

GOAL SETTING AND TIME MANAGEMENT

Ephesians 5:16

I. INTRODUCTION

- A. Misconceptions about time
- B. Time management is self management

II. SELF MANAGEMENT AND SUCCESS!

- A. Most important place to start...PLANNING!
 - 1. Planning must be made #1 priority
 - 2. Obstacles to planning ahead
 - a. Emphasis on day to day
 - b. Uncertainty about the future
 - c. Urgency of present tasks
- B. Establish goals for achievement
 - 1. Why goals are important
 - 2. Key ingredients to look for
 - a. Are they measureable?
 - b. Are they realistic!
- C. Determine priorities
 - 1. Ours or His? Prayer and the Word will help us discover God's priorities for our lives.
 - 2. Example of Christ -- He lived His priorities!

D. After you have prioritized your goals, list under each goal the activities you can do to accomplish that goal.

1. Establish priorities -- that in terms of A's, B's, and C's. Utilize 3X5 cards.

2. Schedule activities on calendar.

E. Other Helpful suggestions:

III. OVERCOMING PROCRASTINATION

Getting Organized

Time Management & Goal Setting

I. INTRODUCTION

A. MISCONCEPTIONS ABOUT TIME:

1. "Making up time"

- pilot on plane announces 30 minute delay in departure made up by arrival time.
- Technically - once time spent - irretrievable
- But by increasing speed - distance covered less than normal amt of time.

2. "TIME WILL TAKE CARE OF IT!"

~~Two things don't have enough of - time & money.~~ Actually - the condition will rectify itself, in time.

3. "I DON'T HAVE ENOUGH TIME!"

- real truth is that the proposal is not important enough in our priorities to warrant taking time. We always make time for things that are really important!

consider not as important as something else you want or need to do.

Do not consider it as important as something else want to do.

B. WE ALL HAVE SAME AMOUNT

1. How many of you have enough time?

Time is in short supply & high demand
Never seems to be enough.
Yet we certainly have all there is.

Paradox: No one has enough but everyone has all there is.

2. Everyone is equal when it comes to time

No one has more time than you.
to each of us. 1440 min. - day } 168 hours - week

3. So, time is not the problem - problem lies within us!

Important thing - how we utilize what we have.
- how can I maximize my time to accomplish what needs to be done.

What activities are really important to us right now!

2 things don't have enough of - time & money

If bank credited acct 1440.00 each day. what would you do? use it? draw it out? are it God credits any acct each morning? it's essential to review priorities periodically.

Priority
Ours or His?

We not only want to do things right
We want to do the right things.

Prayer & Word helps us discover
God's priorities for our lives

- Jesus lived His priority's
1. I want to be about my Father's business. Even though He was God. Spent time alone prayer.
 2. After a grueling day healing sick & curing demoniacs, He got up early. Departed into solitary place, prayed.
 3. Before retiring 12 miles. Spent time alone prayer.
- After feeding of 5,000 -
He walked out with his disciples - all night prayer meeting (like to 12/13)
- John 6:15
Jesus had to say no more than once
in order to say yes to Father
of enough time in 3 1/2 years to
complete His work.
There is enough time
in our lives too.

D. Time Management is SELF-management

Peter Drucker

"Time management takes perseverance & self-discipline, but no other investment pays higher dividends."

You can't master time until 1st willing to master self.

We come to this seminar... wanting to learn how to manage time better — rarely do we consider...

"How can I manage myself better?"

PIE MODEL = processes essential in organizational process

Most important place to start... PLANNING

1 hour spent in planning saves 3-4 in execution

Common excuse - "But I don't have time to plan."

Planning must be made #1 priority

we must have our own lives organized.

Guide to Planning (discussion - chalk)

GOALS - P-37

List Long-Range goals you want to achieve

Ben Franklin - Living w/ a goal like shooting up a target

Thoreau "men only get what they aim at."

Too often - we take scatter gun approach

miss mark, because of no direction

getting out of debt.
losing 20 pounds.

clean walk with God!

