



### "A TIME FOR"

For everything there is a season, and a time for every matter under heaven (Ecclesiastes 3:1).

#### **Objectives**

Each participant:

- 1. Becomes aware that time is a gift from God.
- 2. Realizes that time should be used to its fullest in glory to God.
- 3. Resolves to use his/her time in three specific ways for God, for oneself, and for others.
- 4. Becomes aware that God, as the Giver of time, forgives any unwise use of time, and enables each one to use time wisely.

#### **Using this Study**

This Bible study topic was originally used in conjunction with a zone rally. With that in mind, the following workshop schedule is offered.

Timing	Retreat Activity Page
	Registration and Fellowship
5 mins	Welcome
15 mins	Opening Worship: Time — God's Gift4
	[Worship leader: See Appendix A for homily thoughts]
5 mins	Activity 1: My Time Pizza6
30-45 mins	Bible Study 1: "A Time for — God"7
30-45 mins	Bible Study 2: "A Time for — Me"9
10-20 mins	A Mini Bible Study: "Managing Your Time"Appendix B   21
10 mins	Activity 2: "How to Set and Control the Right Goals"11
30-45 mins	Bible Study 3: "A Time for — Others"13
	Lecture: "Tapping the Time Treasure"Appendix C   22
10 mins	Activity 3: "Reshaping My Use of Time"15
20 mins	Closing Worship: "Time — God's Gift — for Me"16
	[Worship leader: See Appendix D for a drama to be used during closing worship]

Three to four hours are needed for this workshop, plus breaks and a meal.

Additional activities such as a prayer walk, servant events, music, or crafting times may be added.

### LEADER SUGGESTIONS

- 1. Pages 3–15 should be copied for each participant for the Bible study.
- 2. Appendix A is to be used by the opening worship leader to aid in considering thoughts on "A Time for ... " (see page 3).
- 3. Appendix B can be used as a separate mini-Bible study (see schedule above) and/or reproduced as take-home study for each participant.
- 4. Appendix C can be used in lecture form and/or reproduced as take-home materials for each participant.
- 5. Appendix D is used in the closing worship (see page 13).
- 6. Finally, the workshop leader should make every effort to start on TIME and continue the day in a TIME-ly fashion! The leader might want to dress with many watches pinned on her clothing or possibly with one huge watch hanging around her neck. Timepieces and watches can be used for table decorations, favors, and nametags. Use your imagination!

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# TIME — GOD'S GIFT Opening Worship

SING: "This is the Day the Lord Has Made" (LSB 903)

#### INVOCATION

L: In the name of the Father,

P: Who for us created TIME!

L: And of the Son,

P: Who for us entered TIME!

L: And of the Holy Spirit,

P: Who gives to us faith and life for all TIME!

L: In the name of our TIME-less God,

P: Who gifts us with the precious gift of TIME!

All: Amen!

CELEBRATE TIME: Ecclesiastes 3:1-8, 13b KJV

L: To everything there is a SEASON,

P: And a TIME to every purpose under heaven:

L: A TIME to be born.

P: And a TIME to die;

L: A TIME to plant,

P: And a TIME to pluck up that which is planted;

L: A TIME to kill,

P: And a TIME to heal;

L: A TIME to break down,

P: And a TIME to build up;

L: A TIME to weep,

P: And a TIME to laugh;

L: A TIME to mourn,

P: And a TIME to dance:

L: A TIME to cast away stones,

P: And a TIME to gather stones together;

L: A TIME to embrace,

P: And a TIME to refrain from embracing;

L: A TIME to get,

P: And a TIME to lose;

L: A TIME to keep,

P: And a TIME to cast away;

L: A TIME to rend,

P: And a Time to sew:

L: A TIME to keep silence,

P: And a TIME to speak;

L: A TIME to love,

P: And a TIME to hate;

L: A TIME of war,

P: And a TIME of peace.

L: To everything there is a SEASON,

P: And a TIME to every purpose under heaven!

L: TIME — It's a gift!

P: It is the gift of God.

All: TIME!

