



TIME MANAGEMENT

“Look carefully then how you walk, not as unwise but as wise, making the best use of the time, because the days are evil.”

(Ephesians 5:15)

PRINCIPLES FOR ACHIEVING BALANCE:

General Principle: Make the most important thing the most important thing and balance your life wisely.

① *God is!*

HE IS LIFE IN ITSELF. WE NEED TO BE CONNECTED TO HIM TO EXPERIENCE AN ABUNDANT LIFE.

You need to have a daily time dedicated to connecting with God. This is priority #1 because it is from this contact with God that all energy, wisdom, and direction for your life will flow. No God, no abundant life! **(Exodus 3: 14-15 and John 15)**

Your lack of success can be corrected by implementing and committing to this one goal. All the other goals will flow from that.

The number one commandment is not to have any other God. God has to be your priority. Anything that takes his place or precedence is idolatry. Whatever you put in place of time with God (work, studying, fulfilling moral obligations, etc.) on a regular basis is your “god” and is taking the place of God in your life. By having time with God, you will fulfill the first two commandments. **(Exodus 20: 3-6)**

We are like cell phones; we don’t generate energy. Our energy comes from God, and we must recharge frequently to keep our performance optimum. Our “data” also comes from God through Bible reading and prayer, so we need to connect to the server to have access to the wisdom to live, work, and perform well in all areas.

While it is true that setting aside specific time for intimate and profound moments with God is important, it is equally vital to seek His presence and guidance throughout your entire day.

Cultivate a constant awareness of God's presence, continuously seeking His direction, not only during difficult situations or moments of doubt, but also in times of celebration and victory.

Develop a habit of praising and thanking Him for every internal and external triumph, recognizing that He is intricately involved in every aspect of your life. By maintaining a continuous connection with God, you will experience His abundant presence and enjoy a deeper relationship with Him.

② *Rest is*

**A COMMANDMENT IN THE SAME LIST AS “DO NOT MURDER.”
SLEEP AND REST ARE PARAMOUNT HEALTH NEEDS!**

Protect your sleep, have short breaks (5-10 minutes) every hour, and reserve at least 30 minutes/day to meditate and rest, body and mind (no electronics and stimulation). If you struggle with insomnia, work it out with your doctor. Your body NEEDS to restore, and some and some body functions only happen when you are in a deep sleep state. By protecting and treasuring this time, you can avoid many diseases, lack of energy, sluggishness, and laziness. (Exodus 20: 8-11)

Not resting is disobeying the ten commandments—God’s summary for living a good life—the most fundamental laws to live well.

③ *Better Health*

EAT HEALTHY AND EXERCISE

Self-control is part of the fruit of the Holy Spirit, and He lives within your body, His temple, so eat what is good for you and in appropriate amounts.

In the beginning, God designed us for a vegetarian diet (Genesis 1:29). After the flood, He allowed us to eat meat (Genesis 9:3). In Daniel, we see the results of a healthy diet rich in vegetables instead of cakes and sweets, and without alcohol (Daniel 1: 8-17). Those who followed this diet looked healthier and more handsome; the Bible is clear about our diet's focus.

Physical exercise also benefits your body, and we should “glorify God” in our bodies (1 Corinthians 6: 19-20). The spiritual journey and the abundant life require stamina and energy to keep up with our dreams, aspirations, and responsibilities (Hebrews 12:1), which can only happen through healthy bodies. For women, Proverbs 31: 17 says, “She dresses herself with strength and makes her arms strong.”.

Sometimes it is more a matter of better health and more energy than of lack of time.

4 *Prioritize your family* **THEY NEED YOUR ATTENTION MORE THAN ANYBODY**

“And you shall teach them diligently to your children and speak of them when you sit at home and when you walk along the road, when you lie down and when you get up.” (Deuteronomy 6:7). After God and yourself comes your family. There are numerous verses talking about how vital the role of parenting is in our lives. Follow our content for more on that. Our relationship with our significant other also needs attention and nurturing. These are the people put under your most direct influence.

5 *Say No* **AVOID OVERCOMMITMENT**

Learn to say no to activities that negatively impact your health, time with God, or your family. Overextending yourself leads to imbalance and hinders your overall well-being. Take charge of your life and make decisive choices that promote the wise use of your time. Remember, being the protagonist of your life means aligning your actions with your priorities.

