

TIME MANAGEMENT

1. We are to work while it is day.

a. Key verses.

- (1) **Jn 9:4** 4 We must work the works of him who sent me while it is day. Night is coming, when no one can work.
- (2) **Ro 13:11-12** 11 ... You know the time, that the hour has come for you to wake from sleep. For salvation is nearer to us now than when we first believed. 12 The night is far gone. The day [of Jesus' second coming] is at hand.
- (3) **1 Co 7:29-31** 29 ... The appointed time has grown very short. From now on, let those who have wives live as though they had none, 30 and those who mourn as though they were not mourning, and those who rejoice as though they were not rejoicing, and those who buy as though they had no goods, 31 and those who deal with the world as though they had no dealings with it. For the present form of this world is passing away.

b. Quotes.

- (1) "...[T]he solution to an overbusy life is not more time."¹
- (2) "Show me your calendar, and I'll show you what you worship."²
- (3) "Americans use money to save time. Kiwis use time to save money."

c. Stats.

- (1) The average guy spends ten thousand hours playing video games by age twenty-one.³
- (2) The average American spends 705 hours on social media each year and 2,738 hours on TV.⁴

d. Principles.

- (1) God is the owner of our time. We are stewards only.
- (2) Time is a finite resource. We all have 24 hours in a day.
- (3) Time is more important than money.
- (4) How we spend our time is how we spend our lives. It's who we become.
- (5) How we spend our time indicates what's really in our heart.
- (6) We always find time for what we really want to do.⁵
- (7) We have opportunities now, in time, that we will never have in eternity.
- (8) Today, everything is intentionally designed for distraction and addiction. That's where the money is.⁶
- (9) Most of us waste huge amounts of time.
- (10) We can't afford to waste our time.

¹ John Mark Comer, *The Ruthless Elimination of Hurry*, 62.

² Unknown.

³ Philip Zimbardo, *The Demise of Guys: Why Boys Are Struggling and What We Can Do About It* (Amazon Digital Services, 2012).

⁴ John Mark Comer, *The Ruthless Elimination of Hurry*, 72.

⁵ T. R. Kelly, *A Testament of Devotion*, 120.

⁶ John Mark Comer, *The Ruthless Elimination of Hurry*, 38.

2. We are to seek first the kingdom of God.

a. Key Verses.

- (1) **Mt 6:31-33** 31 ...Do not be anxious saying, What shall we eat? or What shall we drink? or What shall we wear? 32 For the Gentiles (ἔθνη) seek after all these things, and your heavenly Father knows that you need them all. 33 But seek first the kingdom of God and his righteousness, and all these things will be added to you.
- (2) **Mt 28:19-20** 19 Go...and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to observe all that I have commanded you.
- (3) **Ac 1:7-8** 7 [Jesus] said to [the apostles], It is not for you to know times or seasons that the Father has fixed by his own authority. 8 But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem, in all Judea and Samaria, and to the end of the earth.

b. Illustration.

- (1) “A woman took a large glass jar with various sizes of rocks, pebbles, and sand. She put all the rocks into the jar. As she struggled to get all the rocks in, it became clear that this task was harder than it looked. After she had done all she could do, there were still rocks left on the table. Then, she emptied her jar and tried again—this time putting in the big rocks, followed by the smaller rocks, then the pebbles, and last, the sand. Amazingly, she got all the rocks in the jar. In many ways our lives are like this glass jar. ...Certainly, the time to make disciples will disappear. But if you intentionally place the big rocks of your life in first, intentionally making room in your schedule for what matters most and fitting the rest around those things, you will be able to accomplish all the things God wants you to accomplish.”⁷

c. Quotes.

- (1) “Our greatest fear should not be of failure, but of succeeding at something that doesn’t really matter.”⁸
- (2) “Time management is the skilful blend of commitment, good daily habits, common sense, and a recognition that there will never be enough time to do everything that you want to accomplish. Hence the key factor is to do those things that are most important.”⁹
- (3) “Following Jesus has to make it onto your schedule and into your practices or it will simply never happen. Apprenticeship to Jesus will remain an idea, not a reality in your life.”¹⁰

3. We are to finish our course and ministry.

a. Key verses.

⁷ Craig Etheredge, *Invest in a Few*, 51.

⁸ D. L. Moody.

⁹ Phil J. Shuey, “Time Management for the Lawyer” (2006).

¹⁰ John Mark Comer, *The Ruthless Elimination of Hurry*, 95.

