "It speaks about how soon something must be done. If it can be done anytime in the next six months, it is not very urgent. If it must be done by two hours from now, it is very urgent. To prioritize then is to arrive at one overall rating of the activity in light of its importance and its urgency. If an activity is very important and very urgent, it will probably be number one priority activity. If another activity is somewhat less important or urgent than this, it may be number two, etc. If an activity is not important, it is wise to give it a fairly low priority. This will probably mean it won't get done. But, it will also mean that we will have more time for more important activities."

"Examine everything carefully, hold fast to that which is good." 1 Thess. 5:21

3.1.4 SCHEDULE

Through scheduling, your list will actually start influencing the way you behave. Now you really come to grips with the fact that you live in time. The simplest and most effective way to schedule is to start with your NO. 1 priority activity. Estimate the time needed and write it in your agenda on the proper day and for which time period of the day. When No. 1 is finished, go to No. 2 etc.

Some refinements in your SCHEDULING.

- A. Determine which length of time you will schedule. If your schedule is very unpredictable (for example: secretaries and mothers of young children), just keep your prioritized list with you and work on it, when there is some time. Schedule the evening before!. (Rest for your brain, and ready to start the next morning).
- B. Block off fixed, standard activities and concentrate your TTD list on the free, in-between blocks of time.
- C. If your No. 1 priority activity cannot be done immediately, then schedule it at a different time. Be careful not to schedule an activity before it that requires a lot of time.
- D. If a No. 1 activity takes a long time (example: 30 hours), divide that by 1-3 hours per day (example: 9-12 a.m.). Take a break then. Don't get exhausted.
- E. After difficult/hard work blocks, "reward" yourself by doing some nicer activities. Liver activities -- Ice cream activities.
- F. Be realistic about your energy cycle. Most people are more alert from 9-11 a.m. Use this period for tough jobs which require high creativity. 1-3 p.m. Use this for routine jobs. Don't let others disturb you in the morning.
- G. If you plan for a week. Put your high priorities towards the beginning of the week, so you get at least those done!

APPLICATION

Schedule a block of your time within the next 24 hours, which you are free to spend as you choose.

1. List
2. Assignable?
3. Prioritize
4. Schedule in time

4. Counting the Cost - Budgeting

- 4.1 The athlete who wants to win the race (reach his goal, needs to calculate and allocate how much resources he needs and where to get them to enable him to persevere till the end. (e.g. excellent condition, food, certain type of shoes, training facility, etc.) In the same way, we need to "count the cost" for our plans - what resources (money, time, people, equipment, etc.) do I need; how much do I need them, and where do I get them from?

Jesus said, "Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it? For if he lays the foundation is not able to finish it, everyone who sees it will ridicule him, saying, 'This fellow began to build and was not able to finish.'" Luke 14:28-30 (NIV)

4.2 APPLICATION

Budget resources needed for the goals set in Spiritual Care and Family. Use the chart on the next page.

KRA	GOAL	SUMMARY OF PLAN	RESOURCE S NEEDED	RESOURCES AVAILABLE	WHAT TO DO	WHEN TO DO
-----	------	-----------------	-------------------	---------------------	------------	------------

Spiritual care						
-------------------	--	--	--	--	--	--

STUDY 3**PRACTICE****GOAL**

Participants to develop a plan of action for sticking to their schedule, multiplying their time and using their Steward's Aid.

CONTENTS

1. Run with perseverance: Stick to your schedule.
2. Run to win: Multiply your time.
3. Run wisely: Use your Steward's Aid daily.

SCRIPTURES (NIV)

Luke 11:28

"...'Blessed rather are those who hear the word of God and obey it.'"

1 Samuel 15:22

"But Samuel replied: 'Does the Lord delight in burnt offerings and sacrifices as much as in obedience to the voice of the Lord? To obey is better than to sacrifice, and to heed is better than the fat of rams.'"

29
PRACTICE

1. RUN WITH PERSEVERANCE; STICK TO YOUR SCHEDULE

- 1.1 The importance of SELF-DISCIPLINE
Do what you have planned to do.

- 1.2 FLEXIBILITY AND THE HOLY SPIRIT
God has the veto right.

- 1.3 FINISH what you start.
Not to do it is laziness in 99% of cases.

- 1.4 Use AVAILABLE time between fixed appointments
- * Set time limits for your fixed activities.
 - * Fill the time available with items from your TTD lists, starting with No. 1 priority for that day/week/month.
 - *
 - *

2. RUN TO WIN: MULTIPLY YOUR TIME

- 2.1 DELEGATE
- * Definition: " Entrusting to another a part of your job. Luke 9:1-10

* Levels of delegation:

- (a) Do it and don't report back.
- (b) Do it and report back routinely (e.g. in usual report).
- (c) Do it and report back immediately.
- (d) Investigate and make recommendations, and we decide together.
- (e) Gather data for me, I will decide.

