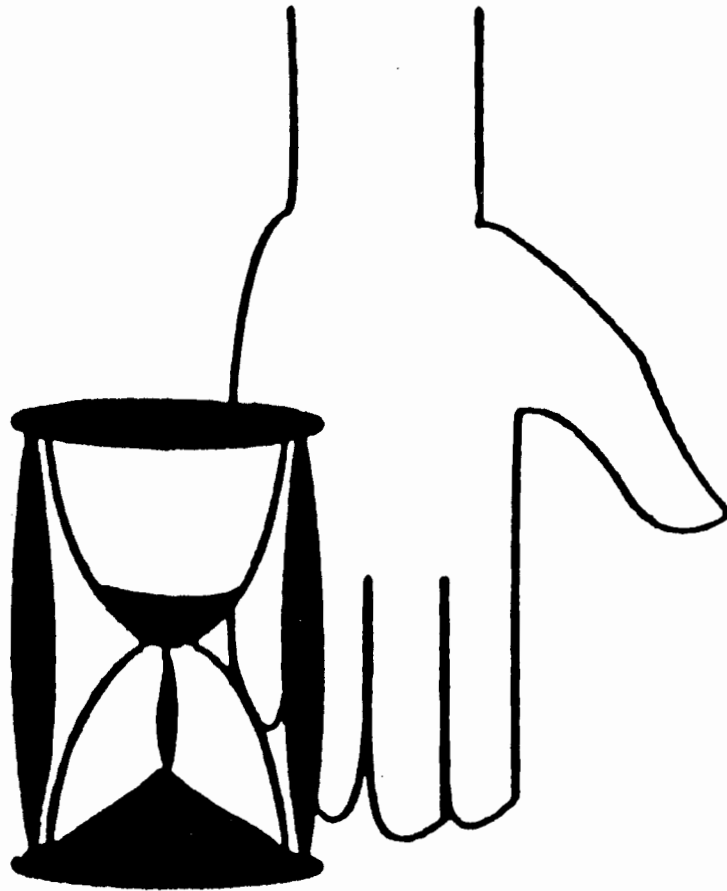


"A Time for ..."



*"There is a time for everything,
and a season for every activity under heaven."*

Ecclesiastes 3:1



Lutheran Women's Missionary League

#59144
4/95

A TIME FOR . . .

*"There is a time for everything,
and a season for every activity under heaven."*

Ecclesiastes 3:1 (NIV)

The Objectives of this Study:

That each participant . . .

1. become aware that time is a gift from God;
2. realize that time should be used to its fullest in glory to God;
3. resolve to use his/her time in three specific ways - for God, for oneself, and for others;
4. become 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:

	Registration and Fellowship	
5 minutes	Welcome by hosts	
15 minutes	Opening Worship: "Time . . . God's Gift"	Pages 2-3
	<i>Worship Leader: See Appendix A for homily thoughts</i>	
5 minutes	Activity 1: My Time "Pizza"	Page 4
30-45 minutes	Bible Study 1: "A Time For . . . God"	Pages 5-6
30-45 minutes	Bible Study 2: "A Time For . . . Me"	Pages 6-8
10-20 minutes	A Mini Bible Study: "Managing Your Time"	Appendix B
10 minutes	Activity 2: "How to Set and Control the Right Goals"	Pages 8-9
30-45 minutes	Bible Study 3: "A Time For . . . Others"	Pages 9-10
30 minutes	Lecture: "Tapping the Time Treasure"	Appendix C
10 minutes	Activity 3: "Reshaping My Use of Time"	Page 11
20 minutes	Closing Worship: "Time . . . God's Gift—For Me"	Pages 12-14
	<i>Worship Leader: See Appendix D for drama to be used during closing worship</i>	

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

Preparation Guidelines:

Pages three through 15 should be copied for each participant for the Bible study.

Appendix A is to be used by the opening worship leader to aid in considering thoughts on "A Time For . . ." (see page three.)

Appendix B can be used as a separate mini Bible study (see schedule above) and/or reproduced as a take-home study for each participant.

Appendix C can be used in lecture form and/or reproduced as take-home materials for each participant.