- (1) **Ac 20:24** 24 But I [Paul] do not account my life of any value nor as precious to myself, if only I may finish my course and the ministry I received from the Lord Jesus, to testify to the gospel of the grace of God.
 - (2) **Jn 4:34** 34 Jesus said to them, My food is to do the desire of him who sent me and to accomplish his work.
 - (3) **Ro 15:17-20** 17 In Messiah Jesus, then, I [Paul] have reason to be proud of my work for God. 18 For I will not venture to speak of anything except what Messiah has accomplished through me to bring the nations to obedience—by word and deed, 19 by the power of signs and wonders, by the power of the Spirit of God—so that from Jerusalem and all the way around to Illyricum I have fulfilled the ministry of the gospel of Messiah. 20 And thus I make it my ambition to preach the gospel, not where Messiah has already been named, lest I build on someone else’s foundation....
 - (4) **Php 3:13-14** 13 ...One thing I [Paul] do: forgetting what lies behind and straining forward to what lies ahead, 14 I press on toward the goal for the prize of the upward call of God in Messiah Jesus.
 - (5) **2 Ti 4:7** 7 I have fought the good fight, I have finished the race, I have kept the faith.
- b. Quote.
- (1) “To earn the ‘well done’ of Jesus will take discernment to avoid the tyranny of the urgent in favour of a solid ministry.”¹¹
- c. Tips.
- (1) Begin with the end in mind.
 - (2) Seek out Jesus’ strategic life goal for your life. Use sanctified common sense.
 - (3) Recognise your niche.
 - (4) Periodically review whether your day-to-day habits align with your life goal.

4. We are to allow the Father to take away and prune.

- a. Key verses.
- (1) **Jn 15:1-2** 1 I am the true vine, and my Father is the vinedresser. 2 Every branch in me that does not produce fruit he takes away, and every branch that does produce fruit he prunes, that it may produce more fruit.
 - (2) **Mt 13:22-23** 22 As for what was sown among thorns, this is the one who hears the word, but the cares of the world and the deceitfulness of riches choke the word, and it proves unfruitful. 23 As for what was sown on good soil, this is the one who hears the word and understands it. He indeed produces fruit and yields, in one case a hundredfold, in another sixty, and in another thirty.
- b. Quotes.
- (1) “If were constantly juggling, we’re just clowning around.”¹²
 - (2) “The good of being delivered from hurry is not simply pleasure but the ability to do calmly and effectively—with strength and joy—that which really matters.”¹³

¹¹ Leroy Eims.

¹² Jason Knapp.

¹³ John Mark Comer, *The Ruthless Elimination of Hurry*, xiii.

- (3) “[A]nti-rule people are often anti-schedule people; and anti-schedule people frequently live in a way that is reactive, not proactive. As more passenger than driver, consumer than creator. Life happens to them, more than through them.”¹⁴
- c. Tips.
 - (1) Get rid of stuff.
 - (2) Have a place for everything and put everything in its place.
 - (3) Get rid of all or most social media accounts.
 - (4) Establish a rule of life that includes decisions about sleep, exercise, diet, Bible study, and prayer.
 - (5) Periodically review your rule of life and adjust as necessary.
 - (6) Eliminate the not important to concentrate on the important.
 - (7) Make a not to do list, including:
 - (a) Tasks with little or no consequence.
 - (b) Tasks you realistically will never do.
 - (c) Anything you can reasonably delegate to someone else.
 - (d) Anything you do just to please others.
 - (e) Thoughtless requests for your time and effort.
 - (f) Anything others should be doing for themselves.
 - (8) Simplify your kids’ extra-curricular activities.

5. We are not to let others control our time.

- a. Key verse.
 - (1) **Jn 7:2-8** 2 Now the Jews’ Feast of Booths was at hand. 3 So [Jesus’] brothers said to him, Leave here and go to Judea, that your disciples also may see the works you are doing. 4 For no one works in secret if he seeks to be known openly. If you do these things, show yourself to the world. 5 For not even his brothers believed in him. 6 Jesus said to them, My time has not yet come, but your time is always here. 7 The world cannot hate you, but it hates me because I testify about it that its works are evil. 8 You go up to the feast. I am not going up to this feast, for my time has not yet fully come.
- b. Quotes.
 - (1) “If He smiles on you, neither the smile or frown of men can effect you.”
 - (2) “Learn to say no to even good things.”¹⁵
- c. Tips.
 - (1) Live by God’s timetable, not the timetable of others.
 - (2) Let God be God.
 - (3) Schedule defensively. Say no new commitments. You have the right to say no.
 - (4) Say no rapidly. “Let me think about it” just delays the decision.
 - (5) Don’t make commitments without talking to your spouse.
 - (6) Ruthlessly control email, messaging, phone, and social media interruptions.
 - (7) Don’t attend unproductive meetings.
 - (8) Don’t do anything just to please others.
 - (9) Don’t do anything others should be doing for themselves.

