

time management

linda gascoyne



Linda divides her time between working as a Trainer & HR Manager to businesses; co-leading a church called the Eccles, and participating in city-wide prayer initiatives. Linda is married to Baz and has been living in Sheffield since 1982 when she came up to the University.

Introduction

What is Time Management?

“Making the best use of the time you have available.”

Managing something that you have no control over in a way that gives you some control.

It's not about cramming as much as possible into the space, but using time effectively to create a balanced lifestyle: having time to achieve your work & practical jobs; time to build and develop relationships; time to develop your relationship with God and time for rest.

Time is generally immovable but it is possible to get more done in the same time.

Some general pointers

Don't wait until you're behind in your workload or struggling to keep up before trying out some Time Management techniques.

Start small – aim to introduce 1 new habit at a time.

Know yourself – are you a 'lark' or an 'owl?' Do you prefer to work alone or with a group? Are you a starter or a finisher?

Enjoy the saved time.

Benefits of Effective Time Management

Personal Benefits

Benefits to Others

NOTES ...

A Solid Foundation

What am I here to achieve?

Jesus knew what he was on the earth to do. This gave him confidence to state 'I am' numerous times, either directly or indirectly. It also gave him confidence to say 'I am not,' or effectively 'I do not.'

Some people know from an early age what they want to do in life. Others discover it on life's journey. Jeremiah 1:5 says "Before I formed you in the womb I knew you, before you were born I set you apart; I appointed you as prophet to the nations."

We are called for purpose. Knowing what our purpose is, in the long and the short term, sets a foundation for any lifestyle management.

Called or Driven?

Jesus knew who He was and why He was on earth, therefore this affected his actions.

As a leader he was able to say, "follow me, I'll make you fishers of men."
Matthew 4:19

As soon as he left the desert, he began teaching, preaching and healing because he knew that was what he was here to do. Matthew 4:23

He washed the disciples feet, and served daily because he knew he was here to serve, not to be served.

Operating within the boundaries of who we are, rather than striving to be like others, will eliminate a lot of unnecessary activity and busyness.

It affected how he spent his time and who he spent it with.

He trained the disciples, challenged the religious, spent time with the sick (physically, emotionally and spiritually), focused on the Jewish people.

Knowing our calling and purpose, in life and this year, will affect who we spend time with and what we do with the limited time we have.

It affected his security

He knew who he belonged to and who had sent him.

He knew that people weren't rejecting him but rejecting his Father.

He knew whose name He was going in. (John 5)

It is easy to waste so much time doing things to gain approval.

It meant he knew what his time on earth would entail.

Son of Man having authority, but also nowhere to lay his head and suffering. Bringer of conflict (Matthew 10) as a result of people rejecting him and the conflict of light and dark.

Realistically viewing the 'flip sides' as well as the positives of our calling, rather than constant complaining or fighting against them, will free up energy and time.

He knew his authority level.

Son of Man giving authority to the disciples (Matthew 10:34)

He only did what He saw the Father doing, therefore spent time with His Father to stay on track.

He resisted being diverted or achieving through wrong methods or motives.

Jesus and Satan in the desert (Matthew 4). Jesus was challenged over the very things he knew he was called to do: bread of life; son of God; bring in God's kingdom.

He displayed no false humility.

When Peter declares Jesus is the son of God, Jesus praises Peter's pronouncement.

If we know who we are and what we are called to do, we are comfortable with that rather than apologising for it.

He was able to operate under his 'I'm Nots'.

- i. Called to go to the Gentiles
- ii. Called to prove himself by doing signs on demand
- iii. Worrying about offending where necessary
- iv. Trying to hold onto people. If they chose not to follow him, he didn't try and force them (rich young man)
- v. Getting diverted by well meaning people whose perception of the situation isn't in alignment with God's purposes (Peter trying to stop his death)
- vi. Allowing himself to be made King, instead withdrawing to avoid the crowd
- vii. Allowing himself to be killed before it was time, instead keeping away from Judea for a time knowing they were planning to kill him
- viii. Grovelling or appealing to Pilate ("you would have no power over me if it were not given you from above.")

Lifestyle Foundation

Knowing what God spoke over us before we were born will direct our life planning and purpose. Knowing what the purpose of a year on DNA is for us, and from the course point of view, will direct our year planning and purpose. Knowing what we need to achieve each term will direct our weekly planning and purpose.

