

The Absolutes of Time Management



By Carl Tompkins

The Way of Business
16720 N. Dean Road
Nine Mile Falls, WA 99026
Phone: 509.939.4808
E-mail: mike@thewayofbusiness.org

Educating People in
God's Way of Doing
Business!



Medical science has agreed that three of the most important functions of leading a healthy life are: no smoking, good dietary and exercise habits and **time management**. Why time management? People who plan their daily activities do what is best to eliminate the stress that comes through the hectic pace of a chaotic day that has no beginning, middle or end. Probably the most delightful discovery made by those having good time management skills is that they get more done in an eight hour day than those people having no plan and average fourteen hour days doing bits and pieces of things that come their way.

What follows are the core elements of great time management, along with the added benefit of starting each day just as a man named Jesus did!

1. Private time with the Lord: The first of every day is the only part of the day that you hold the greatest control of time and activity. Mark 1:35 tells of how Jesus found that place of solitude early in the morning to pray. You do the same! Speak with Jesus, read a planned portion of scripture each and every morning, and journal your thoughts. You will be amazed how the rest of your day goes when you commit yourself to the Lord. There is no better means than starting out each day this way.
2. Use a time management tool— A day planner either in hard copy or electronic. Fill in eight hours of activities, assigning each to a time frame. Schedule two breaks and one lunch. Add two one-half hour slots— one in the morning and one in the afternoon for interruptions.
3. Carry your time management tool with you at all times.
4. Refer to your time management tool at least three times before lunch and three times after lunch to monitor your progress.
5. Stick to plan— be ruthless with your time but gracious with people.
6. Reschedule those activities that do not get completed.
7. Within your day planner, have one long-term calendar to book commitments that are in the distant future.
8. Within your day planner, have a project section where notes can be kept on ideas and things to do that may not yet have a time frame assigned.