**TIME MANAGEMENT**

**1. \_\_\_\_\_\_\_\_ wants us to make \_\_\_\_\_\_\_\_\_\_\_\_ use of our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Ephesians 5:15-17; Psalm 90:12

**2. Time management is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issue.**

Luke 12:42-43

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of God is a \_\_\_\_\_\_\_\_\_\_\_\_\_ deal to God.**

1 Corinthians 4:2

**4. A basic principle of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is that the more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ we are as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with what God \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to us, the more He will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ us with.**

Matthew 25:21

**5. The more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ we are the more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ God will give us.**

Daniel 5:29; Daniel 6:4

**6. The more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ we are the more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ God will give us.**

1 Timothy 1:12

**7. The key to getting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or more faithful at anything we do is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ how we are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ doing.**

**8. The only way to get a grip on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the use of time is to work hard at becoming systematic in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**9. It takes a lot of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ but nobody will ever become a good steward of their time who does not \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ of how they are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ their time.**

**10. The second part of \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ of what we have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is making a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of what we \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the future.**

**11. Very few things are more effective in time management than good, old fashioned “\_\_\_\_\_\_\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**12. Writing up a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” list will help us \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the things that we want to accomplish.**

**13. Establishing our personal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and diligently keeping them \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ place in our life is the single most important key to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**14. We need to make sure that we make the faithful accomplishment of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ of the \_\_\_\_\_\_\_ life the highest \_\_\_\_\_\_\_\_\_ in our lives.**

**15. If we don’t make these \_\_\_\_\_\_\_ in our life we won’t have the \_\_\_\_\_\_ or the \_\_\_\_\_\_ to accomplish \_\_\_\_\_ things with our life.**

**16. Our \_\_\_\_\_\_ ought to be a high \_\_\_\_\_\_\_\_ in our life and in our \_\_\_ of time.**

**17. When our \_\_\_\_\_\_ life is \_\_\_\_\_, our ability to manage \_\_\_\_\_\_\_\_\_\_ goes up substantially.**

**18. A key that is often overlooked in our \_\_\_\_\_\_\_ in giving our \_\_\_\_\_\_\_ plenty of time is \_\_\_\_\_\_\_\_\_\_.**

**19. Those who get the most done in a day are the ones who spend \_\_\_\_\_ of their \_\_\_\_ \_\_\_\_\_ what they are \_\_\_\_\_ at.**

**20. Being \_\_\_\_\_ enough, \_\_\_\_\_\_\_\_ enough, and \_\_\_\_\_\_ enough to \_\_\_\_\_\_\_\_ is the second most important time management principle there is.**

**21. It is important to \_\_\_\_\_\_\_ \_\_\_\_\_\_of \_\_\_\_ what we \_\_\_\_\_\_ want to do.**

**22. Those who faithfully make \_\_\_\_\_ and “\_\_ \_\_” \_\_\_\_\_ that are an expression of their priorities have a much easier time \_\_\_\_\_\_\_ “\_\_”.**

**23. Our daily, weekly, monthly and yearly \_\_\_\_\_\_ are supposed to put \_\_\_\_\_\_\_\_\_ on us so that we \_\_\_\_\_\_ harder, faster and smarter.**

**24. Faithful use of time won’t happen without a \_\_\_\_\_ of \_\_\_\_\_\_\_\_ that creates \_\_\_\_\_\_\_\_ on us. We always function \_\_\_\_\_ under \_\_\_\_\_\_\_\_\_\_.**

**25. There are two kinds of \_\_\_\_\_\_\_\_\_\_\_: the \_\_\_\_\_\_\_\_\_\_\_ we put on ourselves and the \_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_ puts on us.**

**26. The more we steward our use of time the more we will be in \_\_\_\_\_\_\_\_\_\_\_ of what and who \_\_\_\_\_\_\_\_\_\_\_ us.**

**27. \_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_, especially in ministry, causes anxiety, guilt and stress.**