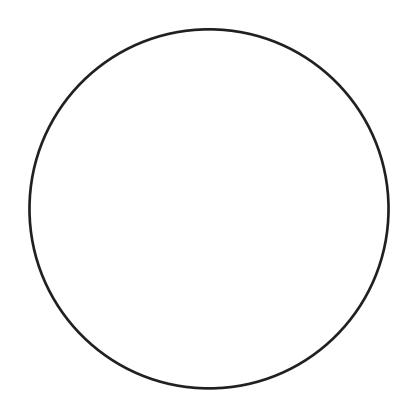
**PRAYER** 

SING: "Evening and Morning" (LSB 726)

# MY TIME PIZZA Activity 1

Reflect on the past week. Was it typical? What did you spend your time doing? To find out, slice the time pizza below with a pencil to indicate the amount of time you spend on each activity. Excluding sleeping and eating hours (six hours a night for sleeping and three hours a day for eating), there are 105 hours in each week. Divide your week on your "pizza" by these three categories:

- 1. Time spent for GOD (i.e., Bible study, personal devotions, worship, church work).
- 2. Time spent for ME (i.e., grooming, watching TV, reading, hobbies, shopping, letter writing, work).
- 3. Time spent for OTHERS (i.e., family activities, helping friends, visiting friends, clubs, or organizations).



# ATIMEFOR—GOD Bible Study 1

#### I Bible Study

٦.	Read Matthew 4:1–4	\		\ /	1/- "-  - f C   C
		. What importance	MARK IRKIIK NIX	ace on the v	vora or Goaz

2.	How important is Bible study to my Christian life? See Deuteronomy 11:18; Psalm 119:105; Luke 11:28; and Romans 15:4.
3.	What amount of time am I directed to give God's Word in the following Bible passages?  Psalm 119:97
	Acts 17:11
	<b>Worship</b> What does the example of Jesus and his parents in Luke 2:41–50 show about their attitude toward worship?
2.	Worship could be paraphrased as "worth"-ship. Is God worthy of my worship? See Revelation 14:7.
3.	Read the following and list ways given to worship God:
	1 Chronicles 16:29
	Psalm 96:9
	Psalm 122:1
	John 4:24
	Acts 22:16
	1 Corinthians 11:23–26
	Colossians 3:16

4.	Do I agree with the psalmist in Psalm 26:8 and 95:6? How much time do I spend in worship every week? Every day?
	Service What does the example of Jesus in both Matthew 4:10 and 4:23 teach us about service to God?
2.	Read the following passages and note the directives given to each Christian:  Deuteronomy 10:12
	Colossians 3:23–24
	Romans 15:7
	Revelation 5:10
	1 Corinthians 12:5–6
3.	What do you conclude from reading these Bible passages is to be the amount of time a Christian needs to spend in service to God?
4.	Are service to God and service to man related? If so, how and why?

# ATIMEFOR—ME Bible Study 2

#### I Prayer

- 1. What can I learn from Jesus' example in Matthew 14:23 and Luke 5:16?
- 2. Read Luke 11:1–13. Discuss the possible multiple choice "answers" below.

The point of the parable about the neighbors is that:

- A. We give up too soon when we petition God.
- B. We should refuse to take "no" for an answer.
- C. God is as responsive as our reluctant neighbor.
- D. God gives us what we want not in exasperation, but in joy.
- E. From God, the answer is always "yes."
- F. We should keep praying, regardless of the answer.

Focus in again on Luke 11:9. Fill in the blanks: "And, I tell you, \_\_sk, and it will be given to you; \_\_eek, and you will find; \_\_nock, and it will be opened to you." Look at the blanks. What word to you see?

- 3. 1 Thessalonians 5:17 exhorts Christians to pray continually. What does this mean?
- 4. In Mark 1:35 and Mark 6:45–46, two specific prayer times are listed. What are they? What are some of my specific prayer times?

#### **II** Work and Rest

- 1. What was God's work in Genesis 1? What was Jesus' work on earth?
- 2. Do you believe work was part of God's original plan for man? What happened to man's work after the fall into sin?
- 3. What does Solomon remind us of in Ecclesiastes 2:24?
- 4. What example does God give us concerning rest in Genesis 2:2–3? What example does Jesus

5.	Read the Third Commandment in Exodus 20:8–10. Look up what the Sabbath day is in Exodus 35:2 and Leviticus 23:3 ("Sabbath" means rest!).
6.	When do I rest?
	What activities, if any, are involved in my rest?
	How much time do I rest every day?
	Recreation  Write a definition of the word recreation below. Share with your group.
2.	What is the purpose of recreation in our lives?
3.	Did Jesus have recreation? See John 2:1–2, John 12:1–3, and Luke 10:38. Can you think of other examples?
4.	What smaller word do you see as the root of the word recreation? How do the words of Isaiah 40:29–31 assure me that God is an active participant in my recreation? How do Jesus' death and resurrection also assure me of this fact?
5.	The following are ways that I re-create:
<b>IV I</b>	Personal Growth  Does God expect us to spend time growing in wisdom, knowledge, and understanding? See as reference Proverbs 23:23; Luke 2:40, 52; 1 Corinthians 13:11, 1 Corinthians 14:20, and 2 Peter 1:5–7.
2.	What specific activities and time am I devoting to my personal growth?

give in Mark 6:30–32 and Mark 4:38a? Is rest an important opposite of work? Why or why not?

