

Developing a Time Management Plan

I. SOME BASIC PRINCIPLES

- A. We all have 168 hours weekly at our disposal. If we don't seize this time, someone or something else will. More times than not our time is not directed time.
- B. We've all been given general life resources: Time, affections, money, and talents
- C. Any area of our lives that matter to us should have an action plan developed to maximize it.
- D. We don't want to say before the judgment seat of Christ, "I wish I'd spent my time differently in order to better serve God"
- E. A purpose is to develop skills, servanthood, prayer life, secret life, excellence in relationships, excellence in ministry, or whatever area that is critical for you to come into the fullness of your destiny in God
- F. We want to guard against the "tyranny of the urgent" which steals our time from doing what we are supposed to be doing to fulfill our destiny in God.
- G. We don't want to be about whatever comes our way, but be people of a "Focused Life" and purpose according to God's uniquely scripted call on our lives.
- H. Don't expect to keep a schedule 100% of the time, if you do it 80% you are doing extremely well. Know that 3 things will arise to keep you from fulfilling it completely: emergencies, divine surprises, and simply not wanting to do it at certain times. This is okay, give yourself grace.

II. WHAT IS YOUR OVERALL LIFE VISION?

- A. What do you want to be said of you when you stand before the judgment seat of Christ?
- B. What do you believe God has put within you to accomplish through your life for His purposes?

- C. What are the areas you are most passionate about when it comes to serving Him?
- D. What vision or dream has the Lord put within you to accomplish by His grace in this life?
- E. What have others told you about your strengths, abilities and gifts that confirm the Lord leading you toward a certain destiny in Him?
- F. Write these things out. This becomes part of your Life Purpose Statement.

III. FOUR CONCRETE LONG TERM LIFE GOALS (10 YEARS)

What are four (or more) concrete long-term life goals (10 years) that you want to walk in (that help serve your overall life vision) before the Lord?

1.

2.

3.

4.

IV. FOUR CONCRETE LONG TERM LIFE GOALS (20 YEARS)

What are four (or more) concrete long-term life goals (20 years) that you want to walk in (that help serve your overall life vision) before the Lord?

1.

2.

3.

4.

V. FOUR CONCRETE SHORT TERM LIFE GOALS (NEXT THREE MONTHS)

What are four (or more) concrete short-term goals (next 3 months) that you want to walk in (that help serve your overall life vision) before the Lord?

1.

2.

3.

4.

VI. ACTION PLAN FOR TIME MANAGEMENT

A. How do you want to spend your time in the following areas to maximize your life energies and serve your overall life vision?

1. Family
2. Relationships
3. Ministry
4. Money (giving & saving)
5. Bible Study
6. Prayer
7. Fasting
8. Leisure

9. Rest
10. Exercise
11. Serving

VII. DEVELOPING YOUR SCHEDULE

- A. You want it to be focused and precise, covering the entire 168 hours weekly, and working toward the serving of your concrete goals toward your life purpose statement.
- B. You want to be able to say what you are doing on specific days and times for the next 3 months, 6 months, etc in order to maintain focus toward your overall life vision
- C. Create important decisions which you base all your time allotment in given areas throughout the quarter or year upon.
- D. You should probably redo your schedule (tweak it here or there) 3 or 4 times a year to make sure its working for you, that you are moving towards your goals, etc.
- E. It is most helpful to break your weekly schedule down in 15 minutes, 30 minutes, or hour long increments to remain focused.