

MANAGING YOUR TIME

INTRODUCTION

I. THE SECRET OF TIME MANAGEMENT

- A. The secret of time management is self management within a time frame.
- B. There are two things you must do to be successful:
- C. The secret of time management is managing yourself.
- D. That is making a schedule rather than having the schedule make you.

II. UNIQUE PROBLEMS FOR CHRISTIAN LEADERS

- A. Unplanned counseling.
- B. Family Crises in the Church.
- C. Discipline situations in the CBLT Center.

III. ORGANIZE THE ROUTINE AND LIMIT THE TIME-WASTERS

- A. A lack of a plan is the biggest time waster.
- B. Mail.
 - 1. *Let your secretary open, categorize and route the mail.*
 - 2. *Let today's mail set tomorrow's priorities.*
 - 3. *Many of you already use email.*
- C. Visitors.
 - 1. *Visitors by appointment only.*
 - 2. *Closed door vs. open door policy.*
 - 3. *Limit the time of visits.*
- D. The telephone.
 - 1. *Do not answer it, let a secretary.*
 - 2. *Teach your secretary or your wife to screen the calls.*
- E. Communication with team members.
 - 1. *Team meetings.*
 - 2. *Make up a two-way memo.*
 - 3. *.Availability and privacy.*

IV. SETTING PRIORITIES

- A. Levels of priority — there are four levels of priority:
- B. Determine to work with these priorities.
- C. Working from a checklist.

V. WORKING WITH YOUR SECRETARY

- A. Trust her. Jokingly we may say SECRET-ARY or SECRET-ASSISTANT.
- B. Communicate with her.
- C. Use her effectively.
- D. Train her in:
- E. Occasional compliments where due

- F. Be truthful and up front about her performance
- G. Don't be so dependent on her that every thing would fall apart if she were not around. (Sharpen your own pencil or something.)
- H. Exercise patience.

CONCLUSION