# HOW TO SET AND CONTROL THE RIGHT GOALS Activity 2

Alan Lakein, an authority on time management, asks three questions when advising people on how to get control of their time. Following are the three questions. You will be allowed a certain amount of TIME to answer each question.

1.	What are my lifetime goals? (Fantasize, whatever comes to mind. You may wish to include
	such "far-out" wishes as winning an academy award, eating a whole cheesecake, building
	a mountain cabin in far off Italy, or losing 40 pounds. Consider all areas of your life.) You will
	have two (2) minutes.

2. How would I like to spend the next five years? (Begin to pinpoint your goals more realistically.) Again, you will have two (2) minutes. An additional two (2) minutes will be allowed to include whatever you may have missed the first time around.

3. If I knew I would be struck down by lightning six months from today, how would I live until then? (Purpose of this question is to uncover anything that may be really important to you that you are not doing now or deserves your attention in the next six months.) With proper time management, there is no real reason why you shouldn't start doing most of your preferred activities today. Again, you will have two (2) minutes.

This is not to say that in eight (8) minutes we can set future goals for our lives, but these provoking questions point out how important it is for each individual to be responsible for his/her own life, and to be realistic in assessing our capabilities and limitations. Once a goal has been set, you can develop an action plan to attain it. Mr. Lakein says, "This creates its own energizing process. You find that all the things you've been accustomed to doing get compressed into less time and you become more efficient." [Lakein, Alan, How to Get Control of Your Time and Your Life, Signet Publishing, Kolkata, India, 1989.]

Resources: Time Management found at Iwml.org under Leadership Development Resources.

### A TIME FOR — OTHERS

### Bible Study 3

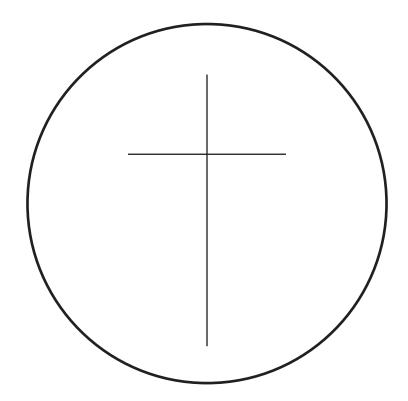
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1	Family  During one of Jesus' busiest times, children were brought to Him. The disciples complained, but Jesus rebuked them. What did He say? See Mark 10:14. Jesus knew it was a special moment He dared not miss!
2	2. Even when Jesus was dying on the cross, He had time to think of His family. Read the account in John 19:25–27. Jesus also admonished the formerly demon-possessed man to go and tell his family what the Lord had done for him. Read this account in Mark 5:19. How important was family to Jesus?
3	3. Read Acts 16:31–34. This is the account of the jailer at Philippi. In addition to the jailer, who else was saved that night?
2	4. Read also the account of Timothy in 2 Timothy 1:5 and 3:14. Who introduced and brought hin to faith? How important is it to share the Christian faith, especially with family?
5	Do I take time to share my faith with my family? Who in my family needs my special time and attention right now?
<b>II</b>	Friends . What does Jesus call us in John 15:15?
	What is His command to His friends in John 15:12–13?

2.	Following are examples of biblical friends who took time for one another. Identify the friends in each passage.
	1 Samuel 18:1–3 and 20:41–42
	John 11:1–44
	John 13:1–5
	Acts 2:42–47
3.	How are Christians expected to act toward one another? Ephesians 4:32 and 1 Peter 4:8–10.
4.	Do I give time to my friends?
	<b>Dutsiders</b> Read Acts 9:36. What reputation did Dorcas have in the community?
2.	Paraphrase (in your own words) the following passages:
	Romans 12:13
	Ephesians 5:15–16
	Colossians 4:5
	Hebrews 13:2
3.	Do I give any of my time to outsiders that I only casually meet?

# RESHAPING MY USE OF TIME Activity 3

Look back at the time "pizza" you drew at the beginning of the Bible study. Are you satisfied with your use of time? Take time right now to draw your "pizza" again the way you would **like** it to be. Use the same three categories of GOD, ME, and OTHERS.



Note the CROSS in the middle of this pizza! God, the Giver of all time, forgives our misuse of His time because of the blood of Jesus Christ. God will help us to realize our goals for godly use of our gift of time.

