

ADVANCED TIME MANAGEMENT TOOLS

Leader's Guide: TM11-3

Lecture time: 40 min.

Discussion time: approx. 30 min.

Leader's Oral Opening Comments

- Today there is more information than ever. The speed of life is also much faster. I would like to give you some specialized time management tools. They may look somewhat strange to you initially. They are specialized, so you will not need them in every situation. But sooner or later we all, every one of us, need this information and quite often we can't find it at the proper moment. Here are some practical helps for you.

Leader's Oral Closing Comments

- You can use these practical helps in a notebook or diary format, but also in your laptop, or even on your new phone, or — - — you can of course ignore them. The choice is yours. Life will go on. I want to encourage you to join it to the fullest and become a pace-setter. To be a pace-setter means you will have to have info at your fingertips.

Prayer instructions

- Lead your men to pray: *"Lord these 8 points are quite an armful; Addresses, Prospects, Interaction Log, Meeting, Objectives, Projects, Automobile, Memory. You really want me to do all these things? This is part of the ministry you require of me? I desperately need Your divine enablement Lord. Inspire me, give me long-term faithfulness. I am just a natural man, but I see I need Your supernatural enablement. This I ask in the name of Jesus Christ my Savior and because of His enabling blood, Amen."*

Pass-out material instructions

- Print and provide one paper copy of all the charts for each student. This way the students can discuss the material better. The paper copy also provides each student with a sample which he can use to make his own variation. Also provide all students with an electronic copy.

Practical assignments

- The practical assignment is fantastic this time. If you don't use it you will never find out if it works. It is not perfect but it will launch you forward. If you don't give it a try, you will soon be a man of yesterday. ☺ Smile and say 'yes'.

Supplemental materials TM11-7SM