

# MANAGING YOUR TIME

## *Small Group Discussion Questions*

1. What is the secret of time management, as you understand it?
2. What is the major hurdle that must be overcome in managing our time?
3. How can you manage your time well knowing the unique problems you will deal with as a Christian leader?
4. Why is the lack of a plan such a big time waster?
5. Why is mail listed as a time-waster?
6. How often do you lose time because of visitors?
7. When does the telephone stop being a time-saver and become a time-waster?
8. Why is it important to have effective communication with team members?
9. What is normally the problem with priorities?
10. How can this be dealt with?
11. Which of the things you learned about secretaries relates to other people as well?
12. To which other people does it relate?
13. If there are still issues you have questions about, please raise them now.