

Time Management

VIDEO: *Time – What Will You Do With Your Time?*

“There is a right time and a right way to do everything but we know so little.”

Ecclesiastes 8:6

UNDERLINE: *“we know so little”*

KEY: The problem with TIME – is NOT the clock.

JOKE: To get mad at your clock, is like getting mad at your bathroom scale. It’s not the scales fault you don’t like the way it reads.

HUGE: Time is simply a **MEASUREMENT**. But speaks volumes about what you value.

FACT: We all have the same amount of TIME – 168 hours a week. **So, here’s the deal.** The only question we need to ask ourselves is – ***HOW am I INVESTING it?***

GAME: *Ribbon of Life*

AGAIN: Time is simply a **MEASUREMENT**. But speaks volumes about what you value. We all have the same amount of TIME – 168 hours a week. **So HOW am I INVESTING it?**

This is big. Because none of us want to be like the guy in Isaiah 49:4 – *“I have used up my strength, but accomplished nothing.”* And if some of we’re honest, this has become our life verse.

Side NOTE: I’m going to use the Bible as a template. I’m not arguing a belief here. Obviously, you knew this, when coming. I’m a pastor. And secondly, you would know then, that this is my greatest of resource. But thirdly, regardless your belief system, leaders want to learn, from a variety of resources. So whether Steven Covey, John Maxwell, or Aubrey Malphurs, leaders are learners, and the Bible is pretty much in harmony with any of their writings. And truth be told, I don’t think you’ll argue any of these points.

3 Things about TIME MANAGEMENT – and the measuring of it?

- It’s a mark of **WISDOM**.

*“Live life with a due sense of responsibility, not as ones who do not know the meaning of life but as those who do. **Make the best use of your time.**”*

Ephesians 5:15-16

If I waste my time, I don't understand the true meaning of life. Think about that. That's a strong indictment. This verse, literally says, we really don't understand how important life is, if we just waste time.

Write this DOWN: Our TIME – is our LIFE.

It's a mark of wisdom.

Key PRINCIPLE: *Live like a STUDENT.* The moment you stop learning, you start dying. My TIME, and the management of it, is in a constant flux. Now, that might seem HELPLESS, but it's not for me. It's actually HELPFUL. Because I must then, keep a constant guard on it, learn in it, and then take what I've learned and apply appropriately.

KEY: TIME is not a system by which you can apply.

Write this DOWN: When I talk about TIME MANAGEMENT – I'm really talking about ENERGY MANAGEMENT. My energies change, just like the seasons of my life do.

- **It's an act of STEWARDSHIP.**

I truly believe – that one of our greatest gifts we have – is TIME. But a gift is only as good as its recipient.

STORY: How many gifts have you received that have never gotten used? **Only that this ONE** – has a price tag, whether you use it wisely or not?

When it comes to my TIME – I want to see it as a SENTIMENT. In other words, *“It's not the GIFT, but the heart of the GIVER?”*

“Now it is required that those who have been given a trust must prove faithful.”
2 Corinthians 4:2

- **It can be LEARNED.**

I love this one. Because it doesn't matter how you've spent it yesterday – because you still have today – and why they call it the PRESENT. We've been given a new GIFT.

I'm a big fan of King David in the Bible. I like what prayed – *“Teach us to number our days and recognize how few they are. Help us to spend them as we should”* (Psalm 90:12). May this be our prayer?

FRIENDS: Time management is a SKILL – that can be learned.

Key PRINCIPLE: When you're time is UNDER-YOUR-CONTROL – your life will be less OUT-OF-CONTROL.

HUGE: Master your time and you master your life.

VIDEO: Mark Cuban (listen to this in light of YOUR TIME)

- **Be a STUDENT** – always learning.
- **It's YOU** – you're not just the problem, but the solution. OWN it. Make it PERSONAL. And TAKE control.
- **SELF-AWARENESS** is the most important SKILL you can have.
 - o Good AT
 - o Marginal AT
 - o Suck AT

TABLE Talk – BREAK Discovering Your COMPASS?