¹⁴ John Mark Comer, *The Ruthless Elimination of Hurry*, 220.

¹⁵ James Teilborg and Karon O. Bowdre.

- (10) Avoid people that drain your energy. Fire problem clients.
- (11) Don't waste other people's time.

6. We are to walk in the day, not in the night.

a. Key verses.

- (1) **Jn 11:9-10** 9 ...Are there not twelve hours in the day? If anyone walks in the day, he does not stumble, because he sees the light of this world. 10 But if anyone walks in the night, he stumbles, because the light is not in him.
- (2) **Jn 12:35** 35 ...Jesus said to them, The light is among you for a little while longer. Walk while you have the light, lest darkness overtake you.
- (3) **Ro 13:12-13** 12 ...Let us cast off the works of darkness and put on the armour of light. 13 Let us walk properly as in the daytime, not in orgies and drunkenness, not in sexual immorality and sensuality, not in quarrelling and jealousy.

b. Key example.

- (1) **2 Sa 11:1** 1 In the spring of the year, the time when kings go out to battle, David sent Joab, and his servants with him, and all Israel. And they ravaged the Ammonites and besieged Rabbah. But David remained at Jerusalem.

c. Quote.

- (1) "Idle hands are the devil's playground."

7. We are to make the best use of the time.

a. Key verse.

- (1) **Eph 5:15-18** 15 Look carefully then how you walk, not as unwise but as wise, 16 making the best use of the time, because the days are evil. 17 Therefore do not be foolish, but understand what the will of the Lord is. 18 And do not get drunk with wine, for that is debauchery, but be filled with the Spirit....

b. Quotes.

- (1) "Stay organised in an unorganised world."¹⁶
- (2) "If...we let the flow of events determine what we do, we will likely fritter ourselves away doing all sorts of urgent things that come our way while never getting to the truly important things."¹⁷
- (3) "Each thing we do replaces something else we could be doing."¹⁸
- (4) "Make the to do list a daily event. Never allow yourself to be too busy to take the time to make your list."¹⁹
- (5) "Don't eat the elephant in one bite. Break the enormous task into smaller, more manageable bites."²⁰

c. Tips.

¹⁶ Phil Coleman.

¹⁷ Matt Perman.

¹⁸ L. Bortins, *The Core*, 83.

¹⁹ Phil J. Shuey, "Time Management for the Lawyer" (2006).

²⁰ Phil J. Shuey, "Time Management for the Lawyer" (2006).

- (1) Make progress on two \$10k tasks every workday.²¹
 - (a) It's like the 20/80 Pareto principle.
 - (b) \$10/hour work.
 - 1) Inbox Zero: "One of the likeliest culprits of \$10/hour work is email. And specifically Inbox Zero. Why? Since email has no prioritisation (i.e. it's simply sorted by date) and no barriers to entry (i.e. anybody can send you one) you are effectively waving in everybody else's priorities and demands on your time. Surely, many of these emails demand a response. But on your own terms. Not just to hit some arbitrary milestone called Inbox Zero. \$10/hour work is busywork. Full stop."²²
 - (c) \$100/hour work.
 - 1) Identifying and organising your contacts.
 - 2) Creating a series of reminders to stay connected.
 - 3) Maintaining a log your interactions.
 - 4) Keeping track of clients' birthdays and interests.
 - (d) \$1,000/hour work.
 - (e) \$10k/hour work.
 - 1) Cancelling Amazon Prime.
 - 2) Conducting a monthly money review with your spouse.
 - 3) Paying cash for all purchases.
 - 4) Learning how to cook.
 - 5) Recruiting, training, implementing systems and SOPs.
 - 6) Sourcing partnerships or access to funding.
 - 7) Building an indefensible brand.
 - 8) Gaining political/media influence.
 - 9) "These are all examples of \$10k/hour work. Not because you get paid \$10k an hour to do the work. But because the deliberate investment you make will pay off in spades at a future date. \$10k per hour work is the process of identifying your highest leverage activities and committing a small amount of time to them each day. It's the fast tortoise strategy on steroids."²³
 - 10) "The trickiest part about \$10k/hour work is that the actual nature of the work itself is elusive. It's akin to identifying good modern art: 'Hard to define, but I know it when I see it.' \$10k/hour work is a peculiar [mix] of your industry, skills, passions, curiosities, relationships and vision. It's planting important seeds for the future, yet you can't just fill your day with it or the business wouldn't move forward."²⁴
- (2) Journal in the morning.



