

MANAGING YOUR TIME

Leader's Guide: TM5-3

Lecture time: 33 min.

Discussion time: approx. 45 min.

Leader's Oral Opening Comments

- Time management is one of the most problematic areas in the modern day world. Without learning to manage his time well a man simply CANNOT live up to his potential. This lecture on managing your time begins a vital contribution to success.
- Time management involves creating desires in others to assist you. Others have special gifts that you may not have and they can contribute your success.

Leader's Oral Closing Comments

- Brothers you will do well to practice these points. You will do even better to include them in your ministry. You will do the best if you ***change your lifestyle***. God wants to anoint his servants with beauty. He says "My yoke is easy, my burden is light." God wants to give that to you. He wants to anoint you with such a blessed new lifestyle. Let us praise Him for that. *"Hallelujah Lord, praise be to your holy name. Thank you. Thank you. Amen."*

Discussion instructions

Prayer instructions

- Items for times of group prayer:
 - a) The secret of time management is **Self Management**. Time management is managing yourself.
 - b) The difficulties of setting priorities — - — and — - — keeping to them.
 - c) The continuous subtly tempting situations of working closely with capable women.

Practical assignments

- Practical **helps help** if practiced. Practice, practice! Practice makes perfect. You heard the lecture, you participated in the discussion, now here are the ?forms? for you to master. Have fun becoming successful.