

Time Management: Goals

Introductory Thoughts

“Show me someone’s schedule, and I will tell you what is important to them.” --Max Barnett

“I should be able to have a little man follow me around all day, for one day, and at the end be able to report what my heart’s desire and mission is.” --John Crawford

“What you do with your time is what you do with your life.” --Peter Lord

Personal Mission Statement

Think of a mission statement you know of or ask around for some examples and then write a mission statement of your own here. (Example: University of Oklahoma Baptist Student Union’s is “To know, love, and glorify God, and in dependence upon Him, to develop multiplying disciples to reach the nations.”)

My Mission Statement:

Major Goals

These are big long-term goals that will never change and that you may spend months, years, or decades pursuing. All of your major goals balled up should accomplish your mission statement. Think of the mission statement as the car and the major goals as the wheels that enable the car to roll along.

My Major Goals:

Intermediate goals

This is getting more specific. What are some intermediate goals that would help you establish your major goals. The sum of all these should equal one major goal. For example, if you want to become a brain surgeon, you must get accepted to Medical School.

My Intermediate Goals:

Short-Term Goals

Now ask yourself, what can I do right now to get the ball rolling toward that first intermediate goal? Do you realize that your entire goal structure depends on one night? For example, the wanna-be brain surgeon....if you do poorly one night studying for a class, you may do poorly on the test, then you will make a bad grade, and won't get into medical school, which, is, your mission statement. Yes, this sounds like a lot of pressure, but you will have to fight every day for your mission statement.

My Short-Term Goals:

Make a Schedule for These Short-term Goals

Proverbs 13:19 says, "Desire accomplished is sweet to the soul." This sweetness will not be realized if you can't get those things on a time table. GET A SCHEDULE! If one has a calendar, one can schedule things. If one can schedule things, when someone calls one to do something one doesn't really have time for, one can truthfully say, "One is busy at that time. How about some other time?" This is important key for mastering your time! You have to know when and how to say no. If you schedule activities that reflect your priorities, people will not be able to come along and fill up your days and nights with pursuits you don't really value,

What are some things you can schedule to do daily to help you achieve your short-term goals?