²¹ See Khe Hy, <https://radreads.co>.

²² Khe Hy, "The Magic of Doing \$10,000 Per Hour Work," <https://radreads.co/10k-work/>.

²³ Khe Hy, "The Magic of Doing \$10,000 Per Hour Work," <https://radreads.co/10k-work/>.

²⁴ Khe Hy, "The Magic of Doing \$10,000 Per Hour Work," <https://radreads.co/10k-work/>.

- (a) One thing I can get excited about today is...
 - (b) If one word could describe the kind of person I want to be today, then that word is...
 - (c) Someone who needs me on my A-game today is...
 - (d) A situation that might stress me out or trip me up today could be...
 - (e) The way my new self (Eph 4:24) would deal with that situation is...
 - (f) Someone I could surprise with a note, gift, or sign of appreciation is...
 - (g) One action I could take today to demonstrate excellence is...
 - (h) One bold action I could take today is...
 - (i) If I was a personal coach looking at my life, I would tell myself to remember that...
 - (j) The big projects I have to keep in mind are...
 - (k) Today would be a great success if at the end of the day I...
- (3) Journal in the evening.
- 1) A moment I really appreciated today was...
 - 2) A situation or task I handled well today was...
 - 3) Something I realised or learned today was...
 - 4) I could have made today even better if I...
 - 5) Something that could have helped me feel more connected to others today would have been...
- (4) Spend a few minutes at the beginning of each day getting organised.
- (5) Develop a list of priorities each day. Create a to do list.
- (6) Design your day according to your energy level. Use your peak time for the most challenging or important tasks.
- (7) Check phone and text messages, email, and social media accounts only twice per day.
- (8) Master the art of the one line email message.
- (9) Never handle a piece of paper more than once. Discard it, delegate it, respond to it, or file it.
- (10) Take one task at a time and direct your entire energy to that task until done.
- (11) Don't give 100% when 80% will do. Do your due diligence and no more.
- (12) Don't procrastinate. Get started.

8. We are to empower others and delegate.

a. Key verses.

- (1) **Ex 18:13-26** 13 The next day Moses sat to judge the people, and the people stood around Moses from morning till evening. 14 When Moses' father-in-law saw all that he was doing for the people, he said, What is this that you are doing for the people? Why do you sit alone, and all the people stand around you from morning till evening? ... 17 Moses' father-in-law said to him, What you are doing is not good. 18 You and the people with you will certainly wear yourselves out, for the thing is too heavy for you. You are not able to do it alone. 19 Now obey my voice. I will give you advice, and God be with you! You shall represent the people before God and bring their cases to God, 20 and you shall warn them about the statutes and the laws, and make them know the way in which they

must walk and what they must do. 21 Moreover, look for able men from all the people, men who fear God, who are trustworthy and hate a bribe, and place such men over the people as chiefs of thousands, of hundreds, of fifties, and of tens. 22 And let them judge the people at all times. Every great matter they shall bring to you, but any small matter they shall decide themselves. So it will be easier for you, and they will bear the burden with you. 23 If you do this, God will direct you, you will be able to endure, and all this people also will go to their place in peace. 24 So Moses listened to the voice of his father-in-law and did all that he had said. 25 Moses chose able men out of all Israel and made them heads over the people, chiefs of thousands, of hundreds, of fifties, and of tens. 26 And they judged the people at all times. Any hard case they brought to Moses, but any small matter they decided themselves.

- (2) **Ac 6:1-6** 1 Now in these days when the disciples were increasing in number, a complaint by the Hellenists arose against the Hebrews because their widows were being neglected in the daily distribution. 2 And the twelve summoned the full number of the disciples and said, It is not right that we should give up preaching the word of God to serve tables. 3 Therefore, brothers, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we will appoint to this duty. 4 But we will devote ourselves to prayer and to the ministry of the word. 5 And what they said pleased the whole gathering, and they chose Stephen, a man full of faith and of the Holy Spirit, and Philip, and Prochorus, and Nicanor, and Timon, and Parmenas, and Nicolaus, a proselyte of Antioch. 6 These they set before the apostles, and they prayed and laid their hands on them.

b. Tips.

