

# "TIME MANAGEMENT"



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# EXAMPLES OF TIME ROBBERS

1.

# **PROCRASTINATION**

2.

# **POOR PERSONAL PLANNING**

**3.**

**INTERRUPTIONS BY PEOPLE  
WITH NO APPOINTMENTS**

4.

**POOR DELEGATING**

**5.**

**POOR USE OF  
THE PHONE**

6.

**JUNK MAIL**



7.

**LACK OF CONCERN FOR  
TIME MANAGEMENT**

8.

**LACK OF CLEAR PRIORITIES**

# **HOW TO AVOID THE ACTIVITY TRAP**

**1.**

**AVOID WORKING ON  
SEVERAL PROJECTS  
AT THE SAME TIME**

2.

**FINISH ONE JOB BEFORE  
STARTING ANOTHER**

**3.**

**SET SELF IMPOSE  
GUIDELINES  
FOR YOUR JOB**

4.

**CONCENTRATE ON  
THE RESULTS**

**HOW CAN I MANAGE  
GOD'S TIME EFFECTIVELY**



1.

**DEVELOP PRIORITIES AND  
COMMUNICATE THEM**

2.

**LEARN TO SAY NO**

**3.**

**COMMIT TO MANAGING  
YOUR TIME**

**AS A CHILD OF GOD  
WE HAVE  
TO BELIEVE THE FOLL:**

1.

**GOD HAS A PLAN FOR  
YOUR LIFE**

2.

**GOD IS THE SOURCE  
OF YOUR POWER**

**3.**

**IDENTIFY THE PURPOSE**

4.

**VISUALIZE THE  
COMPLETED PLAN**



**5.**

**MAKE SURE  
YOUR OBJECTIVES  
ARE COMMON SENSE**

**6.**

**WHAT RESOURCES  
DO I NEED  
FOR MY PLAN**

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