# TIME — GOD'S GIFT — FOR ME Closing Worship

#### WE CONFESS OUR UN-TIMELY SINS

- L: Let us now confess our sins to God our Father.
- Almighty God,
- P: We confess that we have not always used your gift of TIME wisely.
- L: When we should have employed it for YOU and for OTHERS,
- P: We selfishly have squandered it on ourselves. Forgive us, Oh Lord.
- L: When we should have used it wisely for OURSELVES and our growth in faith and life,
- P: We have wasted it and frittered it uselessly away. Forgive us, we pray.
- L: Lord, renew us and our time, that we may use it fully for YOU, for OTHERS, and for OURSELVES,
- P: That we may redeem the TIME to Your glory and for the good of all Your people!

#### THE TIMELY GOOD NEWS OF OUR FORGIVENESS.

- L: But when the fullness of TIME had come, God sent forth his Son, born of a woman, born under the law,
- P: To redeem those under law, so that we might receive adoption as (daughters and) sons (Galatians 4:4–5).
- L: Jesus left His TIMEless state and imprisoned Himself in our TIME.
- P: He lived in a body restricted by TIME for 33 years.
- L: At the right TIME, He suffered and died on Calvary's cross for our sins.
- P: And He rose again, to give us His life for all TIME!
- L: He put Himself into our TIME,
- P: That as His forgiven people we may put ourselves into His TIME!
- L: Let's rejoice! Our sins are forgiven!
- P: Because of Christ, we are forgiven indeed!

WE SING: "Joyful, Joyful We Adore Thee" (LSB 803)

DRAMA: TAKE TIME

#### WE ARE BLESSED

- L: Now may the Father,
- P: Who for us created TIME!
- L: And the Son.
- P: Who for us entered TIME!
- L: And the Holy Spirit,
- P: Who gives us faith and life for our TIME!
- L: The TIMEless God,
- P: Who gifts us with the gift of TIME!
- L: Bless us and keep us,
- P: Make His face shine on us;
- L: Be gracious to us,
- P: Look upon us with favor;
- L: And give us peace!
- P: For today and for all TIME!

#### ALL: Amen!

#### SHARE GOD'S PEACE

- L: The PEACE of the Lord be with you!
- P: And also with you!

SING: "Go, My Children, With My Blessing" (LSB 922)

#### **SENDING**

L: Go and serve your Lord, Today, tomorrow, and for all TIME!

WE DEPART to LIVE our TIMES fully — for Others — for Ourselves — and for our God!

### "A TIME FOR"

#### **Leader's Notes for Opening Worship**

The Opening Worship section of this LWML Bible Study is titled God's Time — A Gift. The leader is encouraged to help the participants in the study appreciate just how the gift of time is precious. Secondly, the leader helps to introduce the three main parts of the study: "A Time for — God", "A Time for — Me", and "A Time for — Others."

The leader may select Scripture lessons that will help to set the tone for the study and make use of the following suggestions or other resources that are available and appropriate for "A Time for."

It should be noted that the time scheduled for the Opening Worship is 15 minutes. The Opening Worship is a good place to set the mode for the day by **starting and ending on time!** 

#### Resources

The Bible has much to say about God's gift of TIME. Did you know that in the Bible you could find:

- "Time" 771 times in 721 verses; "Times" 183 times in 171 verses.
- "Moment" 31 times in 31 verses.
- "Hour" 59 times in 53 verses; "Hours" 3 times in 3 verses.
- "Day" 1,425 times in 1,281 verses; "Days" 619 times in 577 verses.
- "Season" 20 times in 19 verses: "Seasons" 7 times in 7 verses.
- "Year" 358 times in 324 verses; and "Years" 507 times in 452 verses?

That makes a total of 3,983 references to time in some sort or another in 3,640 verses in God's Word. That's a lot of times talking about time!

(Using the New International Version, the numbers were found with the help of "Quickverse" computer software. Quickverse.software.informer.com/13.0/)

#### Scripture passages dealing with TIME include:

Genesis 1:1–5, Esther 4:13–14, Job 14:1–2, Psalm 31:15a, Psalm 39:5, Psalm 90:12, Matthew 25:14–60, Mark 12:14–17, John 9:4, Romans 13:11–13, 1 Corinthians 7:29–31, 1 Corinthians 10:31, Galatians 4:4–5, Ephesians 5:15–16a, Colossians 4:5, James 4:14, and 1 Peter 4:10.