Appendix D is used in the closing worship (see page 13.)

In both the opening and closing worship, the hymn, "A Time for Joy", is recommended (see page four and page 13.) Any appropriate hymn on "time" could be used. If "A Time for Joy" is used, the following information is provided:

1. Words and sheet music can be purchased for \$2.00 from Terry K. Dittmer, 1333 South Kirkwood Road, St. Louis, MO 63122. A stamped, self-addressed envelope will also expedite return of the music.
2. Words may be reproduced for local use up to 200 copies annually for consideration of a \$10.00 copyright/user fee and with the expectation that the following copyright permission line accompany all copies:

"A Time for Joy." Words and music by Terry K. Dittmer. Copyright 1992 by the author. Used with permission.

Request for permission to use the song should be made to Terry Dittmer at the above address.

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!

This study was prepared by the Oklahoma District

LWML Christian Growth Committee:

Shari Miller, Chairman

Gayla Smith, Member

Rev. Larry A. Miller, Pastoral Advisor

Kathryn Prescott, Computer Layout

† OPENING WORSHIP †
TIME . . . GOD'S GIFT

WE SING THE HYMN "This Is the Day the Lord Has Made"
(LW 200)

*This is the day the Lord has made;
He calls the hours His own.
Let heav'n rejoice, let earth be glad,
Let praise surround the throne.*

*Hosanna in the highest strains
The church on earth can raise.
The highest heavens, where He reigns,
Will give Him nobler praise.*

WE BEGIN WITH THE INVOCATION

Leader: In the Name of the Father,
Participants: 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!

WE PRAY



WE CONSIDER THOUGHTS ON "A TIME FOR . . ."

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

Leader: To everything there is a SEASON,
Participants: 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;

"A Time for . . ."

L: A TIME to cast away stones,
L: A TIME to embrace,

P: And a TIME to gather stones together;
P: And a TIME to refrain from embracing;

L: A TIME to get,
L: A TIME to keep,

P: And a TIME to lose;
P: And a TIME to cast away;

L: A TIME to rend,
L: A TIME to keep silence,

P: And a TIME to sew;
P: And a TIME to speak;

L: A TIME to love,
L: A TIME of war,

P: And a TIME to hate;
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!

WE PRAY

WE SING "A Time for Joy!"

WE DEPART FOR A TIME



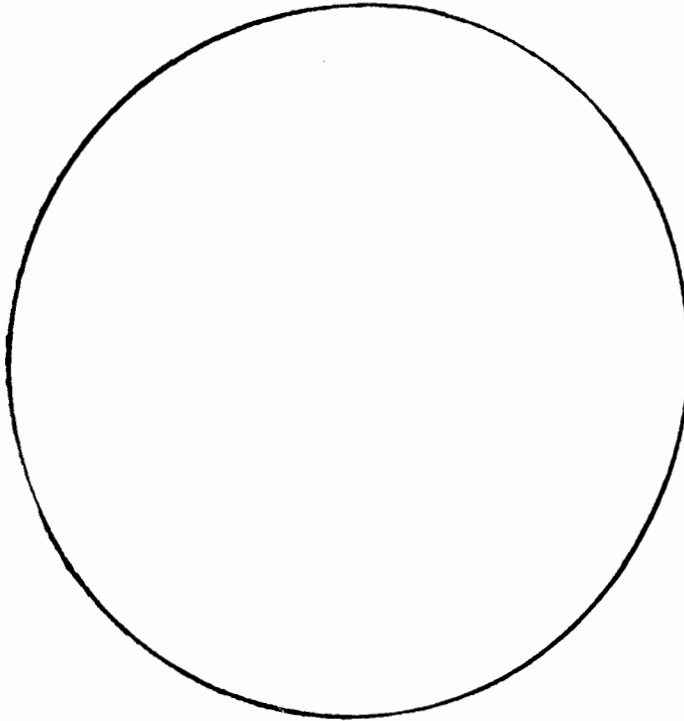
ACTIVITY: MY TIME "PIZZA"

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 spent 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:

Time spent for GOD (i.e., Bible study, personal devotions, worship, church work)

Time spent for ME (i.e., grooming, watching TV, reading, hobbies, shopping, letter writing, work)

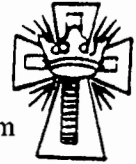
Time spent for OTHERS (i.e., family activities, helping friends, visiting friends, clubs or organizations)



A TIME FOR . . . GOD

I. Bible Study

1. Read Matthew 4:1-4. What importance does Jesus place on the Word of God?
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 _____



II. Worship

1. 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 specific 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?