VIDEO: *Make It Count*

SONG: *Compass* by Lady Antebellum

*Yea it's been a bumpy road; Roller coasters high and low
Fill the tank and drive the car; Pedal fast, pedal hard
You won't have to go that far*

CHORUS: *So let your heart sweetheart be your compass when you're lost,
And you should follow it wherever it may go,
When it's all said and done you can walk instead of run,
'Cause no matter what you'll never be alone, Never be alone...*

HUGE: DISCOVERING your COMPASS – is **THEE most important thing** – you can do, when it comes to your TIME? Because if you don't know it, or get it, you'll spend your entire time chasing other things – in hopes of finding it.

Now LISTEN: After TIME is spent – it can never be refunded. Remember, the clock ticks, and each tick is **non-refundable**. So the sooner you find your COMPASS, it will change in how you MARK your CALENDAR.

ILLUSTRATION: **Putting a puzzle together without the BIG PICTURE...**

Here's the SAD REALITY: A lot of people live life like the navy pilot in World War II who was lost over the Pacific. Here's what he radioed in, "*I have absolutely no idea where I'm at, but I'm making great time.*"

Everybody needs a COMPASS (a purpose) by which to live. And that compass – your TRUE NORTH – is where you will give, and should give, your TIME.

FACT: All successful people have a COMPASS.

NOW – when I talk COMPASS – I'm not talking goals. Lots of people have goals. A COMPASS is NOT something you shoot for, but rather what you shoot with. Is the substance of WHY I do what I do? Not the WHAT that I do.

BOOK: *Half Time* by Bob Buford

BOOK: *Ordering Your Private World* by Gordan McDonald

BOOK: *Focusing Your Life* by Bobb Biehl (how to book)

BOOK: *The Purpose Driven Life* by Rick Warren

STUDY: George Barna conducted a survey of leaders, to identify, what books, were the most influential on their lives. The most frequent – *The Purpose Driven Life*. Billy Graham described the book as “*one that would guide you to greatness.*”

The Purposed Driven Life topped the Wall Street Journal best seller charts and was on the New York Times Bestseller List for over 90 weeks.

Why do I say all this? Because people want a COMPASS. A purpose. Because it’s the ‘game changer’ – when it comes to Time Management and using this incredible GIFT rightly.

GAME: *Time Squared*

Time Management Changes EVERYTHING

STORY: There’s a story I read, of a small town, of which had NO liquor stores. But has fate would have it, eventually, one got built on cities Main Street. Members of a local churches, were highly offended, and therefore, conducted several, all-night prayer meetings, asking the Lord, to burn that place down. And believe or not, it worked. One night, lightning struck, and the bar, was completely destroyed.

The owner, knowing how the Believers had prayed, sued them for the damages. His attorney claimed, that their prayers, had caused his loss. But the congregation, on the other hand, denied all charges (go figure). After much deliberation, the judge finally made this statement – “*It’s in the opinion of this court, that wherever the guilt may lie, it’s obvious, that this bar owner, believes in the power of prayer, while you church people, don’t.*”

Which brings me **THIS** point – what do we really BELIEVE; and DO YOU really believe it?

You’ve got to decide – WHAT do we REALLY believe – and THEN – DO I really believe it?

SCRIPTURE: Hebrews 11:24-26

4 Fundamental Choices that we have to make personal – if we want to experience an effective change. The 1st one is this – I call it...

- **The PRINCIPLE of TRUE NORTH – The Principle of *IDENTITY***

The GREAT issue facing our world today – is IDENTITY – people don’t know who they are.

Write this DOWN: *IDENTITY determines EVERYTHING.*

LISTEN: Everything in our lives – is the product of our IDENTITY. And the very ISSUE that Moses had to face – WHO am I going to be? What is going to be my identity. **Son of PHAROAH? Or CHILD of GOD?**

If he choose the former – **Pharoah** – the rest of his life – will be – Fine CHINA, Satin SHEETS, and Room SERVICE. (Moses was in line as the heir to the throne.) **If he chooses to a CHILD of GOD – a Hebrew** – he gets rejected, thrown out of the palace, and sent to be a slave – the rest of his life. **TOUGH CHOICE**

*“By **faith**, Moses, when he had **grown up, refused** to be known as the son of Pharaoh’s daughter.”*

Hebrews 10:24

CIRCLE: *‘refused’* – which means to disown, reject – to leave NO crack in a door of options.