TIME is a valuable resource. It must be spent wisely. Frankly, there is no way to make or save time. All we can do with time is either spend it or waste it. God calls us to "redeem" the time He has made available to us (Ephesians 5:16 KJV and Colossians 4:5 KJV). We are all on a "fixed income" of time. God calls us to use all our ingenuity to stretch it as far as we can.

GOOD TIMING, simply stated means our prudent handling of the TIME God gives us. *The wise heart will know the proper time and the just way* (Ecclesiastes 8:5b). We respond, *So teach us to number our days, that we may apply our hearts unto wisdom* (Psalm 90:12 KJV).

#### There are:

60 seconds in a minute, 60 minutes in an hour, 3,600 seconds in an hour. 24 hours in a day, 7 days in a week, 168 hours, 10,080 minutes, 604,800 seconds in a week. 52 weeks in a year, 8,736 hours, 524,160 minutes, 31,449,600 seconds in a year.

And if a person lives threescore years and ten (that is 70 years), and if by reason of strength they be fourscore years (that's 80 years) (Psalm 90:10 KJV).

That's 840 or 960 months; 3,640 or 4,169 weeks; 611,520 or 698,880 hours; 36,691,200 or 41,932,800 minutes; and 2,201,472,000 or 2,501,968,000 seconds!

And if a thousand years is as a day to the Lord ... That's ... umm ... ample TIME, one would think, for every purpose under heaven.

A two-year-old grandson came running in from outside yelling: "Pa, Pa, a minute please! A minute please. Play with me in the sandbox."

Can you spare a minute — have you ever thought how much one is worth? A minute by itself may not seem worth much, unless it is that extra minute needed to catch a plane or train, or that critical minute when your child or grandchild needs your attention.

A student came to his professor with the complaint, "I just don't have time to do all the things I need to do, let alone all the things I want to do."

Isn't that a common frustration? And that's not wrong. All of us should, now and then, take a minute to ask ourselves whether we are using our time properly.

We thank You, Gracious God, for mercies that are TIME-less, promises that are TIME-tested, forgiveness given TIME and again, opportunity to serve You for the TIME-being, until there is an end to TIME, and we are with You in ETERNITY! Amen!

Have you ever been to a clock shop and heard all the different clocks ticking and tocking or banging and bonging their bells? All the clocks in the shop are doing the same thing, telling time, but they do it in so many different ways.

You and I are living in a great clock shop. Feel your heart right now and you will see that it is ticking away many times every hour, keeping time for your life. As the earth turns, day turns to night and the moon moves in its cycle, and the earth in relationship to it and the sun, and we have a month. The universe moves, and we have a year. The whole galaxy is moving in perfect rhythm and time.

God has given us all 24 hours in every day. He has given us 3,760 hours in every year. He asks us to redeem it, to make it count for something. He gives us enough time to build our careers, make our money, build our friendships, marry our spouses, raise our children, and serve Him in His kingdom.

It is our responsibility to do well by God in this regard, not to major in minors and get thrown off into peripheral piffle, but to stay on the things that are really big and really matter.

We pray, So teach us to number our days, that we may apply our hearts unto wisdom (Psalm 90:12 KJV).

"I have only just one minute, only 60 seconds in it.
Forced upon me, can't refuse it, didn't seek it, didn't choose it.
But it's up to me to use it, give account if I abuse it;
Just a tiny little minute, but eternity is in it." — Author unknown

"Take care of the minutes — the hours will take care of themselves." — Author unknown

"Time is the most valuable thing in the world." — Thomas Edison

"I count that hour lost in which I have done no good by my pen or tongue." — Martin Luther

"I am always quarrelling with time; it is so short to do something and so long to do nothing."

— Queen Charlotte

"Take my life and let it be, Consecrated, Lord, to Thee; Take my moments and my days, Let them flow in ceaseless praise." — Frances R. Havergal (LSB 783)

# MANAGING YOUR TIME A Mini Bible Study

Let us turn to His Word for guidance in the use of the time span He has given us. You may make these notes in your Bible or on a separate piece of paper to keep in your Bible.

On the flyleaf of your Bible or on a separate piece of paper write:

#### Do I get upset over having so many things to do?

Turn to Luke 10:41-42.

Underline: <u>Luke 10:41–42</u>: Write on the bottom of the page: **I have only one thing to do.** See Philippians 4:19.

Underline: <u>Philippians 4:19</u>. Write: **I have as much time as anyone.** See Matthew 14:23.

Underline: <u>Matthew 14:23</u>. Write: **I will set aside moments with my Lord.** See Matthew 9:19–22.

