

# Personal and Time Management

## Ephesians 5:15-17

<sup>15</sup>See then that you walk circumspectly, not as fools, but as wise, <sup>16</sup>redeeming the time, because the days are evil. <sup>17</sup>Therefore do not be unwise, but understand what the will of the Lord is.

### Introduction

To redeem your time means to reclaim, recover, retrieve, rescue and regain it. Elizabeth George, speaking of how we have to make the most of our time says “*We cannot manage time. We can only manage our self.*”

As we consider the importance of time management it is necessary to answer the question: “Do you really want to live out God’s plan?” Does your tombstone read died at 21 buried at 70 – existing if living. We cannot separate the discussion of time management from the discussion of purpose management.

There is a well known story that illustrates this:

*A lighthouse keeper, who worked on a rocky stretch of coastline, received his new supply of oil once a month to keep the light burning. Not being far from shore, he had frequent guests.*

*One night, a woman from the village begged him for some oil to keep her family warm. Another time, a father asked for some oil for his lamp to light his way back home. Another friend needed some oil to lubricate a squeaky wheel. Since all the requests seemed legitimate, the lighthouse keeper tried to please everyone and to grant all the requests that came across his path.*

*Toward the end of the month, he noticed that his supply of oil was very low.*

*Soon, it was all gone and the beacon went out. That night several ships were wrecked and lives were lost. When the authorities investigated, the lighthouse keeper was very repentant. To his excuses and pleading, their reply was, “You were given oil for one purpose, to keep the light burning!”*

You’ve been given enough oil for a 24-hour day to fulfill God’s purpose in your life. How much oil are you giving away to others trying to please them? If you don’t focus your priorities and use your oil wisely, you may run out before you have completed your assigned tasks. It may be the difference between life and death for those divine appointments God has for you.

### 1. What is the nature of time?

- A. Time is an unseen force.
- B. Time is an equally distributed resource to everyone.
- C. Time is constant.
- D. Our perception of time differs.
  - 1. Sometimes we don’t feel we have enough of it.
  - 2. Sometimes we feel bored and have to “kill” time.
- E. We often give power to it.

We do so by believing myths like “time heals all wounds”.

F. There are two major ways to look at time management.

1. Conventional time management (CTM)

This consists of scheduling activities (what you do).

2. Inner time management (ITM)

This consists of monitoring one's energy levels determining how one prioritizes activities (how you feel when you are doing what you do).

G. The use of time determines our productivity.

Correct use of time enables us to succeed in our efforts to be both efficient and effective.

1. Efficiency is doing things right so there is minimum wasted effort.

2. Effectiveness is doing the right things thereby gaining the desired results.

The secret of successful people is that they shape things which others often see as uncontrollable. The purpose of these lessons is to highlight how it is possible to be in charge of your time and to shape its use. The skill necessary for this is personal management because we are going beyond the management of our time to the management of our values and priorities, which in turn determine the use of our time.

## 2. What does the Bible teach about time management?

**A. We ought to be wise in our use of time. (Ephesians 5:15-17)**

*<sup>15</sup>“See then that you walk circumspectly, not as fools, but as wise, <sup>16</sup>redeeming the time, because the days are evil. <sup>17</sup>Therefore do not be unwise, but understand what the will of the Lord is.”*

**B. There is a relationship between using time productively and knowing God's will for our lives. (Ephesians 5:17)**

**C. The need does not always constitute the call. (Mark 6:30-34)**

*<sup>30</sup>“And the apostles gathered themselves to Jesus and told Him all things, both what they had done and what they had taught. <sup>31</sup>And He said to them, Come aside into a deserted place and rest a little. For there were many coming and going, and they had no opportunity even to eat. <sup>32</sup>And they departed by boat into a deserted place. <sup>33</sup>And the crowds saw them leaving, and many knew Him. And they ran together on foot there, out of the cities. And they went before them and came together to Him. <sup>34</sup>And going out Jesus saw a large crowd. And He was moved with compassion toward them, because they were like sheep without a shepherd. And He began to teach them many things.”*