Look up HERE: Some of you in this room, this is your problem, you still think you have options.

IDENTITY determines EVERYTHING. You FIRST decide – the WHO you want to BE – before, you ever consider, the WHAT, you want to DO. LIFE begins as human BEINGS – not human DOINGS.

Now – once you settle this – you now – have to take responsibility for it. This is what I call...

- **The SOLUTION to NEVER going SOUTH – The Principle of RESPONSIBILITY**

Once you set your COMPASS – true north (establish your identity) – now – you NEED to make sure, that your life is lived accordingly. This is the **Principle of Responsibility.**

LISTEN: No one’s going to GROW me, except ME.

If I’m going to make my TIME follow my IDENTITY – then it’s UP to ME – I have to take RESPONSIBILITY.

2 Key TRUTHS about LIFE: Absolute FACTS...

1. We’re all given the same thing – the freedom to CHOOSE.
2. And all of those choices, are exactly that – MINE.

*“It was by **faith** that **Moses**, when he **grew up (he took responsibility)**, refused to be called the son of Pharaoh’s daughter. (**Now here’s the key**) He then **chose** to share the oppression of God’s people, instead of enjoying the fleeting pleasures of sin.”*

Hebrews 11:24-25

I want you to NOTE something. In vs. 24 it says – “Moses **REFUSED**.” In vs. 25 is says – “He **CHOOSES**.” **2 VITAL components...**

Whenever you take something OUT of our life – you have put something back IN. Here’s the PROBLEM – we’re pretty good at **taking something OUT** – but we usually falter, when **putting something back IN**.

Identifying the PROBLEM is easy. Working the SOLUTION is hard.

Now LISTEN – when we FAIL – to put something back IN – we will always RESORT back to your OLD nature.

HUGE: If want to make our TIME count – then we have to make the CHOICE – take the responsibility – and implement the CHANGE.

True NORTH – who do I really want to be? I’m not going SOUTH – I’m taking responsibility.

- (#3) The **NECESSITY** of heading **WEST** – *The Principle of **PRIORITY***

Now, one of the KEY pieces to RESPONSIBILITY is – establishing a value system. So you have to ask yourself – what really matters? What is worth giving MY time too? Because NO ONE can do EVERYTHING.

FACT: The person with an ‘S’ on their chest – make think it stands for SUPERMAN. But everybody else know it stands for STUPID. Remember – SUPERMAN works alone. Successful people know they can’t.

*“He **regarded** disgrace for the sake of Christ as of greater value than the treasures of Egypt, because he was looking ahead to his reward.”*

Hebrews 11:26

CIRCLE: ‘regarded’

NOTE a couple of THINGS:

FIRST: The values we choose to set – MUST have eternity stamped all over them – because anything LESS – has no value.

Now the World’s Value are:

- **Power and prestige.** I want to be famous.
- **Pleasure.** I want to feel good. Be happy. Have fun.
- **Possessions.** Make a fortune. Be wealthy.

Here’s the IRONY – Moses had all 3 of these. (**Think about it**) he had POWER – heir to the throne of the most powerful country in the known world. He had PLEASURE – image the whims, snap of a finger, living in the palace? He had POSSESSIONS – all the world’s wealth was concentrated in Egypt. And yet the BIBLE says...

*“He **regarded** (he took a good look) **disgrace for the sake of Christ as of greater value than the treasures of Egypt, (Why? This is KEY) because he was looking ahead to his reward.**” (you look to the long term – not the short term)*

Hebrews 11:26

- **SECOND: TRUST your COMPASS – The Principle of PERSERVERANCE**

“By faith, he left Egypt, not fearing the king’s anger, he persevered because he saw Him (GOD) who is invisible.”