III. Service

1. 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 15:17	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?



A TIME FOR . . . ME

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, no matter what the answer is



Focus in again on Luke 11:9. Fill in the blanks: "So, I say to you: ___sk and it will be given to you; ___eek and you will find; ___nock and the door will be opened to you." Look at the blanks. What word do 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

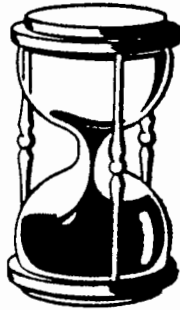
1. What was God's work in Genesis 1? What was Jesus' work on earth?
2. Do you believe work was part of God's original plan for man? What happened to man's work after the Fall into sin?
3. What does Solomon remind us of in Ecclesiastes 2:24?
4. What example does God give us concerning rest in Genesis 2:2-3? What example does Jesus give in Mark 6:30-32 and Mark 4:38a? Is rest an important opposite of work? Why or why not?
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? _____

III. Recreation

1. 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 "re-creation"? How do Jesus' death and resurrection also assure me of this fact?
5. The following are ways that I "re-create":

IV. Personal Growth

1. 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 II Peter 1:5-7.
2. What specific activities and time am I devoting to my personal growth?



ACTIVITY: HOW TO SET AND CONTROL THE RIGHT GOALS

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? (Very general - 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. Take into account 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's 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."

Resources: *"How to Use Your Time Wisely"* - Alan Lakein (1976 U.S. News and World Report)
"Time and Management" (LWML Leadership Training Materials)

A TIME FOR . . . OTHERS

I. Family

1. 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. 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. 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?
4. Read also the account of Timothy in 2 Timothy 1:5 and 3:14. Who introduced and brought him 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?

II. Friends

1. 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; 1 Peter 4:8-10.
4. Do I give time to my friends?

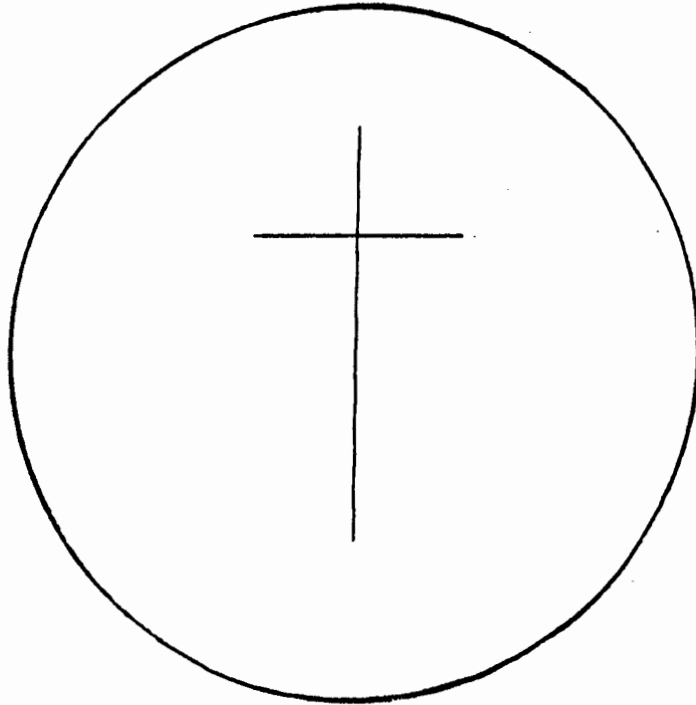
III. Outsiders

1. 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?