Determine priorities

... in terms of A, B, C's

→ A. most important B. lower in value C. really low

WHAT ACTIVITIES ARE REALLY MOST IMPORTANT IN MY LIFE PROBLEM?

may need to ask some questions to determine

what goals & priorities are:

(page 30)

- What are my life-time objectives?
- How would I like to spend next 3 years?
- If you had only 6 months to live - what would you do?
- Where is my youth group hurting?
- Where am I hurting? What do I need to do to improve myself?

What do I want to be 2 years from now?

II Self management & success

Investing time to solve time - not easiest concept to learn.

Why are we not planning ahead?
Barriers to planning

Emphasis on day-to-day pushes planning background
Putting out today's fires takes priorities over tomorrow.

② Uncertainty about future - deterrent!
difficult to see farther ahead can see urgency of tasks at hand.
③ URGENCY OF PLANNING - most urgent is not always most important.
crisis oriented problematic in approach.

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Goals - Key Ingredients

(1) Are they measurable?
Make sure your goals are measurable in time and performance.
Be concrete. Schedule completion.
If goal is vague, never certain.
No satisfaction in accomplishment when goals are fuzzy. Eph 5:17 - Grasping what God will do for you.
"Don't be vague, but sign your name to be the man of God." - Memorizing Scripture - not a goal, but a commitment.
If it's not written, it's not a goal.
If it's written, it's a commitment.

(2) Are they realistic?
discouraged, overly ambitious - fail.
We may try to take on attributes of God.
- "Last year my goal was to be omnipresent, this year I decided to be more realistic and settle for omnipotent."
- Don't set a goal to memorize 100 verses week if you have never memorized any before.
Overly ambitious goals frustrate.

3. list under each goal - Activities you can do to accomplish that goal!

4. establish priorities to those activities!

again - ABC's

- A. must do
- B. should do
- C. can do

can use numbers. Really get specific...

Reason - clarifying on paper what is most important

Utilize 3 - 3x5 index cards
label A.B.C. upper corner.

5. Schedule activities (on calendar)

Plan your day or someone will plan you!
few suggestions: (page 119-122)

a.) Give yourself time to do normal activities:
eating - sleeping - mowing yard.

b.) Circle previous commitments

c.) allow time for unexpected.

possibly greatest cause of frustration

- if fail to allocate "uncommitted time"
tendency is to become antagonistic toward interruptions.

d.) schedule big enough time blocks for A priorities.

e.) Try vertical & horizontal time planning.

V - Mon & Wed (8-11:30) - Project A.

H - every morning (8:30-9:30) Bible Study.

Advantage: know what you are going to do!

post priorities
what tasks not
to tackle.

sometimes can measure
a leader by things he
decides to leave undone.

dependability

f.) Determine your own internal & external prime time!

Do you know when you function best?
→ morning. Afternoon, evening. Night owls?
Apparently - 60% don't function at all!

1.) internal prime-time

→ time when you function best.

Do really tough stuff when you're at best!

2.) external prime-time

→ best for you to see people!

Youth work... Afternoons, evenings - SAT

g.) FINALLY

1. every Night - review schedule - rethink "to do"
2. 1 day a week - take some time to plan next week

B. WORK HARDER
WORK SMARTER

perhaps cannot work harder or longer.

→ Look at practical ways to gain more time or energy for priorities:

1. Do nothing

estab. max & min. in life

a.) max hours for work at church.

b.) min hours for reg. & relaxation

why? Balanced living.

a must in order to be effective during work time.

2. Get up earlier ... getting a jump on day!
less interruptions in morning.

3. Use transition time

- from time get up until you do 1st major task.
think of ways to maximize your time w/o becoming
obsessed with it.

Don't be ridiculous... newspaper in shower.

4. Utilize commuting time:

Cassette player. etc. PRAYER!
on short trips, when possible take 1 of children... time

5. Give up waiting time...

even stop to think how much time spent waiting?
write letters, reading. (snatch)

6. Maximize sleep time

We all don't need 8 hours sleep.
try reducing $\frac{1}{2}$ hour segments.
could save a mountain of time.

7. Use a "TO DO" list

compiled daily from 'ABC priority cards'

Charles Schwab - Pres. of Bk of Am. Steal 100 LEE
Consultant ~~time~~ time management
- MAKE A LIST - priorities.

