

TOOLS FOR TIME MANAGEMENT

OUTLINE

I. AGENDAS

II. AS SOON AS POSSIBLE

III. BALANCE

IV. BUSY WORK

V. CLOSE DECISIONS

VI. COMPROMISE

VII. CREATIVE TIME

VIII. DO NOT DO IT!

IX. DREAMS AND VISIONS

X. FEAR

- A. There is the fear of failure.
- B. Fear of making mistakes.
- C. There is the fear of wrong decisions.
 - 1. *First, we need to understand that as Christians, we have an extreme advantage.*
 - 2. *We need to realize that God is not playing games with us.*
 - 3. *We live in a wonderful mystery.*
- D. Fear of getting ahead of God

XI. KNOWING WHEN TO STOP

- A. Stop when you have enough ideas to reach a solution.
- B. Stop when you have done enough planning to reach the goal.
- C. Stop when the way you are doing things is obviously superseded by a better idea.
- D. Stop when you discover someone else is available who can do the job better than you can.
- E. Stop when what you are doing is getting you nowhere.
- F. Stop when the time you have scheduled for the task has expired.
- G. Stop when sharing what you have done with others has more potential benefits in reaching the overall objective than continuing to perfect what you are doing.

CONCLUSION

PRACTICAL ASSIGNMENT