

# PRIORITIES AND THE USE OF TIME

## I. THE PROBLEM

01. Many people waste much of their time.
02. Many people live disorganized lives.
03. Many people major on minors, thus minor on majors.

## II. THE PERSPECTIVE

01. The Christian does not belong to himself, so neither does his time. I Cor. 6:19-20
02. Life at longest is brief. Js. 4:14; Ps. 39:4
03. "The problem is, has been, and will be, not time...but ourselves." Managing Your Time, p. 25
04. Having trouble meeting responsibilities? Are they God-given? Are they self-imposed? Are they man-imposed? Are you using time wisely? Learn to say "no" graciously.
05. You only have time to do exactly what God wants you to do.

## III. THE PRIORITIES

01. The word "priority" indicates that some things come "prior" or before some other things.
02. Clearly state your goals in life. Then list in order those things that help you reach them.  
"The goal explains the road." Phil. 3:13-14
03. Priorities should include planned recreation, holidays, vacations, adequate rest, etc. Mk. 6:31; Jn. 18:1-2
04. Jesus told us the top priority for our life. Mt. 6:33
05. List your priorities. For example:

<u>Single</u>	<u>Married</u>
God	God
Family	Spouse
Ministry-Education	Children
Job	Ministry-Job
Extra-curricular	Extra-curricular

### 06. My Priority List:

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

## IV. THE PLANS (SCHEDULING)

01. Analyze how you are now using your time. (Ex: 15-minute segments)
02. Am I doing what God wants me to do with my time? Managing Your Time, p. 24

03. Learn to do two things at once. (Ex: listen to a tape/clean room; review verses/walk to class)
04. Stop the “leakage” of minutes.
05. Plan your schedule from the time you rise until you go to bed.
06. Become disciplined to a schedule—not a slave, be flexible.
07. List daily what you have to do. Number in order of importance and tackle one at a time.
08. Set your schedule, considering long, intermediate, and short-term objectives.
09. Be hard on yourself. Effectiveness for Christ depends on what you do with your time.
10. Make a lifetime study of how better to use your time.

## V. THE PRAYERS

01. Ephesians 5:16
02. Philippians 1:10
03. Psalm 90:12

## BIBLIOGRAPHY

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- Flynn, Leslie. How to Save Time in the Ministry. Baker Books, 1975.
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- MacKenzie, Alec. The Time Trap. American Management Association; 3rd edition, 1997.
- Murry, Andrew. Inner Chamber, The. Zondervan Press.
- Updegraff, Robert R. All the Time You Need. Prentice-Hall, 1959.

## Tapes

The follow tapes may be purchased or borrowed from the Discipleship Tape Library located at 435 West Boyd, Norman, OK 73069:

- Max Barnett: Priorities and the Use of Time—#BSU90 (Message that accompanies this outline.)
- Max Barnett: Goals, Priorities, and the Use of Time—#1518 (Message delivered to university students)
- Jim Downing: Use of Time—#1024
- Rod Sargent: Management of Time—#591, 592, 593, 594
- Gene Warr: Priorities and the Use of Time—#1273A

## Video Tape

- Max Barnett: Priorities and the Use of Time