DO IT UNTIL YOU'RE DONE! Takes all day.

\$25,000.00

8. Avoid C's on priority list

if important. it will notify you
plus - job around house for wife.

9. Handle piece of paper only once

10. Handle interruptions skillfully.
Learn to say NO.

protect
your
time

P. 124
important -
excl. habit of doing
one thing at a time
prioritizing it.
lose valuable hours shipping
from one job to another.
No need to leave to answer
no answer & pick up loose
heads.

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11. Hide... need a place where can get away...
Tim Roam - library.
Tennery's - couple of days - sealed envelope.

12. Attitude toward important interruptions
should be - God is calling me!
God's business - people

13. Ask yourself -
① What is best use of my time now?
② Who am I?
4 dimensions { spiritual
physical
mental
social
Need to take care of ourselves all areas.
Example: Who am I?
I am a tired youth director - Beat
What is best use of my time?
crash on couch - couple hours.

Also - should set goals each of these areas.

14. Realize Doctrine of Completed work
- If you don't complete a task - everything you've
done to that point wasted!
- only time when justified not finishing a job
when you realize not worthwhile.

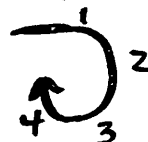
Delegation (distribute responsibility as widely as possible.)
Should never be an office or position
w/o responsibility
Don't just make portions, but jobs
written job description. What responsibility is.

in what you can do yourself
or delegate - unlimited
not trying to push off work onto others

Delegation

Probably the biggest problem for youth leaders.
— how to share the load of responsibility — delegate.

4 PHASES (cycle)



this formula will
facilitate leadership
training.

① I DO IT — you watch
when idea is conceived, then someone must take action

② I DO IT & YOU DO IT

Youth today want to be involved.
Key to successful youth work — working with youth.
Let them carry the ball as much as possible.
You do have to show them

③ YOU DO IT & I'll Support & Supervise

turn project or program over to them.
Be sure to support it and supervise,
but let it fly with its own →

Reason why don't delegate more →
afraid won't be done as good as we would do
it.
When leadership proven in particular area...

④ YOU DO IT and I'll Spend More time
in other areas:

Just watch something you started grow,
become different and more effective

Important here to pace yourself...
whether you are part time, full time,
or volunteer.
Know your time limitations and your priorities.

WARNING: Don't move too fast, or phase will fail —
be back at beginning!

1. schedule it in
2. Break it down
3. Make it visible

III. Procrastination

Could deal w/ this now or put it off.

2 REASONS:

overwhelming or unpleasant.

A. When you have a task & procrastinate:

1. Divide & conquer.

break into smaller achievable goals.
— that's determination.

2. Obtain more info, if needed.

3. Become physically involved.

— shovel
constantly reminded
Don't have to look for tools. HA!

4. Talk to yourself.

→ Have I ever done anything didn't want to

B. Guidelines to win battle: (Norman Vincent Peal)

1. Pick 1 area where proc. bothers you — CONQUER IT!

2. Learn to set priorities - focus on 1 problem at a time.

3. Give yourself deadlines.

4. Don't let perfectionism paralyze you!

Conclusion

there are enough hours in each day for us to fulfill God's perfect plan for us.

Adlai Stevenson

"It's not the days of your life but the life in your days that counts."

Take time

- to work - it's the price of success.
- think. - source of power
- play - secret of perpetual youth
- read - fountain of wisdom
- to be friendly - Road to happiness.
- dream - it is hitching your wagon to a star.
- to love & be loved - privilege of redeemed people.
- to look around. too short a day to be selfish.
- to laugh - music of soul.
- for God - life's only lasting investment.

Send me a check
for what you think
it's worth!

We are responsible for our

①

23 years

19 of 75 sleeping
9 years working
7 1/2 years TV
6 years driving
6 years personal care
1 1/2 years eating
1 1/2 years traveling
1 1/2 year worshipping
praying

31%
25%
12%
10%
8%
8%
0.7%

②

Lost yesterday, somewhere
sunrise and sunset
each 20 minutes.
No reward is offered,
they are gone forever.
for 100.00

Bank acct. \$100.00 what would you do?
each day.