Hebrews 10:27

He kept his EYES on the PRIZE. I heard it said – “Obstacles are what you see, when you take your eye off the goal.”

Here’s the RESULTS - when you TRUST your COMPASS:

- (Because) **It reduces DISAPPOINTMENT**

There are 3 kinds of people in this world:

- Those who **MAKE** things happen
- Those who **WATCH** things happen
- (And) those who have **NO IDEA** what’s happening

“The life of a man of divided loyalty will reveal instability at every turn.”

James 1:8 (Phillips)

- **It reinforces DRIVE**

Every day, you have one of two choices – “*Good morning, Lord*” or “*Good Lord, its morning.*” And you will choose depending on your COMPASS.

KEY: When you have clearly defined your LIFE PURPOSE – your COMPASS – you will wake up WINNING at that, and won’t feel like you’re chasing the WIND.

PERSONAL: My COMPASS is the reason I get out of bed.

I don’t know about you – but I know a lot of people that are emotional flat tires – “*Every days Monday. Routine, boring, why am I doing this, what’s the point?*”

“Where there is no vision the people perish.”

Proverbs 29:18

Paul said, “*I press toward the goal to win the prize for which God has called me.*”

You know what he saying, “*Life isn’t always joyful. In fact, sometimes it is down right ugly. But I PRESS on – WHY? Because I know what I am doing.*”

Vision motivates. It inspires. It creates. It energizes. **FACT:** Motivated people have a clearly defined COMPASS. It’s there TRUE NORHT.

STORY: Many of you know I'm a Disney fanatic – 7 dwarfs (talk about a picture of the classroom). Your COMPASS is the WHISTLE in your WORK.

SONG: “*So I whistle while I work...*”

- It refines **DIRECTION**

QUESTION: Who here has had a hard time saying NO?

STORY: When you learn to say “YES” to the right things – you will automatically say “NO” to all the wrong things. That’s the power of COMPASS.

EXAMPLE: Golf

Life is filled with 3 realities:

- 1) Here’s what I CAN do,
- 2) Here’s what I WANT to do,
- 3) Here’s what I MUST do.

FACT: It’s a lot easier to HIT something when know what you’re shooting at.

“I am bringing all my energies to bear on this one thing: forgetting what is behind and looking forward to what lies ahead.”

Philippians 3:13

CIRCLE: “*this one thing*”

Notice he didn’t say, “*I’m bringing all my energies to bear on these 13 different things.*”

STUDY: Light defused is harmless, light focused becomes a laser. Steam defused is inconsequential, but steam harnessed can move a locomotive.

Remember – “*If you aim at nothing you’ll hit it every time.*”

BOOK: **Principle of the Path** (Stanley). Every road has a destination. If you don’t like where you’re going – get off the road. Alice in Wonderland – “*If you don’t know where you’re going ANY road will get you there.*”

Table TALK – BREAK **Get A Life – My SCHEDULE**

GAME: *How Long Is A Minute?*

STORY: (Lewis Smedes) “*I bought a brand-new date book yesterday, the kind I use every year – spiral bound, black imitation leather, covering pages and pages of blank boxes. Every square has a number, to tell me which day of the month I’m in. Every square is a frame for one episode of my life. And before I’m through with the book, I will fill the squares with classes I teach, people with whom I ate lunch, everlasting committee meetings – and these are only the things I cannot afford to forget. I fill the squares too*

with things I do not write down to remember; thousands of cups of coffee, some lovemaking, some praying, and, I hope, gestures of help to my neighbors. Whatever I do, it has to fit inside one of those squares. The fact is, I live 'one square at a time.' The four lines that make up the box, are the walls of time that organize my life. Each box has an invisible door that leads to the next square. As if by a silent stroke, the door opens and I am pulled through, as if by a magnet, sucked into the next square. There I will again fill the time frame that seals me – fill it with my busy-ness, just as I did the square before. As I get older, the squares seem to get smaller. And then one day, I will walk into a square that has no door. There will be no mysterious opening, and no walking into an adjoining square. It will be terminal square, and I will not know which square that will be."