My 'I ams' and 'I am nots'

Getting Started

CREATING SPACE THAT ENHANCES ACHIEVEMENT & REDUCES STRESS

- Do you spend time looking for things?
- Is your workspace/living area cluttered?
- Are you overwhelmed in stuff?

Work Area

Not thinking about whether your work area works for you is like getting into a car and driving off without adjusting your seat or mirrors.

- i. Where do you study & plan?
- ii. Does your desk/work area work for you?
- iii. Can you easily find what you need?
- iv. Does your workspace motivate or depress you?
- v. Do you spend ages at the start of every study time organising things?

Your workspace:

Rest Areas/Time with God areas

- i. Do you find it easier to pray inside or outside?
- ii. Does it help to have a place to go to, a 'prayer chamber'?
- iii. Does your relaxation time always have to start with tidying up?

Your chill space:

Where does your Time Go? Logging Techniques

Great for spotting time thieves and potential time creators.

NOTES ...

TIME EVALUATION

DATE:

Time	Task	Issue
8.00 – 9.00		
9.00–10.00		
10.00-11.00		
11.00-12.00		
12.00-1.00		
1.00-2.00		
2.00-3.00		
3.00-4.00		

How do I spend my day?

Where are my weak spots?

What have I achieved today?

If I have a plan, does my day reflect my plan? If not, why not?

How and where do I waste time?

Have I invested in the things that are important? (relationally, activities, spiritually?)

Don't forget practical aspects: washing; shopping etc

Avoid being on 'best behaviour' when time logging!

Prioritisation & Planning

Do you:-

- i. Realise you can't do something at the last minute and thereby let people down?
- ii. Have to miss cell, or a social, because of a last minute 'cram'?
- iii. Know that you could be doing something much better if you'd started thinking about it earlier?
- iv. Do everything as a last minute rush?
- v. Always feel stressed by the amount of things to do?

Planning avoids constant fire-fighting and releases lots of hidden time.

“For my thoughts are not your thoughts, neither are your ways my ways” declares the Lord.’ Isaiah 55:8

God may divert or interrupt our plans, but this is not a reason to not make any! We need to take what we know we need to do through revelation; instruction and commonsense, and plan to achieve them to the best of our ability.

YOUR ULTIMATE AIM – Long Term Planning

Don't set off until you know where you want to be.

My Ultimate Aim:

“If you start your day without a plan of action you'll respond to the loudest voice.”

Dr Donald E Wetmore, Leaning Foundation Network.

GOALS & OBJECTIVES – Medium Term Planning

- i. What do you need/want to achieve this year/term/week?
- ii. When do you need to have achieved them by?

Once you have your goals, you need to know how you are going to achieve them. A dream without a plan isn't going anywhere.

“To my mother, Irene Jones, who taught me that everyone deserves a dream.

To my mentor, Catherine Calhoun, who taught me that every dream must have a plan.

To Mary Depsey, my friend, who said ‘Let's do it'.”

Laurie Beth Jones dedication in her book ‘Jesus, CEO. Using ancient wisdom for visionary leadership.’ Publication: Hyperion Books.

Break down your goals into sizeable chunks – remember you can eat an elephant!

Long-term planning will help you avoid distractions and diverting off in the wrong direction. It will give you confidence to measure opportunities against it and say 'no' to distractions.

Short-term planning will keep you on track day to day.

DAILY PLAN – Short Term Planning

“The single biggest aid in getting more done in a day.”

Need to know what you want to achieve today and at the end of the day whether you have achieved it.

PLANNING TOOLS

101 things*

- i. Dreams, thoughts, long term plans
- ii. Can be added to and sorted into priority order

Picture book*

- i. Visual
- ii. Use as a prayer aid as well as a vision aid

Mind maps

- i. Project planning
- ii. Captures random thoughts

Annual monthly planner

- i. Time bound memory aid
- ii. Put in key deadlines
- iii. Put in interim deadlines
- iv. Plan in busy periods
- v. Visual

Diary

- i. Appointments
- ii. Use as a planner
- iii. Reminder
- iv. Use for follow up

Task Lists

- i. Write it the evening before
- ii. 10 items maximum
- iii. Always have it with you
- iv. Add & delete
- v. Sort it into priority order

*taken from 'The Power of Focus' by Jack Canfield, Mark Victor Hansen & Les Hewitt. Pub: Health Communications Inc.

KEY PLANNING ISSUES

- i. Customise a system that works for you
- ii. Easy, quick & realistic
- iii. Maximise your pro-active time
- iv. Space to schedule in important but non-urgent tasks
- v. Get into a routine

Planning Tools to try: WHAT TO DO FIRST?