From (a) maximum to (e) (minimum) the amount of authority delegated increases steadily.

There must be a balance between authority and responsibility assigned.

* How to delegate:

- 2.1.1 Prayerfully decide what needs to be done: clearly define the task, it may even be necessary to write it down, mentioning also the things it does not include.
- 2.1.2 Select the best person for the job (1 Timothy 5:22); if it is an important job and needs to be done in a hurry, then it is probably the best to select the most capable person. If, on the other hand, it is something that has a fairly low risk of failure, then perhaps you will want to use the opportunity to delegate as a means of training someone else. Remember that ultimately you are responsible.
- 2.1.3 Make the assignment clear. Many times, because a person has been working closely with you, a simple "Will you do this?" is adequate. If the task is unfamiliar, however, it is important to make sure that the person understands everything that is expected of him. Sometimes it is important to tell him why he was selected so that he can see the importance of the task to himself and the organization.
- 2.1.4 Establish level of authority: perhaps more confusion is created here than in any other aspect of delegation. (See levels of delegation listed above.)
- 2.1.5 Anticipate the problems: make sure that others with whom the delegate will be working understand his task and responsibility. Tell him about others with whom he will be working and clear the way for him if necessary. Tell him about past experiences with this kind of assignment and the difficulties you may have experienced. Make sure that he knows how to get to you if he needs additional help.
- 2.1.6 Build in checkpoints: work out during the time of the assignment dates or times when you will get together to compare notes and check on progress. Make sure he knows what type of report you want.
- 2.1.7 Evaluate and build on results: both you and the person to whom you delegate can learn a lot from the assignment. If it was other than a routine task you may then want to give special appreciation. If things don't turn out quite as you expected, then you should analyze where the difficulty lay. Continue to support and encourage the person as you do so.

How things go when the leader is not present is the best test of delegation.

2.2. PRIORITIZE

A reminder: Prioritize everything you do!

2.2.1 ELIMINATE TIME-WASTERS

Which of the following time-wasters need to be eliminated from your life?

Inefficiency		Correspondence – too long letters	
Indecision		Unnecessary delays	
Tension		Reading irrelevant material	
Unrealistic time estimates		Poor organization	
Protracted meetings		Coffee breaks and socializing	
Misplaced items		Procrastination	
Interruptions		Routine detail	
Phone calls and visitors		No deadlines	
Waiting for people (3 yrs out of average life span)		Daydreaming	
Failure to delegate		Inability to say NO	
Mediocre personnel		Attempting too much at once	
Lack of preparation		Too much television	
Too many committees		Office with difficult access to mail, phone, filing cabinet, secretary	
Overcrowded desk		Too much sleep	

How are you going to eliminate the three most significant ones?

2.4. WORK SMARTER

Which of the following steps could you take to improve the use of your time

Correspondence:	Short answers soon
	Handle once only
	Follow up file
	Form letter
Increase speed and comprehension in reading	
Delegate tasks	
Secretary	To make appointments/ correspondence
	Send for in-service training seminars
Use of time saving devices like:	Cell phones

	Literature
	CD's
	SMS and Internet
Use the time when you are waiting or traveling	Pray, read, plan next day, listen messages

Do two things at same time	Washing and praying
	Listening to a message while you dress
Waste basket	Use it
Telephone	Group outgoing calls
	Maintain initiative – I'll call you Seek for brevity in calls
Incoming calls	To be screened and listed by secretary according to information given by you
Incoming mail	To so classified by secretary – urgent, regular, third class.
Outgoing mail	Dictate short answers
Meetings	Come prepared Standing meeting
Use an evangelism strategy	Bibles, scripture booklets, tracts magazines
Conference phone calls with a pre-arranged agenda	

How are you going to make use of the 3 most significant ones in your case?

	What?	When?
1		
2		
3		

3. RUN WISELY: USE YOUR STEWARD'S AID DAILY

How to use your Stewards Aid:

3.1. On the front page write the following:

PERSONAL TIME MANAGEMENT

STEWARD - A person entrusted with the management of things not his own, but of God

AID - A thing that a person uses to assist him/her in his/her effort to be faithful and effective in his/her management of the things entrusted to him/her

STEWARD'S AID - Enables us to remember God's will and keep it in mind until we have faithfully done it as and when He wants us to.