What a graphic picture. That's the story our lives. We're a calendar, with little squares all over it – and we fill them. **(Of course)** each square is not big enough to get everything done?

(Did you know) that experts tell us that we need 36 hours a day just get those minimum demands accomplished. **FACT:** Not a whole lot of hope.

Ever get to the end of each day and wonder, *"Where did all my time go?"*

3 Keys to Schedule Management:

- (You got to) **LINE Up Your PRIORITIES.**

"An intelligent person aims at wise actions, but a fool starts off in many directions."
Proverbs 17:24

CIRCLE: *"many directions"*

(The fact is) too many irons in the fire can actually put the fire out.

The Bible says, *"It is stupid to waste time on useless projects"* (Proverbs 12:11).

It's not that some things are "necessarily wrong", they're just not "necessary".

(Here's the key) selection. You've got to decide what's **really** important.

(You see) you'll either **live by priority** or you'll **die underneath pressure**. Someone once said, *"If the devil cannot make you bad, he'll definitely make you busy."* **FACT:** Because either way, you miss out on the life God intended for you.

PRINCIPLE: You've got to **MINIMIZE** your activity to **MAXIMIZE** your potential. You've got to line up your priorities.

- **LIGHTEN Up** – and don't take life so serious.

"Anxiety in a man's heart weighs it down."
Proverbs 12:25

I've heard people say, *"You just don't know the amount of stress I'm under."*

KEY: There's your problem – **get out from under it** – Law of Gravity (remove weight).

STUDY: According to the National Institute of Occupational Safety and Health, stress costs this country (**listen**) 20 billion dollars a year (that's crazy). **HUGE:** If you want to stock market to go back up, then we've got to get our stress to go down.

The Bible says, *"Who of you by worrying (or running fast, being busy, or drinking more coffee) can add a single hour to his life?"* The answer is – NOBODY.

So let me give you just one little simple thing to do – try laughing a little this week.

Do you know why? The Bible says that stress is not a circumstantial thing, it's an attitude.

You can take 2 different people put them in the exact same situation – one's cool one crumbles.

KEY: So change your attitude – laugh a little more.

"Being cheerful keeps you healthy."
Proverbs 17:22

Humor is one of life's great shock absorbers. Have you ever heard, *"Someday we'll all look back on this and laugh?"* (Here's a thought) why wait.

JOKE: I heard about a guy who was late for an appointment. He had driven around the block so many times he decided to pull over into a red zone and leave a note – *"This is an absolute emergency. I promise, guarantee, I'll be back in 15 minutes."* He ran up the stairs, made his presentation, watching the clock, and actually came back in 12 minutes only to discover a ticket on his window. To which the cop had written on the bottom left corner, *"Take your time."*

Plato once said, *"Life should be lived as play."* (Probably why they called him Play-doe?)

STUDY: Did you know that people who laugh are actually more productive?

(I know this might surprise some of you) but have you ever noticed that some things don't go as planned? Permit me give you 2 rules of engagement when it comes to life:

- **Never SWEAT the small stuff.**
- **It's ALL small stuff (Example: Vikings football and Cancer?)**
- **LEVERAGE what's BEST.**

"Give the best you have to the highest you know and do it now."
Ralph Salkman

The JAR Illustration – this is us, and we fill it up with all kinds of stuff (meetings, work, school, etc.) The jar only comes in 24 hour size – you can't super-size it.

(Don't miss this) every day we exchange our life for something. **(Permit me to ask)** with what are you willing to exchange it for?

REVIEW:

- We are calendars and every square is a frame of one episode of our life.
- Nobody knows how many frames they get.
- But each of us must choose how we will fill them (choose well).

Table TALK
BREAK

Time Management – Putting It All Together

SCRIPTURE: Ephesians 5:15-17 – provides us with some vital steps.

- **EXAMINE your LIFE.**

Aristotle states – *“The unexamined life is not worth living.”*

FACT: Too many people, when it comes to their time, are either, ignorant and/or apathetic.