ACTIVITY: RESHAPING MY USE OF TIME

Take a 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!*

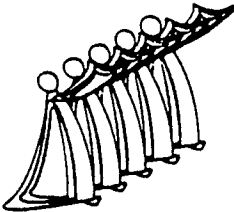
† CLOSING WORSHIP †
"TIME . . . GOD'S GIFT—FOR ME

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!

WE HEAR THE TIMELY GOOD NEWS OF OUR FORGIVENESS

- L: "But when the TIME had fully come, God sent His Son, born of a woman, born under law,
P: To redeem those under law, that we might receive the full rights of (daughters and) sons."
(Gal. 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're forgiven indeed!



WE SING "A Time For Joy!"

WE CONSIDER THE DRAMA "TAKE TIME"

WE PRAY

WE ARE BLESSED

L: Now may the Father,
L: And the Son,
L: And the Holy Spirit,

P: Who for us created TIME!
P: Who for us entered TIME!
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,
L: Be gracious to us
L: And give us peace!

P: Make His face shine on us;
P: Look upon us with favor;
P: For today and for all TIME!

All: AMEN!

WE SHARE GOD'S PEACE

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



WE SING "Go, My Children, With My Blessing"

*Go, My children, with My blessing
Never alone;
Waking, sleeping, I am with you,
You are My own.
In My love's baptismal river
I have made you Mine forever.
Go, My children, with My blessing,
You are My own.*

*Go, My children, sins forgiven,
At peace and pure.
Here you learned how much I love you,,
What I can cure.
Here you heard My dear Son's story,
Here you touched Him, saw His glory.
Go, My children, sins forgiven,
At peace and pure.*

*Go, My children, fed and nourished,
Closer to Me;
Grow in love and love by serving,
Joyful and free.
Here My spirit's power filled you,
Here His tender comfort stilled you,
Go, My children, fed and nourished,
Joyful and free.*

*I, the Lord, will bless and keep you,
And give you peace.
I, the Lord, will smile upon you,
And give you peace.
I, the Lord, will be your Father,
Savior, Comforter and Brother.
Go, My children, I will keep you,
And give you peace.*

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WE ARE SENT FORTH

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!

Scripture quotations, unless otherwise noted, taken from the Holy Bible, New International Version. Copyright 1973, 1978, 1984 by
International Bible Society.

<p>"A TIME FOR . . ." Leader's Notes for Opening Worship</p>
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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 precious a gift time is. Secondly, the leader also 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 model for the day by starting and ending "on time!"

Resources

The Bible has a lot 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" 1425 times in 1281 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 453 verses?

That makes a total of 3983 references to time in some sort or another in 3640 verses in God's Word. That's a lot of times talking about time!

(New International Version. The numbers were found with the help of "Quickverse" computer software.)

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 25:14-30, 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, Peter 4:10-11.

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
 "A Time for . . ."

available to us. (Ephesians 5:16 and Colossians 4:5). 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.

"What Happened to Yesterday?"

"Daddy, would you play with me just a little bit?"

Jim looked down at his little girl. He loved her more than anything in the world.

He loved to hold her in his lap with her head cuddling beneath his chin and her soft frizzly hair tickling his nose.

He loved to hear her laugh because it meant she was happy.

He loved her morning freshness as he tucked the covers around her and listened to her soft breathing in the stillness.

He loved to hold her tiny body close to him and feel her tiny arms squeezing him in a child's hug.

"Daddy, would you play with me just a little bit?"

"Can't tonight, sweetheart. Daddy hasn't got time."

"But last night you said you would."

"Well, I thought I could last night, sweetheart; but something's come up since then. Daddy'll be sure to play with you tomorrow night."

The little girl watched her Daddy leave the room, looked down at her toys for a moment, then picked up Teddy, her bear, by his fuzzy hand and walked to her room.

"Daddy'll be sure to play with you tomorrow night, Teddy."

One day Jim found that he no longer had a little girl. Those years, those precious years of happiness were gone, passed by. Only memories remained. Too late, he put off one time too many - she never asked again. Now - today, not tomorrow - is the time for love. Now - today, not tomorrow is the time to put God's gift of time to work...for the good of ourselves, for others (including our families) and for our God...before it is too late, and there is NO time for...