**28. A simple “\_\_\_\_\_\_ \_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_ will help tremendously with the human problem of getting \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_ what we wanted to do.**

**29. A \_\_\_\_\_\_\_\_\_\_\_ leader is one who \_\_\_\_\_\_\_\_\_\_\_ well what he \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ no matter how hectic and demanding life becomes.**

**30. We all have the \_\_\_\_\_\_\_\_\_\_\_ amount of time \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ and we all use it up every day. Being a good steward of our time will not \_\_\_\_ us \_\_\_\_\_ time.**

**31. The issue in time management is, “How \_\_\_\_\_\_\_\_\_\_\_ do we \_\_\_\_\_ \_\_\_\_\_\_that \_\_\_\_\_\_\_\_\_\_\_, in the time that we have each day.”**

**32. Nobody will ever be a good steward of their time who does not \_\_\_\_, really \_\_\_\_, to accomplish \_\_\_\_\_\_\_\_\_\_\_ with their life that \_\_\_\_\_\_\_\_\_\_\_.**

**33. The biggest barrier to time management is \_\_\_\_\_\_\_\_\_\_\_.**

Romans 12:11; Proverbs 6:6-11; Proverbs 13:4; Proverbs 18:9; Proverbs 10:4; Proverbs 24:30-34;

Proverbs 14:23; Proverbs 12:24; Proverbs 12:27

**34. A major \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ in ministry is \_\_\_\_\_\_\_\_\_\_\_.**

**35. A key to time management is \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_, as well as smarter.**

**36. \_\_\_\_\_\_ people don’t want to \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_.**

**37. We tend to think that if we are really \_\_\_\_\_\_\_\_\_\_\_ to get everything \_\_\_\_\_ that we must be too \_\_\_\_\_\_\_\_\_\_\_.**

**38. We can \_\_\_\_\_\_\_\_ our \_\_\_\_\_\_ and our \_\_\_\_\_ to enjoy being \_\_\_\_\_\_\_\_.**

**39. We tend to think that if we are \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_ that we are too \_\_\_\_\_\_\_\_\_\_\_.**

**40. We can \_\_\_\_\_\_\_\_\_\_\_ our \_\_\_\_\_\_\_\_ and our \_\_\_\_\_\_\_\_ to enjoy the feeling of \_\_\_\_\_\_\_\_\_\_\_ at the end of the day.**

**41. A major principle in the training process is to always \_\_\_\_\_\_\_\_\_\_\_ and be \_\_\_\_\_\_\_\_\_\_\_ for being considered \_\_\_\_\_\_\_\_\_\_\_ of lots to do for the Lord.**

**42. Allowing ourselves to think “\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_” thoughts is a very bad \_\_\_\_.**

**43. A key to running the race hard all day long is \_\_\_\_\_\_\_\_\_\_\_ and systematic \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_.**

**44. Being a \_\_\_\_\_\_\_\_\_\_\_ steward of our time is also being a \_\_\_\_\_\_\_\_\_\_\_ steward of our \_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_.**

**45. Knowing when we are \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ is critically important in learning to \_\_\_\_\_\_\_\_\_\_\_ our \_\_\_\_\_\_\_\_\_\_\_.**

**46. Very few have \_\_\_\_\_\_\_\_\_\_\_ what is most \_\_\_\_\_\_\_\_\_\_\_ in bringing \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_ into their life.**

**47. A major issue in being a good steward is being \_\_\_\_\_\_\_\_\_\_\_ by a desire to \_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_ rather than \_\_\_\_\_\_\_\_\_\_\_.**

Galatians 1:10; 1 Thessalonians 2:4

**48. Probably the \_\_\_\_\_\_\_\_\_\_\_ thing to do in ministry is to not become a \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_.**

**49. Making a \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ to serve the Lord faithfully is a key to \_\_\_\_\_\_\_\_\_\_\_.**

Luke 9:23

**50. A major issue in motivation is focusing on the \_\_\_\_ of our \_\_\_\_\_ and the \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_of Christ.**

2 Corinthians 5:9-10