

# Time Management

Use this schedule form:

<http://www.xaatuva.com/resources/discipleship/Plan%20Your%20Weekly%20Schedule.pdf>

## **Introduction:**

With college comes a complete change in lifestyle; responsibilities increase, there is a freedom to choose what you want to do when you want to do it, balancing jobs, work, fun all within the 168 hours that consist a week. It is important that you learn how to manage your time wisely to make your life successful while at college. Unfortunately some students end up operating at the time management extremes:

1. The Time Packers: these people try to pack as much as they can into their schedule. They want to experience as much as they can as often as they can. These people tend to get burnt out really quickly.
2. The Time Wasters : these people do as little as possible and don't accomplish much. Much of their time is spent lounging around on the computer or in front of the tv.

It is important that you find the middle ground to where you manage your responsibilities efficiently as well as have time to relax and have fun.

## **Take a few of the verses below and discuss the questions:**

1. Read Ecclesiastes 3:1-8. What do these Bible verses tell you about priorities and timing regarding time management?
2. What does Galatians 4:4 and Ephesians 1:11 tell you about God and scheduling?
3. List and explain as many Bible time management principles as you can from Exodus 18:1-27.
4. What does the Bible say about delegation and time management from 1 Corinthians 4:17?
5. Read Jesus' parable in Matthew 25:14-30. What can you learn about the wise investment of the resources God gives you – which includes time?
6. Read the story of Joseph in Genesis 41:25-57. Identify and explain as many principles of time management as you can, including goal setting, priorities, delegation, scheduling, deadlines, lists, and any other principles you can discover.
7. According to Psalm 90:12; 39:4, what are the writer's attitudes toward time management?
8. Read 2 Corinthians 5:10; Romans 14:10-12. How do these verses relate to how you invest your time, talent, and treasure?

\*Questions taken from: <http://www.bible-teaching-about.com/timemanagement.html>

**Take some time to fill out the schedule and answer the questions below:**

- When charting out your schedule did anything surprise you? (ie your schedule is too packed or you have a lot of free time)
  
- In what areas is your time management successful? In what areas could your time management improve? What steps can you take to improve?