JOKE: They’re like the two guys in the street, who we’re discussing – *“You know, it’s been said, that the 2 biggest problems in America, are ignorance and apathy. What do you think?”* The other guy responded, *“I don’t know, and I don’t care.”*

Which by the way – seems to be many a people – when it comes to their time.

LISTEN: You’re TIME will continue to EVAPORATE, until you’re willing to get very intentional, about where it goes – and to WHAT – you have been giving it.

“Pay close attention to how you live. Don’t live like ignorant men. Live like wise men.”
Ephesians 5:15

It is vital – that we take the TIME – to do an honesty inventory. To carefully evaluate our schedules. We need to be aware of time robbers. Never allow yourself to say – *“I just don’t know where all my time goes?”* – figure it out. **FACT:** If you don’t figure out where your times goes – everybody else will for you.

EXAMPLE: My Dad – Calendar

HUGE: Everybody here – has one thing in common – the exact same amount of time. The QUESTION is – where is it going – and to what.

“Teach us to number our days.”
Psalm 90:12

CIRCLE: “number”

What do you do when you number something? You count it. He’s saying, *“Know where your time’s going. Keep a record.”*

One of the first things that is good to do is sit down and make a time log: *“How did I spend last week?”* In order to save time, we must first know, where we’re losing it. Find the leaks. **EXAMINE your LIFE.**

- **CAPITALIZE on the PRESENT.**

“Make the most of every opportunity you get.”
Ephesians 5:16

Opportunities are just that – a moment of choice – to understanding that (**now watch this**) that what is – the moment I’m in – may never come again.

The best time to MANAGE your TIME – is to CAPITALIZE on each MOMENT –it’s right now – NOT tomorrow, NOT next week, NOT next year.

“Never boast about tomorrow because you don’t know what will happen between now and then.”

Proverbs 27:1

STORY: Vince Lombardi once said – that any football game is often won in 10 or 12 crucial decisions.

STORY: If I were to tell you, that every morning, I was going to deposit, \$86,400 dollars into your bank account – but with the condition – that you must spend it all, every day, for whatever is not spent, does not carry over. You cannot SAVE it, or STOCKPILE – you must SPEND it – or it’s gone. My guess – you’d spend it – or darn near try.

Well – everyday – we’ve been entrusted with – 86,400 seconds, to spend as we choose. And we can never SAVE it, or STOCKPILE it – we can only SPEND it. **Take ADVANTAGE of IT.**

STORY: Sometimes I get stuff in the mail that read – *“For a limited time only.”* And what I’ve learned – is that a life of life – has been just that – *“for a limited time only.”*

Now – the fact is – what’s done is done, and what’s lost is lost. If you snooze we lose.

But LISTEN: Don’t let this GUILT you, or DEPRESS you – we’re going to miss opportunities. We’re going to make bad decisions. **But here’s the KEY** – if you develop THIS mindset – LESS is lost – and MORE is always gained.

“I may do anything, but everything is not useful or constructive.”

1 Corinthians 10:23

Paul says, *“I can do anything. I’m free as a Christian to do anything. But it’s not all useful. It’s not all constructive.”* You want to learn to eliminate those time wasters.

EXAMPLES:

- Making telephone calls – or WHEN – you make them.
- Going out to eat. That also may be a MONEY waster.
- Asking questions you already know the answer too.
- Doing things that should be delegated. (There are a lot of things you shouldn’t do in life that somebody else ought to be doing.)
- Watering plants.
- Golf.
- Meeting with and entertaining other time wasters.
- Finding something else I like to do better.

- **PRIORITIZE** what’s **IMPORTANT.**

Sometimes – we can get a lot done – that shouldn’t have been done.

HUGE: One of the things that God has taught me over time – is that sometimes I have to do the things I hate, so God can get done the things He loves.

“Don’t act thoughtlessly but try to find out and do whatever the Lord wants you to do.”
Ephesians 5:17

HUGE: When you talk about time management, you’ve got to do what God wants you to do. That’s the secret. Doing God’s will. I have just enough time to do God’s will.