BASIC PRINCIPLE: PRAY AND OBEY

3.2. On the following page:

INDEX

1. DIARY
2. NOTES
3. GOD'S WILL
4. DEVOTIONAL
5. DIRECTORY

3.3. Under the first section "Diary" write on the first page:

DIARY

A personal record of one's activities, experiences in doing the will of God

WHEN

- | | |
|------------|---------|
| Long-term | - Year |
| | - Month |
| Short-term | - week |
| | - day |

CONTENTS

1. YEAR PLANNER
2. THINGS TO DO LISTS
3. BIRTHDAY CALENDAR
4. DAY PLANNER

On the 2nd page write

DAY PLANNER

1. Ask Father for wisdom
2. Fill in fixed appointments from monthly, weekly planner and indicate how long you think each item will take. Do this in the left-hand column.
3. Make a Things to do List in the right-hand column and prioritize
4. Fill in time in between fixed appointments with activities from the TTD list, starting with number 1 priority
5. When you have finished No 1 go on to No 2
6. At the end of the morning, afternoon and day take 5 minutes to evaluate your progress and make necessary adjustments
7. Transfer unfinished items to the next appropriate date or back to the TTD list in the front of your Diary
8. Praise God for what He has enabled you to do
9. God has the right to change your plans
10. Keep at it!

On the 3rd page:

THINGS TO DO LIST

1. Things that will count for eternity
2. Cut out the rest - day "No"
3. Concentrate on your God-given responsibility
4. Today is a once-in-a-life-time opportunity to do God's will
5. Make lists as you need them:
 - One for each month
 - One for each week
 - One for each day
 - Use space on the day-Planner

6. Make lists as you go through your KRA's during your planning times at the end of each day, week month
7. Delegate what you can
8. Possible lists include:
 - General list
 - Big jobs with no time limit
 - When you need more space (e.g. for busy weeks), take a blank sheet and make an extended "Things To Do" list for that week. Insert this list in your agenda in front of the appropriate week.
9. Things with deadlines need to be placed in your monthly TTD list and incorporated into your weekly and daily plans
10. Remember:
 - Don't over-plan
 - Allow for interruptions
 - You get less done in one day and more in one year than you are inclined to think

This is followed by one-page-per-day pages for 4 - 6 weeks on which you prayerfully do your daily planning.

- 3.4. Under the second section "Notes" write on the first page:**
Brief records, summaries of what is desired or happened

CONTENTS

This will vary according to your own needs, some examples:

FINANCES:

- Personal gifts received
- Current book-keeping
 - US\$ accounting
 - Bank numbers
 - Things to be paid

LETTERS WRITTEN - here keep a brief note of all emails and letters with the date they were sent.

NOTES:

- Loans to people (list books etc lent to others)
- Contacts (numbers needed frequently eg. Bus and railway station addresses and phone-numbers, taxi phone numbers etc.)
- Visas, Embassies (frequently needed information)
- Tickets - costs, times and days of flights

- Other memos
- Lists of things left in various places (if you travel and need this)
- Interviews, counseling, information to pass on to others

On the following pages use the space for the details of the above-mentioned points.

3.5. Under the third section “God’s Will” write on the front page:

GOD’S WILL

WHAT?

HOW?

Long-term - life-time
 - 1 - 5 years

Short-term - month
 - week

CONTENTS

1. God’s will for my life
2. Talents/gifts given to me by God
3. Key Responsibility Areas
4. Ideas

On the 2nd page write

GOD’S WILL FOR MY LIFE

LIFE VISION/LIFE PURPOSE STATEMENT

Here summarize your life purpose statement in 1 - 4 points indicating both what you would like to be and to accomplish to fulfill God’s purpose ordained for your life.

On the 3rd page write

TALENTS/GIFTS GIVEN TO ME BY GOD. Here list your motivational and spiritual gifts, plus any talents /dreams and desires from the Lord.

On the 4th page write:

KEY RESPONSIBILITY AREAS

INDEX PAGE

Areas for which God holds me responsible

This is followed by a list of your Key Responsibility Areas from 1 - 9 (maximum)

Subsequent pages are used to write the details of your KRA's and after each one write the Goals you make to assist you to fulfill your responsibility in that area, as well as the plans to reach the goals which have been set.

You can also include any special promises the Lord may give you for each KRA/area

Then transfer the plans to your TTD lists and incorporate into your Daily/weekly/monthly planner and schedule.

- 4.6. Under the section "Devotional" write:** - see Addendum for optional additional information to include here.

DEVOTIONAL

A section pertaining to the giving of ourselves to the Lord

CONTENTS

1. Character of God - here write Scriptures or other notes related to the character of God which you personally need to remember
2. Scriptures for Memorization - here write verses you are memorizing so you will have them with you when you have time free during your day
3. Quotes, sentence sermons - used for notes taken while at church, a seminar, meeting, quotes you hear and want to remember etc.
4. Promises Page - here write specific promises given to the Lord for your personally.

