

Time Management

Lecture Outline *Part 1 of 2*

Introduction

I. Analyzing and Planning

- A. An elder must learn to _____ his time.
- B. This is what is called *time management*.
- C. There are two aspects to managing our time well.
- D. At the core of time management is _____-management.

II. Self-Management is a Biblical Qualification for Elders

- A. Self-controlled (Titus 1:8)
- B. Not addicted to much _____ (Titus 1:7)

III. Time Needs to be Managed

IV. Setting Goals

- A. How do you handle it all as _____ elders?
- B. Setting goals
- C. Articulating our goals
- D. Your life goals

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V. Three Levels of Goals or Objectives

- A. Long-term, _____ objectives
- B. Short-term goals
- C. Daily/weekly goals/disciplines
- D. What about when God _____ our goals?
 - 1. Paul's first missionary journey
 - 2. Paul's second missionary journey (Acts 15:36-41, 16:6-11)
 - 3. Illustration from steering a car

VI. Concrete Steps to Take Control of Your Time

- A. I have found it very helpful to consider goals for _____ different areas of my life. Each of these goals fits into my life goal or mission.
 - 1. Developing my abilities to _____ and to _____ wisdom.
 - 2. Looking after my _____.
 - 3. Developing good _____ relationships.
 - 4. Nurturing my _____ life.
- B. Making it work