LISTEN: If you do not have enough time right now, it means one of several options.

- You’re doing something God never intended for you to do.
- You’re not doing what God intended you to do.
- You’re doing the right thing in the wrong way.

KEY: God would not have a WILL for your life – without a WAY to getting that done.

We need to ask the question then – *“What am I doing that doesn’t need to be done?”*
Prioritize what’s important.

How Do We CLARIFY?

3 options (these are huge):

- You can organize your life around the **URGENT**. Whatever comes first that’s what we’re going to do. This puts you in CRISIS mode.
- You can organize your life around the **UNFINISHED**. I’m going to do today what’s left from my “to do” list yesterday. To say I’m going to base my life today on what I didn’t get done yesterday is not good – (if you think about it) you never get beyond the past. This puts you in a INCOMPLETE mode. **KEY:** You don’t build your life on the urgent and you don’t build your life on the unfinished.
- You build your life on the **ULTIMATE**. You build upon a ‘high pay-off’ mindset (we will talk about this in a minute). This puts you in a CONVICTED mode.

KEY: You need to get a great organizing purpose. Long before you ever figure out **what** you’ve got to do this week, you’ve got to figure out **where** you’re going in life.

KEY: You need to KNOW that COMPASS.

Key PRINCIPLE: Many things in my life are now already decided because of my life direction.

“David served God’s purpose in his generation and then he fell asleep (then he died).”
Acts 13:36

That's my prayer – that every leader will serve God's purpose in their generation – then die.

God is looking for people to use and when we get useable, He'll wear us out.

- **ORGANIZE** your life around 3 to 4 key areas.

HUGE: If you can grasp this, it will change everything about your life.

STUDY: There have been numerous studies that say that we cannot handle more than 3 to 4 different areas at the same time.

ILLUSTRATION: Juggling Balls

Table TALK – BREAK

STORY: Cemetery

Whiteboard: (My 3 key areas):

- (I am a) **PERSON** (man)
- (I am a) **PARTNER/PARENT** (mate)
- (I am a) **PASTOR** (minister)

It's interesting to note that in each one of these areas, I knelt at an altar (before God) and made a Covenant.

FIRST: (I am a) **PERSON** (a man)

I must take care of my self first. Jesus said, "*Love your neighbor as yourself*" (Matthew 22:39).

I heard it said, "*A battery cannot put out what it does not have.*" **FACT:** If I'm not taking care of myself, then how can I take care of others?

There are 3 areas for me as a person that I must take care of. The Bible tells us that we are to, "*Love the Lord God with all your heart, soul and mind.*" [Mental (Mind) – Physical (Heart) – Emotional (Soul)]

- **Mind** – I must be reading. If I'm not reading I'm not growing, then I must ask myself, 'what in the world am I giving?' Is my Mind being renewed daily? My reading includes – spiritual (the Word of God), occupational (leadership), and recreational.
- **Physical** – I work out twice a week. I watch my eating habits (what and where). I make sure I'm getting proper rest.
- **Emotional** – This includes my friendships, hunting, riding my Harley, etc.

TWO: **PARTNER/PARENT** (a mate)

- **Husband** – Am I spending effective time with Kay?

- **Father** – I’ve said before, kids don’t want quality time, they need quantity of time. Are they feeling loved and valued? Are they feeling prioritized or ostracized?

THREE: PASTOR (a minister)

There are 3 key areas that I give the majority of my time to:

- **Preaching/Teaching** – To be effective in growing this church I must set aside time for study.
- **Leadership Development** – Walking along side those who are leading here at Celebrate.
- **Visionary** – “*Without vision the people perish*” (Proverbs 29:18).

Everything I do must fit underneath one of these KEY areas.

KEY: Now listen, everything I just listed is scheduled. Nothing becomes dynamic until it is written down. If you don’t plan your life, someone else will. That goes with my self, my mate, my kids and my ministry.

If you’ll move toward identifying your key areas, you’ll start seeing that a lot of things in your life you don’t need to be doing – and God doesn’t expect you to do them.

ILLUSTRATION: 3 Containers