(Adapted from an article in the *Gospel Tract Harvester*)

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

There are:

60 seconds in a minute. 60 minutes in an hour. 3600 seconds.

24 hours in a day, 7 days in a week, 168 hours, 10,080 minutes, 604,800 seconds.

52 weeks in a year, 12 months, 8,736 hours, 524,160 minutes, 31,449,600 seconds

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

That's 840 months, or 960;
3640 weeks or 4169;
611,520 hours, or 698,880;
36,691,200 minutes, or 41,932,800; and
2,201,472,000 seconds, or 2,501,968,000!

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'll 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 3760 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.

So we pray, "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 its 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

A MINI BIBLE STUDY MANAGING YOUR TIME
--

Let us turn to His Word for guidance in the use of the time span He has given us.

On the flyleaf of your Bible write:

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

Turn to Luke 10:41-42.

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

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

Underline: Matthew 14:23. Write: *I will set aside moments with my Lord.*
See Matthew 9:19-22.

Underline: Matthew 9:19-22. Write: *I will expect interruptions.*
See Luke 6:31.

Underline: Luke 6:31. 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

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. . . 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 on the basis of 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'll 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's 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 when (from your priority list)

and then do it. If it's paper-work, there's enormous pleasure in watching the pile shrink by the deadline time you set for yourself.

SET DEADLINES

5. BE DECISIVE

Don't be so afraid of making a mistake that you do nothing. Once you have the facts before you, make decisions that are solution-directed...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, don't fret. Go on to other things.

BE DECISIVE

6. SAY "NO"

Learn to say "no" gracefully. Don't be lured into doing things and going places you really would rather not. Relax and enjoy living but avoid over-commitment,

taking on too much to the point of not doing anything well, feeling overwhelmed with the enormity of all you have to do.

SAY "NO"

7. AVOID "TELETRAP"

To get information, clear up misunderstandings, issue instructions, make appointments - you can't beat the telephone as a time saver. But it is also

an ever-present temptation as a time waster through pointless gossip, unnecessary chit-chat, etc.

AVOID "TELETRAP"

8. MAKE NOTES

A 25¢ notebook is a profitable investment for a busy person. Don't burden your memory with all the things you have to do. Get it out of your mind and onto paper. Carry the notebook with you. Instantly capture the important-to-you ideas you have.

Create an "Idea Trap" - a notebook. Anyone who has ever experienced the "agony of recall" will vouch for the wisdom of jotting down reminders and ideas.

MAKE NOTES

9. DISCOURAGE INTERRUPTIONS

Well-meaning persons who like to gab 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 with me now?"

DISCOURAGE INTERRUPTIONS

10. LISTEN WELL

You'll 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, why. If in doubt, ask. Listen with your eyes as well as ears. Listen creatively, enthusiastically, interestedly. Really hear people when they speak.

LISTEN WELL

11. FIND SHORTCUTS

Just because things have always been done a certain way, don't assume it is the best possible method. Almost any activity can be streamlined with a little

thought. And don't 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 small change, stamps,

paper clips, stationery, soap, pencils, etc. Decide at night what you will wear the next day.

ANTICIPATE NEEDS

13. POLICE LEISURE

Don't do things just because others do them. Be choosy about movies, TV, books, magazines. Such activities can be true tonics but be sure it's what you want to do, using not more time than you want to use. You might feel better about

the time involved if it weren't quite so extensive. Widen your friendships. Read wisely, widely. Occasionally pick up books you may think not interesting but which turn out to be just right for you.

POLICE LEISURE

14. VARY ACTIVITIES

By alternating jobs, you can beat that tired feeling, 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, more efficient.

VARY ACTIVITIES

15. BEGIN NOW

It's 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 lick the habit of putting things off.

BEGIN NOW

16. MAXIMIZE MINUTES

Take full advantage of all the time you have. This means using travel time, waiting time, eating-alone time- to do such things as planning, thinking out problems, reading, jotting down ideas,

writing letters, needlepoint. You'll find you can get activity into your daily life that you can't 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, crossing out, until the right one comes. Then act.

