**MINISTERIAL SPOUSES’ CURRICULUM GUIDE: LECTURES**

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**Lesson 11**

**Mastering Time Management**

 The mystery of time is that we struggle to master it; at the same time it seems as if time eludes us before we win the mastery. Ministerial spouses are so busy and they often ask themselves *where did all the time go?*

I. Our Time Belongs to God **Slide #2**

“Our time belongs to God. Every moment is His and we are under the most solemn obligation to improve it to His glory. Of no talent He has given will He require a more strict account than of our time.” COL 342

II. Why We Need to Manage Our Time **Slides #3 & 4**

A. If we do not manage our time, others will do it for us. It is unfortunate that time slips by us without our accomplishing our goals. We hesitate to reach for our dreams, either because we fear there is not enough time or too much time will be needed. Meanwhile, time marches on. Meanwhile, others use our time to their own advantage.

B. Time is like money. It can be used wisely, or squandered. Like money, it can be successfully budgeted.

C. Time lost can never be regained. We do not want to lose it. We must guard it carefully.

D. Success in life depends on the wise and right use of time. Study the value of time.

E. Time has a way of slipping away if we do not plan for it. Do not let time trick you. Respect the power of time.

III. Time Management Tips **Slide #5**

A. Organize and plan for tomorrow **today.** Before going to bed, prepare your tomorrow’s to-do list.

B. Determine whether you are a night person or a morning person. Find out the time of day that is most productive for you.

C. Follow a consistent plan of rising in the morning and going to bed at night, at a regular time. Rhythm is important.

D. Watch out for time stealers. People, TV, the telephone, are notable time stealers. Recognize them when they appear. Be very careful.

E. Learn how to prioritize. Decide what must be done now, what could be done later; and what does not have to be done now or later.

F. Take advantage of time management tools: kitchen and other home appliances, office tools, etc. They are our friends.

G. Be a list maker. Lists can save you lots of time and frustration.

H. Let your fingers do the walking. Use your phone.

I. Learn to delegate responsibility. Do not try to do everything yourself. You will be surprised at how many persons are willing to help you. They also have skills.

J. Read important mail promptly and reply promptly. Not replying promptly can be considered as impolite.

K. Don’t give junk mail more time than it deserves. Treat it like junk. Discard promptly.

L. Try to do several things at once. Women have the gift of multi-tasking. Be sensible as you choose what multiple things to do.

M. Do not let other people monopolize your time. You will feel frustrated after they leave and your tasks are not completed.

N. Take notes. Do not leave too much to your memory.

O. Set deadlines and establish goals. It is exciting to be able to check off your tasks that have been accomplished.

P. Get good and efficient equipment. This is not a luxury but a requirement for successful production.

Q. Learn to value rest and relaxation. This will refresh and revive you to continue your assignments. Follow Jesus’ advice, “Come ye apart and rest a while.”

R. Make sure that God is given priority in your time. Start the day with God, no matter how busy you are.

IV. Time Management At Home S**lide #6 - 10**

A. God first

B. A daily “To Do” list

C. Time for yourself

D. Consolidate and plan ahead

E. Maximize tiny bites of time. You do not have to wait for lots of time to do things. There are little tasks that can be done in less than ten minutes.

F. Shopping – Group errands and items

G. Cleaning – Schedule and pace yourself.

H. Doing the laundry— sort by colors and fabric. Read instruction labels on the clothing.

I. Preparing the meals. Prepare a weekly menu. This helps you with your shopping. Also you have a good chance of using leftovers to the best advantage.

V. Time Management at the Workplace **Slide #11 - 14**

A. Organize your work area. This makes it easy to be productive.

B. Make it a habit to be early. You will not be rushing around to start your day at work.

C. Control the telephone. The phone can sometimes be your enemy.

D. Make “master lists” and pick your priorities carefully. This will be a big help.

E. Get up-to-date equipment.

F. Have a proper filing system.

G. Know and understand your job. This is the first step to efficiency.

H. Delegate responsibility whenever you can. People are willing to help.

I. Prepare daily “To Do” lists.

J. Tackle difficult tasks when you are not tired.

K. Utilize post-its or other reminder devices.

L. Budget time for specific tasks; set goals and deadlines.

M. Watch out for time wasters. Learn to send them away tactfully.

N. Control interruptions.

O. Paper is either worthwhile or worthless. Find a home for it or throw it away.

**CONCLUSION** **Slide #15 - 18**

Everyone is given the same 1,440 minutes a day. Some persons accomplish so much with theirs while others accomplish so little. Proper time management is the key.

 If we are faithful in our stewardship of time, God will give us an eternity in which time management will be unnecessary!