

Time Management

God has bestowed you a very great gift, which is 24 hours a day, 7 days a week, and 52 weeks a year, adding up to 8,736 hours annually. Have you ever calculated how many minutes you have in your whole life? $8,736 \text{ hours} \times 60 \text{ minutes} = 524,160 \text{ minutes}$. If you have 70 years of life, and 524,160 minutes a year, then for your whole life, you have $524,160 \text{ minutes} \times 70 \text{ years} = 36,691,200 \text{ minutes}$!

Oh! That is an abundant grace, and everybody can have it!

But why is it that every life would bear different fruit? Some lives are fruitless, while others are miraculous! The key is how you would use every moments of life that God has given you. If you have a fantastic vision, but do not have a good plan to work it out, then it would be a waste, and at the end you can get nothing!

If you want to learn time management, jot down all the things that you have done in the past week into the appropriate boxes of the following table, and write down the time that you have spent on each.

Important / Not urgent e.g. devotion (15 min)	Important / Urgent e.g. helping family on emergency matters.
Not important / Not urgent e.g. idling in front of TV (30 hours)	Not important / Urgent e.g. Substituting a friend for his tutorial lesson as he was handling urgent matters.

What have you discovered in what you have filled in? Most people would spend the least time on important but not urgent matters. But if you want to achieve your personal vision, the amount of time you spend on important but not urgent matters will determine your success, because this shows how much you value developing yourself so as to attain the vision given to you.

How you use your time reflects what habits you are developing, and your habits will determine your life.

Looking from another angle, your life-goal will determine your value, and your value will determine your characters, and your characters will determine how you would use your time. Looking reversely, how you use your time is crucial in achieving your life-goal. Therefore you can begin trying to draft your weekly timetable, and “purposely” arrange what you have to do into a 7-day schedule, so that you can follow the plan and do what you should do and plan to do. I am trying to draft a timetable of a working young man for your reference.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Choose a suitable time and method of devotion						
Morning	Going out with family	Listen to recordings of sermons or topics on the quality you want to develop on your way to work					
		Work: plan your progress and be a faithful witness You would work and communicate with others at work. So think what kinds of atmosphere you want to build up with your colleagues, so that your presence can become a power for working in joy.					
Noon	Sunday service Gatherings after service	Have a light lunch and then read a book (to increase your wisdom)	Have lunch with a colleague, caring for him and building relationship	Have a light lunch and then read a book (to increase your wisdom)	Have lunch with your mentor and share on your personal growth	Have lunch with a colleague, caring for him and building relationship	Do exercise with your mentor. Then go to mentor another cell member (train him to be a mentor), or mentor a non-believing friend (training him to share faith)
Afternoon		Work	Work	Work	Work	Work	
Evening	Centering time Allow yourself to quiet down before God and examine your life in the past week	Plan for you cell and pray with your team member, to be equipped for leading the cell	Dinner with family (design a seed plan to be done at home)	Cell meeting	Dinner with family. Have a stroll with a family member after dinner, and have a sharing time.	A flexible time slot for impromptu arrangement, so that your schedule would not be too tight.	Attend an interest group or learn a skill. This is a self-learning time slot, directing toward your personal goal.
	Plan for your internet surfing time. Do not idle before the computer. Shut it down after doing your business, and allow yourself to rest or do some housework such as cleaning up your room. Encourage you to plan for your time to go to bed.						

At first you may not be used to it, and you may ask your mentor to help you draft your schedule and monitor you on working it out. Give yourself sufficient encouragement and work on it one step at a time. Do not be frustrated when there are times you cannot work it out. Adjustments may be necessary on your arrangements and expectations. It is better to plan at the beginning of each

week, but there should always be flexibility. Timetable is to serve you, not to enslave you. The most important thing is that it can help you achieve your expectations.

You will discover that in the week you planned you have a better quality of your use of time.

The cumulative effect of your use of time each day determines the outcome of your week.

The cumulative effect of your use of time each week determines the result of your month.

The cumulative effect of your use of time each month determines your growth in a year.

The cumulative effect of your use of time each year determines your accomplishment in a decade.

The cumulative effect of your use of time each decade determines the fruit your bear in your life.

Of course, encourage you to review your plan each week whether you are working according to schedule. If your action is far behind your plan, say achieving only 50%, you should reflect on the reasons. Is the plan too ambitious? Or are you too loose to yourself? Plan for the following week after review, and you can plan better and manage your time better. And you can manage your life better in focusing on the important things.