6 *Ensure Balance* **PLAN YOUR TIME PROACTIVELY**

Create a schedule that reflects your principles, values, purpose, and goals, ensuring balance across all areas of your life. Consider the different aspects of your life, including spirituality, health, relationships, career, personal development, social engagement, enjoyment, service, and finances. Allocate dedicated time for each area during the week, ensuring a holistic approach to your life's priorities.



7 *Enrich your journey*
EMBRACE JOY AND FUN

“Go, eat your food with gladness, and drink your wine with a joyful heart, for God has already approved what you do.” (Ecclesiastes 9:7). God desires you to experience joy and celebrate life. Make time for moments of fun, celebration, and enjoyment. Find activities that bring you delight and align with your values. Balancing responsibilities with joyful experiences enhances your overall well-being and enriches your journey toward an abundant life.

8 *Be the Master of your agenda* **DON'T ALLOW OTHERS TO CONTROL YOUR TIME**

Don't allow external pressures or false urgencies to hijack your schedule. Take firm control of your own life and ensure that your commitments align with God's will, your vision, purpose, and relevant goals. Guard your time against unfocused, irrelevant, or idle pursuits that won't contribute to your growth or progress. Recognize that your time is precious and limited, and invest it wisely in activities that align with your values and lead you towards your desired destination. By being the master of your agenda, you can prioritize what truly matters and experience a sense of fulfillment and purpose in your daily life.

False Beliefs

1 **WORKING HARD WILL BRING MORE SUCCESS AND PROSPERITY TO MY LIFE**

WRONG!!!

Too much work can be a sign of greed in your heart, anxiety, and a lack of trust in God. On an operational level, maybe what you need is more wisdom to optimize processes in your life, delegate, eliminate tasks that don't take you anywhere, and hire help.

Overworking can't be sustained in the long run. It will cause imbalance, which will, in consequence, negatively affect one or more areas of your life. When one area is affected negatively, all others follow suit because they are interdependent.

When you are in a state of hyper-focus because of a big project or big event, it may be temporarily necessary to focus more on one area, but that shouldn't be the norm and will require compensation later if you want to keep your balance and health.

In the end, overworking can take a heavy toll on every area of life: your family may suffer from your absence, leaving children vulnerable to emotional struggles; your health can deteriorate under the strain, leading to mounting medical expenses for exams, treatments, or therapy; your finances may falter under these added pressures; and even your work performance can decline as your body and mind lose their sharpness. Fatigue robs you of the energy to grow and develop, limits your social life, diminishes your joy, and ultimately steals the simple pleasure of living well.

2 **BALANCE IS A ONCE DONE, DONE ACT**

Balance is a continuous habit. You will need to weekly and daily reflect on your balance and take action to maintain balance in your life.

3 SCHEDULING IS RIGID; I NEED FLEXIBILITY

Taking care of your time management is done moment by moment, and the plan can and should change according to what happens.

You don't need to feel a failure if you have to adjust your plan. This means you are adaptable and flexible.

Not planning can lead you to not prioritize your life well, not notice the imbalances, not achieve your goals, and not experience abundance.

While life requires flexibility, it also requires strategy and some planning. Just the fact that you understand your intentions, how your life is playing out, and what you want for your life will change your results dramatically!

Best Practices

1 KNOW AND EMBRACE YOUR LIFE PURPOSE:

Gain clarity on your life purpose and keep it visible by writing it on your mirror or a prominent place. Understanding your purpose serves as a guiding force in decision-making and prioritization.

2 PRIORITIZE TASKS ACCORDING TO YOUR VALUES AND PURPOSE:

Evaluate your tasks and prioritize them based on their alignment with your values and life purpose. Focus on activities that contribute to your overall well-being and fulfillment.

3 ENGAGE IN WEEKLY REFLECTION AND PLANNING:

Set aside dedicated time each week to reflect on your life, assess balance, and plan accordingly. Utilize resources, such as guides or journals, to facilitate this process effectively.

4 ESTABLISH DAILY MOMENTS OF PRAYER AND PLANNING:

Incorporate daily moments of prayer and planning into your routine. Seek God's guidance and align your actions with His will as you plan your day.