Underline: <u>Matthew 9:19–22</u>. Write: **I will expect interruptions.** See Luke 6:31.

Underline: <u>Luke 6:31</u>. Write: **I will respect others' time; it is God's time, too.** See 1 Corinthians 10:31.

Underline: 1 Corinthians 10:31. Write: All my time belongs to God. Do all for the glory of God!

### TAPPING THE TIME TREASURE

#### Lecture

You **can** make more time for yourself. Getting more done in less time requires two things — organization and self-discipline. Learn to make the most of time available and get rid of unrewarding, time-devouring habits and actions.

Have you ever dawdled just a little longer in bed before getting up; taken an extra coffee break; watched a TV show you didn't enjoy; continued a telephone conversation because you didn't want to hurt the other's feelings; or wondered why you never have enough time to do the things you want to do?

Such time squandering is even costlier than money wasting. If you have enough time, you can always earn money. But all the money in the world can't buy one precious minute.

If, like most of us, you are tired of watching your days glide by with less solid achievement than you know you are capable of; if you want to stop getting into debt with yesterday; if you are really interested in making more time for yourself; you **can**! Here are some specific ways to do just that.

#### 1. Pinpoint Objective

Setting a specific objective and thinking about ways to reach it will improve the likelihood of attaining it. Ask the question: "What, precisely, do I want to accomplish?" Think of what it would be like when the objective is achieved. State it — write it down — and then review it daily. When you have a picture of the outcome, then you have the objective. Many people waste time and energy simply because they lack a clear idea of what they want. Make it realistic — one that can be attained so you can measure your progress. A big objective can be accomplished by a series of small goals.

PINPOINT OBJECTIVE

#### 2. Prioritize Jobs

Jot down on paper the jobs facing you — a "to do" list. Then prioritize them based on what is important to you now. Use the ABC system — write "A" by those having a high value; "B" by those with medium value; "C" for the low value. Look at the list realistically. You will find that too often the "C's" are being done and then you don't find the time to do the "A's." Tomorrow, dig right in on Priority "A" and stick to it until it has done (if it's the kind of job that can be done at one time). Then tackle another "A" on the same day; and so on. As other jobs arise, "A — B — C" them.

**PRIORITIZE JOBS** 

#### 3. Motivate Yourself

We do best the things we want to do. They almost always take precedence over things we have to do. Turn "have to" chores into "want to" ones. Your performance will increase automatically, and you'll be doing satisfying activity. Motivation comes from within; you have to do it.

MOTIVATE YOURSELF

#### 4. Set Deadlines

Set specific time limits for specific achievements, even if only to yourself. Commit yourself. Decide what needs to be done on your priority list, when to do it, and then do it. If it's paperwork, there is enormous pleasure in watching the pile shrink by your deadline.

SET DEADLINES

#### 5. Be Decisive

Do not be so afraid of making a mistake that you do nothing. Once you have the facts before you, make decisions that are solution-directed. Choose the simplest course of action that will do the job. Strike a balance between fear and impatience, giving each decision the proper amount of time. Then act, and once you have acted, do not fret. Go on to other things.

BE DECISIVE

#### 6. Say No

Learn to say "no" gracefully. Do not be lured into doing things and going places you really would rather not. Relax and enjoy living. Avoid taking on too much to the point of not doing anything well, and feeling overwhelmed with the enormity of all you have to do.

SAY "NO"

#### 7. Avoid the Computer Trap

Email, social media, and the internet are ever-present temptations as a time waster through pointless gossip, unnecessary chit-chat, games, or endless searching.

AVOID THE COMPUTER TRAP

#### 8. Make Notes

Do not burden your memory with all the things you have to do. Get it out of your mind and onto paper, or on a notes app in your smartphone. Instantly make note of the important-to-you ideas you have. Create an "ideas" section in your notes. Anyone who has ever experienced the "agony of recall" will youch for the wisdom of jotting down reminders and ideas.

MAKE NOTES

#### 9. Discourage Interruptions

Well-meaning persons who like to visit can throw your best-intentioned deadlines for a resounding loss. You can keep their friendship (and your schedule) by letting them know in a tactful way you are pressed for time at the moment. Ask, "May I call you back?" and then call back. By the same token, be considerate of their time. Ask, "Can you talk now?"

DISCOURAGE INTERRUPTIONS

#### 10. Listen Well

You will save backtracking, costly errors, and doing things over if you get instructions and information right the very first time. Before you act, be sure you have the facts; where, when, how, who, and why. If in doubt, ask. Listen with your eyes as well as ears. Listen creatively, enthusiastically, and interestedly. Really hear when people speak.