**D. Our activities should ultimately be directed by the Father's will. (Mark 1:32-39)**

*<sup>32</sup>“And at evening, when the sun set, they brought all those who were diseased to Him, and those who had been demon-possessed. <sup>33</sup>And all the city had gathered at the door. <sup>34</sup>And He healed many who were sick of different diseases, and cast out many demons. And He did not allow the demons to speak, because they knew Him. <sup>35</sup>And rising up quite early in the night, He went out and went away into a deserted place, and He was praying there. <sup>36</sup>And Simon, and those with him, searched for Him. <sup>37</sup>And finding Him, they said to Him, All are seeking You. <sup>38</sup>And He said to them, Let us go into the next towns so that I may proclaim there also. For that reason I came forth. <sup>39</sup>And He proclaimed in their synagogues throughout all Galilee, and cast out demons.”*

**E. There is a time for everything. (Ecclesiastes 3:1-8)**

<sup>1</sup>“To everything there is a season, and a time for every purpose under the heavens:  
<sup>2</sup>a time to be born, and a time to die; a time to plant, and a time to pull up what is planted;  
<sup>3</sup>a time to kill, and a time to heal; a time to break down, and a time to build up;  
<sup>4</sup>a time to weep, and a time to laugh; a time to mourn, and a time to dance;  
<sup>5</sup>a time to throw away stones, and a time to gather stones together; a time to embrace, and a time to refrain from embracing;  
<sup>6</sup>a time to get, and a time to lose; a time to keep, and a time to throw away;  
<sup>7</sup>a time to tear, and a time to sew; a time to keep silence, and a time to speak;  
<sup>8</sup>a time to love, and a time to hate; a time of war, and a time of peace.”

**F. God has timing for certain things. (Gal 4:4)**

*“But when the fullness of the time came, God sent forth His Son.”*

**G. We ought to conserve our energy levels by responsibly delegating certain activities. (Exodus 18:17-24)**

<sup>17</sup>“And Moses' father-in-law said to him, The thing that you do is not good. <sup>18</sup>You will surely wear away, both you and this people that is with you. For this thing is too heavy for you; you are not able to perform it alone. <sup>19</sup>Listen now to my voice; I will give you counsel, and God will be with you. You be for the people toward God, that you may bring the causes to God. <sup>20</sup>And you shall teach them ordinances and laws, and shall make them know the way in which they must walk, and the work that they must do. <sup>21</sup>And you shall look out of all the people able men, such as fear God, men of truth, hating unjust gain. And place such over them to be rulers of thousands, and rulers of hundreds, rulers of fifties, and rulers of tens. <sup>22</sup>And let them judge the people at all times. And it shall be, every great matter they shall bring to you, but every small matter they shall judge. And make it easier for yourself, and they shall bear with you. <sup>23</sup>If you will do this thing, and God command you, then you shall be able to endure, and all this people shall also go to their place in peace. <sup>24</sup>And Moses listened to the voice of his father-in-law, and did all that he had said.”

**H. We should not take the time we have been given for granted. (Ps 90:12; Ps 39:4)**

**Psalm 90:12**

*So teach us to number our days, so that we may bring a heart of wisdom.*

**Psalm 39:4**

*O Jehovah, make me to know my end, and the measure of my days, what it is; I know how frail I am.*

**I. We all have to give an account for how we used our time on earth. (2 Cor 5:10; Rom 14:10-12)**

**2 Corinthians 5:10**

*For we must all appear before the judgment seat of Christ, so that each one may receive the things done through the body, according to that which he has done, whether good or bad.*

**Romans 14:10-12**

<sup>10</sup>But why do you judge your brother? Or also why do you despise your brother? For all shall stand before the judgment seat of Christ. <sup>11</sup>For it is written, "As I live, says the Lord, every knee shall bow to Me, and every tongue shall confess to God." <sup>12</sup>So then each one of us will give account concerning himself to God.