- 4.7. Under the section "Directory"** This is for names, addresses, phone numbers, email addresses of your key contacts, arranged alphabetically.

Use 3 lines per name and address/telephone number:

Surname Tel. No: Code + number

First name Postal Address - street no. City/Country

If you work like this, you will have space for more than 350 names and addresses. Write surname and first name with a pen, the rest in pencil.

38
ADDENDUM:

Optional additional information to be included, if your Diary is not too bulky and if you do not use a separate Journal and Prayer Diary.

- 1 Bible Study Plan
- 2 Scriptures for memorization.
- 3 Summaries of your Quiet Time
- 4 Intercession - weekly schedule + prayer projects.

1. Bible study plan:

Genesis	Matthew	Joshua	
Exodus	Mark	Judges	
Leviticus	Luke	Ruth	
Numbers	John	1 Samuel	
Deuteronomy	Acts	2 Samuel	
1 Kings	2 Kings	1 Chronicles	
2 Chronicles	Ezra	Nehemiah	
Esther	Job	Psalms	Proverbs
Isaiah	Romans	Hebrews	1 Corinthians 13
Jeremiah	1 Corinthians	James	Hebrews 11
Song of Solomon	Ezekiel	11 Corinthians	1 Peter
Daniel	Hosea	Galatians	2 Peter
Joel	Ephesians & 1 John	Amos	Philippians
Obadiah	Colossians	2 John	3 John
Jonah	Micah	Nahum	1 Thessalonians
Habakkuk	2 Thessalonians	Revelation	Jude
Zephaniah	1 Timothy	2 Timothy	Titus
Haggai	Philemon		
Zechariah			
Malachi			

Read at least one chapter every day. Start with Genesis 1, then Matthew, Joshua etc until you reach 1 Cor. 13. Then go back again to Genesis 2 and repeat the process. In this way your Bible reading will be varied. If you prefer, you can cut pieces of paper into book markers and insert them into your Bible.

2. Scriptures for memorization

It is a good guideline to memorize 1 to 2 Scriptures per week.

3. Journaling during your Quiet Time:

Date:	Scripture:
What did God say to me?	
My response:	

4. Intercession – Weekly Schedule :

Prayerfully make a list of the people and countries you wish to pray for regularly and revise when necessary. This list will help to remind you in praying for others. If you want to add specific Scriptures or promises, for these people or countries, write them under Prayer Projects. You can divide the list into the days of the week, so you cover certain points systematically every day

5. Intercession – Prayer Projects:

Short term requests for patients/ others/yourself/situations

GUIDE FOR PRAYER DIARY:

Left hand page

Right hand page

Date	Requests	Promises	Date	Answers

T H E E N D

BIBLIOGRAPHY

1. The Holy Bible – New International Version
2. Managing Yourself. S.B. Douglass, Here's Life Publishers

3. Time Manager International – Training Course for Managers
4. Personal Experience of HCFI staff and their friends
5. Advice from Murray Louw, Director of S.A.A.W.E.
6. Das 1 x 1 des Zeitmanagement, Seiwert, Boethius & Greiche, 1 FAZ, Zurich
7. De Professionele Manager – zorgvuldig Omgaan met Tijd. L.R. Bittel, Uitgeverij Intermediar
8. Time management Made Easy, P. Turla & L. Hawkins Panther Books
9. Investigation into many diary and agenda systems, including:
 - Daily Reminder – Moody Monthly
 - Renewal Diary – YWAM
 - Filofax
 - Management Diary – Manager Magazine
 - Time system
 - System Planer
 - Plan Timer
 - Craig Martin Time Management Diary
 - Newsweek Planner
 - Success/Seven Star Diary

41
REFERENCE LIST

1. The Holy Bible - New International Version (used by permission).
2. Managing Yourself, S.B. Douglass, Here`s Life Publishers.
3. Time Manager International - Training Course for Managers.
4. Personal Experience of HCFI staff and their friends.
5. Advice from Murray Louw, Director of S.A.A.W.E.
6. DAS 1 x 1 des Zeitmanagement, Seiwert, Boethius & Graiche,
1 FAZ, Zurich
7. De Professionele Manager - Zorgvuldig Omgaan met tijd.
L.R. Bittel, Uitgeverij Intermediair.
8. Time Management Made Easy, P. Turla & L. Hawkins
Panther Books.
9. Investigation into many diary and agenda systems, including:
 - Daily Reminder - Moody Monthly
 - Renewal Diary - YWAM
 - Filofax
 - Management Diary - Manager Magazine
 - Time System
 - System Plan
 - Plan Timer
 - Craig Martin Time Management Diary
 - Newsweek Planner
 - Success/Seven Star Diary