LISTEN WELL

#### 11. Find Shortcuts

Just because things have always been done a certain way, do not assume it is the best possible method. Almost any activity can be streamlined with a little thought. Do not be afraid to try out your theories. You might revolutionize a whole activity.

FIND SHORTCUTS

#### 12. Anticipate Needs

Avoid minor, time-wasting frustrations that whittle away time. Anticipate little crises. Have on hand everyday necessities like, stamps, paper clips, stationery, soap, printer paper, etc. Decide at night what you will wear the next day.

ANTICIPATE NEEDS

#### 13. Police Leisure

Do not do things just because others do them. Be choosy about movies, TV, magazines, social media, and computer time. Such activities can be true tonics, but be sure it is what you want to do, using not more time than you want to use. You might feel better about the time involved if it were not quite so extensive. Widen your friendships. Read wisely.

POLICE LEISURE

#### 14. Vary Activities

By alternating jobs, you can beat fatigue and get more done. Switch from a sitting job to a standing one or one that requires walking. The change in jobs will keep you mentally alert, interested, and more efficient.

**VARY ACTIVITIES** 

#### 15. Begin Now

It is human nature to procrastinate, but it sure is non-productive. Once you know what you have to do, do it as soon as you can. No one but yourself can help you kick the habit of procrastinating.

**BEGIN NOW** 

#### 16. Maximize Minutes

Take full advantage of all the time you have. This means using travel time, waiting time, and even eating-alone time to do such things as planning, thinking out problems, reading, jotting down ideas, writing letters, needlepoint, or other hobbies. You will find you can get activity into your daily life that you cannot schedule into it.

MAXIMIZE MINUTES

#### 17. Organize Approach

See the overall problem confronting you. Pinpoint the specific problem. Concentrate on it. Keep plugging on ideas, brainstorming, writing them down in fragments, adding to, or deleting until the right one comes. Then act.

ORGANIZE APPROACH

#### 18. Start Early Or Stay Late

By rising just 15–20 minutes earlier, you get a jump on your whole day. If you are a night-owl, stay up an extra 15 minutes to plan your activities for the following day. You must set aside that time for a particular objective you have chosen. In one week, you will have almost two and one

half hours extra; a month gives you ten hours. That's more than a whole workday of extra time you can use.

START FARLY OR STAY LATER

#### 19. Value Time

Get in the habit of putting a mental price tag on your time and you will gain a new respect for it — \$10, \$20, or \$50 per hour. There are 1,140 valuable, irreplaceable minutes you are generously given each day. They are treasures.

VALUE TIME

#### 20. Bank Ideas

Label envelopes or create a filing system on your computer with subject matters of interest to you: new home ideas, ways to increase efficiency, or how to do notes. Draw often from this bank, but keep building up your "Idea Bank" by reading, meeting new people, gathering programs, adding topic discussions, etc. Then there will always be a depository you can draw on when the need arises.

**BANK IDEAS** 

#### 21. Vacation Daily

Learn to relax to refresh yourself in mind and body. Accept and enjoy your moods instead of fighting them. This puts you in a better frame of mind to get those necessary jobs done in a manner enjoyable to you.

VACATION DAILY

#### 22. Procrastinate Positively

Sit in a chair and do absolutely nothing, sit completely still. After 15 or 20 minutes you will become very uneasy because there is an "A" staring you right in the face. Precious minutes you can use accomplishing a lifetime goal are slipping by, and you are sitting in a chair. Soon you will be off and running!

PROCRASTINATE POSITIVELY

#### 23. Utilize Energy

You know if you are a "morning" person or an "evening" person. Do the jobs which require the greatest amount of mental effort during your peak efficiency time. They will require less time, and you will enjoy doing them much more. The plus factor is you will have more time for other things.

UTILIZE ENERGY

There are ways to get more done in the time at your disposal. You are the only one who can determine which are best for you in your particular personal situation. Try them. They will enable you to tap the treasure of time God has given you, with the ultimate aim of doing more for Him in His Kingdom.

#### Sources:

"Are You a Spendthrift?", Trans-Canada Pipe Lines Limited, tcenergy.com
Dr. L.J. Peter, The Peter Prescription (New York: HarperCollins Publishers, 1974).
Alan Lakein, How to Get Control of Your Time and Your Life (New York: Signet Publishing, 1989).