- (1) Seldom do what others can do. Delegate, delegate, delegate.
- (2) Spend more time supervising and less time doing.
- (3) Delegate tasks you do not enjoy to those who can perform and enjoy them.
- (4) Don't micromanage.

9. We are to come away and rest.

a. Key verses.

- (1) **Mt 11:28-30** 28 Come to me [Jesus], all who labor and are heavy laden, and I will give you rest. 29 Take my yoke upon you, and learn from me, for I am gentle and lowly in heart, and you will find rest for your souls. 30 For my yoke is easy, and my burden is light.
- (2) **Ex 20:8-11** 8 Remember the Sabbath day, to keep it holy. 9 Six days you shall labour and do all your work, 10 but the seventh day is a Sabbath to Yahweh your God. On it you shall not do any work—you, your son, your daughter, your male servant, your female servant, your livestock, or the sojourner who is within your gates. 11 For in six days Yahweh made heaven and earth, the sea, and all that is in them, and rested on the seventh day. Therefore Yahweh blessed the Sabbath day and made it holy.
 - (a) We may apply the principle of Sabbath without it becoming a law.
- (3) **Mk 6:31-32** 31 ...Jesus said to [the apostles], Come away by yourselves to a desolate place and rest (*ἀναπαύω*) a while. For many were coming and going,

and they had no leisure even to eat. 32 And they went away in the boat to a desolate place by themselves.

b. Tips.

- (1) Get a good night's sleep.
- (2) Resist the temptation to schedule to the edge.
- (3) Leave a margin for the unexpected.
- (4) Set aside time when you are completely unavailable.
- (5) Establish a digital Sabbath and let family and friends know about it.
- (6) Allow time to brainstorm and be creative.
- (7) Don't be afraid of doing nothing. Plan on such times.²⁵
- (8) As soon as your holiday or date night is over, plan the next one.

10. We are to abide in Jesus.

a. Key verses.

- (1) **Jn 15:4-8** 4 Abide (μένω, aor.) in me, and I in you. As the branch cannot produce fruit by itself, unless it abides in the vine, neither can you, unless you abide in me. 5 I am the vine. You are the branches. Whoever abides in me and I in him, he it is that produce much fruit, for apart from me you can do nothing. ... 7 If you abide (μένω, aor.) in me, and my words abide (μένω, aor.) in you, ask (αἰτέω, aor.) whatever you desire (θέλω, pres.), and it will be done for you. 8 By this my Father is glorified, that you produce (φέρω, pres.) much fruit and so prove (γίνομαι, aor.) to be my disciples.
- (2) **Eph 5:15-18** 15 Look carefully then how you walk, not as unwise but as wise, 16 making the best use of the time, because the days are evil. 17 Therefore do not be foolish, but understand what the desire of the Lord is. 18 And do not get drunk with wine, for that is debauchery, but be filled (πληρόω, pres.) with the Spirit....

b. Principle.

- (1) Prayer is the shortest route between two points. It is the greatest time management tool ever discovered.

c. Tips.

- (1) Practice the presence of God.
- (2) Go slowly, doing the right things.

²⁵ John Mark Comer, *The Ruthless Elimination of Hurry*, xiv.

*Tomorrow*²⁶
Edgar Guest

He was going to be all that a mortal should be
Tomorrow.
No one should be kinder or braver than he
Tomorrow.
A friend who was troubled and weary he knew,
Who'd be glad of a lift and who needed it, too;
On him he would call and see what he could do
Tomorrow.
Each morning he stacked up the letters he'd write
Tomorrow.
And thought of the folks he would fill with delight
Tomorrow.
It was too bad, indeed, he was busy today,
And hadn't a minute to stop on his way;
More time he would have to give others, he'd say
Tomorrow.
The greatest of workers this man would have been
Tomorrow.
The world would have known him, had he ever seen
Tomorrow.
But the fact is he died and he faded from view,
And all that he left here when living was through
Was a mountain of things he intended to do
Tomorrow.

²⁶ Edgar Guest, *Collected Works of Edgar Guest* (Cutchogue, NY: Buccaneer Books, []), 72.

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