ORGANIZE APPROACH

18. START EARLY

By rising just 15-20 minutes earlier, you get a jump on your whole day. You might set aside that time for a particular objective you have chosen. In one week

you'll have almost 2½ hours extra; a month gives you 10 hours... more than a whole work day...extra time you can use.

START EARLY

19. VALUE TIME

Get the habit of putting a mental price tag on your time, a value, and you will gain a new respect for it...\$3, \$4, \$5 per hour. There are 1440 valuable,

irreplaceable minutes you're generously given each day. They're treasures.

VALUE TIME

20. BANK IDEAS

Label envelopes with subject matters of interest to you: new home ideas...ways to increase efficiency...how to do...Deposit your "Idea Trap" notes here. 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'll become very uneasy because there's 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'll be off and running!

PROCRASTINATE POSITIVELY

23. UTILIZE ENERGY

You know if you're a "morning" person or an "evening" person. Do the jobs which require the greatest amount of mental effort during your peak efficiency

time. They'll require less time and you'll enjoy doing them that much more. And the plus factor is you'll have more time for other things.

UTILIZE ENERGY

There they 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. But try them; they'll 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
"The Peter Prescription", Dr. L.J. Peter
"How to Get Control of Your Time and Your Life", Alan Lakein

International Lutheran Women's Missionary League
"Tapping the Time Treasure"
Time Management material

<p>DRAMA "TAKE TIME"</p>

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 - think about such things. *Philippians 4:8*.

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 read." *Isaiah 34:16a*.

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 prayer and petition, with thanksgiving, present your requests to God." *Philippians 4:6*. We have the command of our Lord in Matthew 7:7a: "Ask and it will be given to you."

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." *Solomon 2:16a*. "Let no debt remain outstanding, except the continuing debt to love one another, for he who loves his fellowman has fulfilled the law." *Romans 13:8*.

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." *Psalms 133:1* and "...there is a friend who sticks closer than a brother." *Proverbs 18:24b*.

Suzy: Take time to laugh!
Group: TAKE TIME TO LAUGH!
Teacher: Take time to laugh; it is the music of the soul. (Display sign.) "(There is) a time to weep, and a time to laugh." *Ecclesiastes 3:4* and "Blessed are you who weep now, for you will laugh." *Luke 6:21b*.

Suzy: Take time to give!
Group: TAKE TIME TO GIVE!
Teacher: Take time to give; it is too short a day to be selfish. (Display sign.) Jesus tells us in *Acts 20:35b*, "...It is more blessed to give than to receive." In *Luke 6:38a* He also tells us, "Give, and it will be given to you."

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 work, doing something useful with his own hands, that he may have something to share with those in need." *Ephesians 4:28*.

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 faith - and this not from yourselves, it is the gift of God - not by works, so that no one can boast." *Ephesians 2:8-9*.

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 sing songs of praise." *James 5:13*. "Sing to him, sing praise to him; tell of all his wonderful acts. 1 Chronicles 16:9.

Suzy: Give me a "T!"
Group: "T!"
Suzy: Give me an "I!"
Group: "I!"
Suzy: Give me an "M!"
Group: "M!"
Suzy: Give me an "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 in *Philippians 3:14*: "I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus."

Suzy: Give me a "T!"
Group: "T!"
Suzy: Give me an "I!"
Group: "I!"

Suzy: Give me an "M!"
Group: "M!"
Suzy: Give me an "E!"
Group: "E!"
Suzy: What does that spell?
Group: TIME!
Suzy: God's gift of time! Let's all sing!

*Jesus, Jesus, Jesus in the morning,
Jesus at the noontime;
Jesus, Jesus, Jesus when the sun goes down.*

*Love Him, Love Him. Love Him in the morning,
Love Him at the noontime;
Love Him, Love Him, Love Him when the sun goes down.*

*Serve Him, Serve Him, Serve Him in the morning,
Serve Him at the noontime;
Serve Him, Serve Him, Serve Him when the sun goes down.*

*Praise Him, Praise Him, Praise Him in the morning,
Praise Him at the noontime;
Praise Him, Praise Him, Praise Him when the sun goes down.*

(Joyful Sounds, #128)

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