Be Mindful of Time's Value:

Recognize the preciousness of time and carefully consider commitments. Pray and evaluate each task, ensuring it aligns with God's calling for your life. Assess the impact, relevance, and necessity of each activity, and consider if delegation or professional help may be more suitable.

Some questions to guide you:

- Is this aligned with God's purpose for my life? – If yes, go ahead; if not, say no immediately!
- Is this the best activity to move me closer to my purpose? Is it worth the time and effort?
- When can I do it? What will I have to remove from my schedule to accommodate it?
- How will that affect my balance?
- What will be the impact of it?
- Am I the best person to do it? Should I ask for help, hire a professional to do it, or should I delegate it?
- How is my ego/selfishness X desire to help others/serve involved in this decision?
- How will I feel if I do it? And if I don't do it?
- When choosing between options to use your time, what is more important in God's priorities and more positively impactful?
- Is it within my forces?

5 CONTINUALLY ASSESS AND REMOVE:

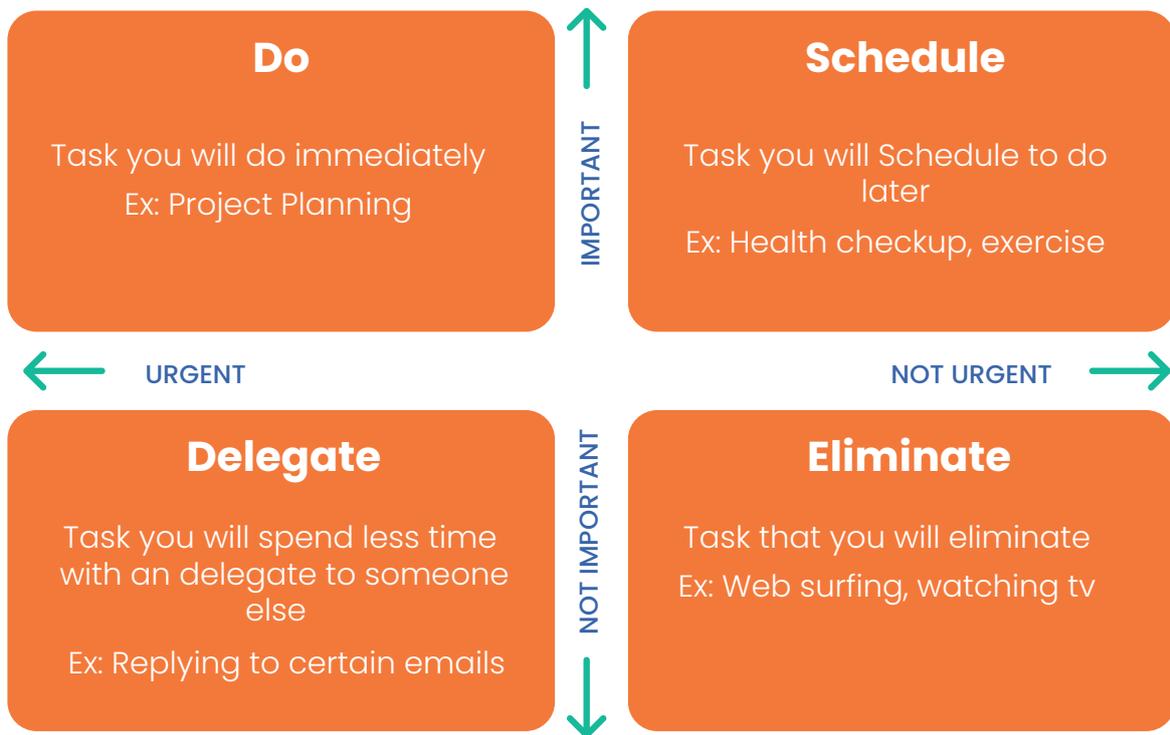
Regularly evaluate your schedule and ask yourself what you can remove to create more balance. Let go of unnecessary activities or commitments that hinder your overall well-being and progress toward an abundant life.

6 UTILIZE EISENHOWER'S MATRIX:

Consider using Eisenhower's matrix, which categorizes tasks based on urgency and importance, to effectively manage your time and prioritize tasks accordingly.

Eisenhower Matrix

Urgent - Important Matrix



May God bless you as you wisely steward your time, and remember, if you need assistance, do not hesitate to reach out to us!