### TAKE TIME

#### **Optional Drama**

Setting should be visualized as a pep rally. Suzy Cheerleader, in costume, stands in front of the group. As she yells her cheer, she should encourage the group to yell her cheer back to her. The other character is a teacher reading from her book, preferably standing by an easel or chalkboard. A sign with the words "TAKE TIME ..." should be displayed above the easel or board. The teacher should have one sign for each of the following phrases: TO THINK, TO READ, TO PRAY, TO LOVE AND BE LOVED, TO BE FRIENDLY, TO LAUGH, TO GIVE, TO WORK FOR FAITH, TO SING. These smaller signs are to be displayed below "Take Time ..." when appropriate.

Suzy: Take time to think!

Group: TAKE TIME TO THINK!

Teacher: Take time to think, it is the source of power. [Display sign.] Finally, brothers, whatever

is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable — if anything is excellent or praiseworthy — <u>think</u> about such

things (Philippians 4:8 NIV) [emphasis added].

Suzy: Take time to read!

Group: TAKE TIME TO READ!

Teacher: Take time to read; it is the fountain of wisdom. [Display sign.] Look in the scroll of the

Lord, and <u>read</u>. (Isaiah 34:16a NIV) [emphasis added].

Suzy: Take time to pray!

Group: TAKE TIME TO PRAY!

Teacher: Take time to pray; it is the greatest power on earth. [Display sign.] Do not be anxious

about anything, but in everything, by <u>prayer</u> and petition, with thanksgiving, present your requests to God (Philippians 4:6 NIV) [emphasis added]. We have the

command of our Lord: Ask and it will be given to you (Matthew 7:7a NIV).

Suzy: Take time to love and be loved!

Group: TAKE TIME TO LOVE AND BE LOVED!

Teacher: Take time to love and be loved; it is a God-given privilege. [Display sign.] My lover is

mine and I am his (Song of Songs 2:16a NIV). Let no debt remain outstanding, except the continuing debt to <u>love</u> one another, for he who loves his fellowman has fulfilled

the law (Romans 13:8 NIV) [emphasis added].

Suzy: Take time to be friendly!

Group: TAKE TIME TO BE FRIENDLY!

Teacher: Take time to be friendly; it is the road to happiness. [Display sign.] How good and

pleasant it is when brothers live together in unity! (Psalm 133:1 NIV). There is a friend

who sticks closer than a brother (Proverbs 18:24b NIV) [emphasis added].

Suzy: Take time to laugh!
Group: TAKE TIME TO LAUGH!

Teacher: Take time to laugh; it is the music of the soul. [Display sign.] Jesus tells us, "It is more

blessed to <u>give</u> than to receive" (Acts 20:35b NIV) [emphasis added]. He also tells us, "Give, and it will be given to you" (Luke 6:38a NIV).

Suzy: Take time to work!

Group: TAKE TIME TO WORK!

Teacher: Take time to work; it is the price of success. [Display sign.] He who has been stealing

must steal no longer, but must <u>work</u>, doing something useful with his own hands, that he may have something to share with those in need (Ephesians 4:28 NIV)

[emphasis added].

Suzy: Take time for faith!

Group: TAKE TIME FOR FAITH!

Teacher: Take time for faith; it is the key to heaven. [Display sign.] For it is by grace you have

been saved, through <u>faith</u> — and this not from yourselves, it is the gift of God — not

by works, so that no one can boast (Ephesians 2:8–9 NIV) [emphasis added].

Suzy: Take time to sing!
Group: TAKE TIME TO SING!

Teacher: Take time to sing; it shows Christian joy. [Display sign.] Is any one of you in trouble?

He should pray. Is anyone happy? Let him <u>sing</u> songs of praise (James 5:13 NIV) [emphasis added]. Sing to him, sing praise to him; tell of all his wonderful acts

(1 Chronicles 16:9 NIV).

Suzy: Give me a "T!"

Group: "T!"

Suzy: Give me an "I!"

Group: "I!"

Suzy: Give me an "M!"

Group: "M!"

Suzy: Give me and "E!"

Group: "E!"

Suzy: What does that spell?

Group: TIME!

Teacher: Let's use God's gift of time wisely as we take time to think, to read, to pray, to love

and be loved, to be friendly, to laugh, to give, to work, for faith, and to sing. We can say triumphantly with Paul, *I press on toward the goal to win the price for which God* 

has called me heavenward in Christ Jesus (Philippians 3:14 NIV).

Suzy: Give me a "T!"

Group: "T!"

Suzy: Give me an "I!"

Group: "I!"

Suzy: Give me an "M!"

Group: "M!"

Suzy: Give me and "E!"

Group: "E!"

Suzy: What does that spell?

Group: TIME!

Suzy: <u>God's</u> gift of time! Let's <u>all</u> sing!