

# LIVE HOPEFULLY

THE BOOK OF NEHEMIAH



Making the Most of Your Time

Time Management

by Maria Guy

Time Matrix:

	URGENT	NOT URGENT
IMPORTANT	<b>NECESSITY</b> <ul style="list-style-type: none"><li>• Crying Baby</li><li>• Kitchen Fire</li><li>• Auto Accident</li><li>• Last Minute Deadline</li><li>• Emergency Meeting</li></ul>	<b>PRODUCTIVITY</b> <ul style="list-style-type: none"><li>• Menu Planning</li><li>• Exercise</li><li>• Fellowship</li><li>• Date Night</li><li>• Productive Meetings</li><li>• Proactive activities</li></ul>
NOT IMPORTANT	<b>DISTRACTION</b> <ul style="list-style-type: none"><li>• Needless Interruptions</li><li>• Addiction to technology</li><li>• Irrelevant Meetings</li><li>• Unimportant emails</li></ul>	<b>WASTE</b> <ul style="list-style-type: none"><li>• Avoidance Activities</li><li>• Gossip</li><li>• Excessive TV or internet</li></ul>

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# Managing Your Time

- A. Get a calendar (paper or electronic).
- B. Take ownership of your schedule.
- C. Spend time planning your week.
- D. Identify your most productive time of the day.
- E. Identify activities according to your roles.  
(See examples below.)
  - 1. Daughter of God (quiet time and prayer)
  - 2. Wife (date night, lunch date, TV time together, dry cleaning, or prayer)
  - 3. Mom (family dinner, sports activities, shopping, care package, or doctor appointment)
  - 4. Employee (project planning, reports, budgets, or mentoring)
  - 5. Church Member (church attendance, Bible study, or volunteer)
  - 6. PTA Member (meeting, fundraising flyer, or recruiting members)
  - 7. Personal Calling (preparation, study, or classes)
- F. Schedule each activity into your calendar. Schedule the most difficult activities during your most productive time.
- G. Make sure your covering your CORE callings before anything else.
- H. Have a blessed week!

Before you plan your week turn Ephesians 5:15-17 into a prayer.

*Lord, help me to be careful how I live. I don't want to live foolishly; I want to be a wise woman. Strengthen me to make the most of every opportunity in these evil days. Help me not to act thoughtlessly, but to understand what you Lord, want me to do. Amen.*

Remember there is always God's grace. If you have a week that gets away from you, try again next week. The Father is faithful to strengthen you.

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Titus 2 Questionnaire - Time Management

Please share some of your best time management techniques in the following areas (please see both sides). Don't feel intimidated to share in every area; share in the areas applicable to you!

A. Housekeeping/Laundry

B. Meal Prep/Grocery shopping

C. Phone Calls/Correspondence

D. Bill Paying

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A. Housekeeping/Laundry

B. Meal Prep/Grocery shopping

C. Phone Calls/Correspondence

D. Bill Paying

E. Kid’s Activities/Homework

F. Friendships/Hospitality

G. Ministry

H. Bible Study/Personal Devotions

I. Exercise

E. Kid’s Activities/Homework

F. Friendships/Hospitality

G. Ministry

H. Bible Study/Personal Devotions

I. Exercise