Effective planning = considering everyone else in the chain as much as possible.

Effective planning = taking note of your personality & preferences

Ask Questions

- i. Will it affect anyone else's schedule?
- ii. What will happen if I don't do it this week/term?
- iii. What is the best use of my time now?

Work Backwards

- i. When do I need to get there?
- ii. How long will it take me?

What if?

- i. Contingency plan – build in extra driving time in case you hit traffic

Quick Sense of Achievement

- i. Get quick, small tasks out of the way first

Completion

- i. "Crises management arises from leaving I unfinished job to work on another unfinished job." Gary Lockwood, Tips for CEOs, business owners & professionals www.effectivemeetings.com
- ii. Finish 1 task before starting another

Which Priority?

- i. Overwhelmed? Ask for help.

The Day of Rest

Plan in 'me' time. Don't spread work across the week so bits creep into your time off.

Working in 'work' time releases guilt free 'play' time.

Procrastinating in 'work' time leads to working on the 7th day, or guilt ridden 'play' time.

Managing the 'Time Thieves'

One hour a week = 6 days a year

One hour a day = 7 weeks a year!!

"It is commonly believed that each of us wastes 2-3 hours per day." York University (Toronto) website www.yorku.ca

PENCIL SHARPENING SYNDROME - REMOVING PROCRASTINATION

How to tackle:

- i. Why am I sharpening pencils?

- ii. Action Plan
 - Timetable
 - One at a time
 - Cabbage first!
 - Treat system

Remember that motivation often comes from getting started and not beforehand.

What task are you putting off & why? Set yourself a date to have done it by. Decide what your treat will be.

THE DANGERS OF PERFECTIONISM

Consider the cause

Forget superman/wonder woman – focus on what counts & seek support.

What are you afraid of failing at? How will you get started?

WASTED MINUTES

20 minutes per day = 100+ hours per year

Travelling time – could it be used more effectively?

Do I waste time looking for keys/shoes/study book?

Do I waste time digging out socks from the wash bag?

Do I waste time wandering to the shop for milk/chocolate?

Do I have go slow times when nothing fruitful is produced?

Know yourself – what is realistic. Setting unrealistic plans will always lead to disappointment.

What are your time wasters? How can you reduce them?

HAVE YOU GOT A MINUTE? – DEALING WITH INTERRUPTIONS

- i. If you want uninterrupted time, set a routine and let people know
- ii. 'Use the 'n' word'
- iii. Be aware of interrupting others
- iv. Review and take action
- v. Unavoidable interruptions

Regular interruptions I can deal with

DISTRACTIONS

- i. "Cut off the offending hand!?"
- ii. Mobile phone; tv; pc; desk location; helpful nature

My distractions

CREATING WIN:WIN SITUATIONS

Using your time management techniques to benefit others:

- i. "I just called..."
- ii. Spotting danger areas in advance
- iii. Use meetings effectively
- iv. Spot conflicting priorities

Any win:win situations I can create?

The Way Ahead**SNATCHING BACK THE MINUTES**

"Up to 90% of our normal behaviour is based on habit." The Power of Focus, Publishers Health Communications Inc.

Changing a habit takes time, depending on how entrenched that habit is.

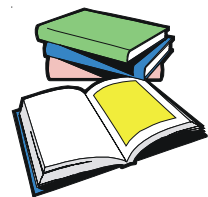
The way forward:

- i. Honest assessment
- ii. Review where your time goes
- iii. Make a realistic plan
- iv. Act on the plan
- v. Stop and reflect
- vi. Adjust your plan if necessary, or
- vii. Celebrate, and
- viii. Start again.....

Kolb Learning Cycle

Involve others – provides support & accountability

Above all, don't give up.

***further reading***

The Power of Focus by Jack Canfield, Mark Victor Hansen & Les Hewitt.
Health Communications Inc. ISBN: 1 55874 752 4

Jesus, CEO by Laurie Beth Jones. Hyperion, New York. ISBN: 0 7868 8126 7

Getting Things Done by David Allen. Piatkus Books Ltd. ISBN: 0 7499 2264 8

Time Management for Unmanageable People by Ann McGee-Cooper with
Duane Trammell. Bantam Books. ISBN: 0 553 37071 5

Session Impact Form

NOTES ...

How has this session impacted my understanding?

What parts of my character and attitudes have been challenged?

What issues do I need to deal with and pray through?

What practical action / changes can I make, in consultation with my discipler, in terms of my lifestyle / life?

NOTES ...