

## The Use of Time

How much time do you spend each week doing these 8 tasks?

Sleeping \_\_\_\_\_

Social Life \_\_\_\_\_

Eating \_\_\_\_\_

Spiritual Life \_\_\_\_\_

Class \_\_\_\_\_

Exercise \_\_\_\_\_

Studying \_\_\_\_\_

Work \_\_\_\_\_

Why is it important to manage your time?

Ephesians 5:15-16

Proverbs 21:5

Ecclesiastes 9:10

Read Tyranny of the Urgent.

**How do I manage my time?**

Determine your \_\_\_\_\_. List the top 5 in your life below.

- 1.
- 2.
- 3.
- 4.
- 5.

Set \_\_\_\_\_. Write down how you will live out the 5 priorities you listed above.

- 1.
- 2.
- 3.
- 4.
- 5.

Live by a \_\_\_\_\_.

Add things to your schedule in this order:

1. Goals for priorities.
2. Activities
3. "To-Do's"

## The Use of Time (Leader)

***How much time do you spend each week doing these 8 tasks?***

Sleeping –

Social Life -

Eating –

Spiritual Life -

Class –

Exercise -

Studying –

Work –

- There are 168 hours in a week. Help them see how much time is wasted.

Why is it important to manage your time?

Ephesians 5:15-16

Observation: How does it describe days in these verses?

Interpretation: Why do you think it says the days are evil?

Application: How can we learn to live as wise vs. unwise?

Proverbs 21:5

Observation: What are we promised if we plan?

Interpretation: What does haste leading to poverty look like in your life?

Ecclesiastes 9:10

Observation: What do you think this verse means? (helps maximize our time in this life --> more specifically, it helps maximize your time in college now...)

Interpretation: How does managing our time help us do things "with all our might?"

What are the consequences of not managing your time/planning your time?

***Read and discuss "Tyranny of the Urgent" by Charles Hummel***

***How do I manage my time?***

Determine your PRIORITIES. List the top 5 priorities in your life below.

Set GOALS. Write down how you will live out the 5 priorities you listed above.

Live by a SCHEDULE.

Add things to your schedule in this order:

Goals for priorities.

Activities

"To-Do's"

\*You may have to eliminate some things that have been in your schedule that aren't necessarily priorities.

Fill out a schedule with him.

Make sure to include:

Class

Work

QT's

Give yourself a bed time!

D-group

StuMo

Prayer (8 AM on Wednesday at Kelby's)