

TIME MANAGEMENT: LEADER'S GUIDE

This lesson is a bit of an outlier from the rest of the lessons. For one, it may come across as a much less “spiritual” topic to cover, but it has a huge impact on a disciple’s spiritual growth. If they can get a grip on the concept of time management, then they will grow in consistency with their disciplines, make time for fellowship, and increase their impact on the campus! Secondly, it requires the previous homework from the “Power of a Disciple” lesson in order to really work, so if your disciple didn’t accomplish that, it may be good to do the “Assurances” lesson first, have them do the homework, then return to this next week.

PURPOSE

- To give your disciple a sense of godly time management and what that means.
- To help them begin the practice of “weekly syncs” and planning how to use their time.

PLAN

1. Pray over the meeting beforehand! Pray that your disciple would develop a desire to use their limited time for God’s glory.
2. During the activity, be slow and methodical. Take however much time you need to be thorough with getting all of the time in.
3. When you start talking about to-do lists and calendars, bring your own to show as an example! If you aren’t currently doing so, then spend some time before your meeting and plan out a few days at least so your disciple has an example to follow.
4. At the end, help your disciple come up with effective, SMART applications. Make sure they are realistic, as if they start seeing success in this area they will be motivated to shoot for more!

TIME MANAGEMENT

Memory verse checklist:

- 2 Corinthians 5:17
- Joshua 1:8
- Psalm 119:11
- Philippians 4:6
- Hebrews 10:24-25
- Matthew 28:19-20
- Romans 5:8
- John 14:26

VERSE OF THE WEEK: Ephesians 5:15-17 “Be very careful, then, how you live—not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore do not be foolish, but understand what the Lord’s will is.”

MANAGING OUR TIME ALLOWS US TO BE MOST EFFECTIVE FOR GOD!

Are you a big planning person? Why or why not?

If you had an extra hour in your day, what would you do with it?

According to this verse, why should we care about how we manage our time?

GETTING STARTED: REVIEW OF HOMEWORK

Last week you were assigned to schedule out your week in half an hour increments. Now, we are going to take that apart.

1. Organize your week of time tracking into these categories.

CATEGORY	TIME
Classes	
Homework	
Ministry	
Spiritual Development (Quiet Times, verse memory, etc)	
Leisure (Watching TV, spending time with friends)	
Sleeping	
Eating	
Work	
Transportation	
Transition Time	
Other	

BE A DISCIPLE

2. If somebody looked at your schedule, what would they say are your top five priorities?

3. What is something you need to spend less time doing? What do you need to spend more time on?

4. Re-rank your top five priorities based on how you want them to look.

5. What changes do you need to make to have a schedule that reflects these priorities?

HOW TO MANAGE YOUR TIME

1. Put God first in your life.

“But seek first his kingdom and his righteousness, and all these things will be given to you as well.”
- Matthew 6:33

How could putting God first help you manage your time?

2. Work smarter, not harder.

“If the ax is dull and its edge unsharpened, more strength is needed, but skill will bring success.”
- Ecclesiastes 10:10

What are some practical changes you can make to help you manage your time better?

3. Make S.M.A.R.T. goals.

“Commit to the LORD whatever you do, and he will establish your plans.” - Proverbs 16:3

SMART stands for Specific, Measurable, Action-oriented, Realistic, and Timely. How would setting SMART goals help improve your life?

4. Create a master to-do list.

When somebody is flooded with due dates, work projects, homework, and a host of other things, it's easy to let things slip simply because they forgot about it. Keeping a master to-do list in a phone app or a planning notebook where you keep all of your due dates can be extremely helpful for keeping track of these things. When you wake up, scan the list and prioritize it by what needs to get done that day.

5. Keep a detailed calendar.

There are so many great calendar tools and apps nowadays for keeping track of what's due or where you need to be, and keeping it up to date will save you time and money. Brian Tracy, author of many popular time-management books, says, “Every minute you spend in planning saves 10 minutes in execution.”

6. Do “weekly syncs”.

A weekly sync ties together the to-do list and the calendar. At the beginning of your week, take the things in your to-do list, and put them into your calendar. Decide at the beginning of the week when you'll get those things done, and commit to doing them then. This can alleviate anxiety about getting lots of work done, and frees up time that you can devote to things you care about.

DISCIPLESHIP CHALLENGE: Create a master to-do list of everything that needs to get done in your life. Keep track of them through a calendar, then do a weekly sync at the beginning of the week. Report back next week with how that went. Memorize Ephesians 5:15-17