

“Kingdom Workers in Service of the King”

TIME FOR THE KING

WISCONSIN LUTHERAN SEMINARY

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**WELS Kingdom Workers Men's Retreat
Grace Lutheran Church
Tucson, Arizona**

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Goals of this class: That we will

- become more aware of what a blessing from God our *time* is
- be motivated to use our time in service of our King (1 Corinthians 10:31)
- become better equipped to make faithful and wise use of our time in service of our King

I. Recognize the Value of Time

- A. Time is *God-given* (Genesis 1:14)
- B. Time is *fleeting* (Psalm 90:5,6,10)
- C. Time is *uncertain* (James 4:13-15)
- D. Time is *irrevocable* (John 9:4)
- E. The Christian's use of his time is a part of his life of *Christian stewardship*

1. Stewardship *definition*: Managing God's resources God's way

2. Stewardship *motivation*

a. Stewardship is a part of the Christian's life of sanctification

b. Sanctification is effected through a proper use of law and gospel

1) The law _____ (Romans 3:20)

2) The gospel

_____ (Matthew 9:13)

_____ (Psalm 119:132)

_____ (John 15:5)

The Good News of forgiveness of sins in Christ produces an "*I will*" rather than an "*I must*" response and provides the power for living our lives to the glory of God.

3. Stewardship of time *response*

a. *Faithful* use of our time (1 Corinthians 4:2)

b. *Wise* use of our time (Ephesians 5:16)

4. For Discussion

a. Agree or Disagree? When Jesus asked his disciples in the Garden of Gethsemane, "Could you not watch with me for one hour?" he was trying to motivate them to use their time wisely.

b. Agree or Disagree? Christians try to use their time wisely because they love Jesus.

II. Recognize and Overcome Time-Wasters

A. Ten Time-Wasters

1. Disorganization
2. Procrastination
3. Perfectionism
4. Unresolved conflict
5. Failure to delegate
6. Taking on too much
7. Television
8. Computer
9. Poor diet/lack of exercise
10. All work and no play

B. Tackling the Time-Wasters

1. Disorganization

- a. Determine priorities: How would you rank the following?

God—Job—Self—Spouse—Family

- b. Organize your time in keeping with priorities

1) Prayer time

- a) The example of Jesus (Luke 5:16)
- b) The encouragement of the Scriptures (1 Peter 2:2-3; Philippians 4:8,6,7)
- c) The promise of the Scriptures (Isaiah 26:3)
- d) How do busy people find time for prayer and meditation on the Word?

2) Church time

How much time should one spend in church work? How can we get more men to offer their time to serve on boards, etc.?

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3) Spouse time

a) Ephesians 5:25; 1 Peter 3:7

b) Suggestions?

4) Children time

a) Ephesians 6:4; 1 Timothy 3:4-5

b) How does a busy father carve out time in his schedule for his children?

5) Self time

What is the value of hobbies? The liability?

6) Work time

Would it ever be proper to refuse a promotion?

c. Distinguish between urgent and important, between being efficient and being effective.

d. Plan

1) Importance of planning

2) Daily, weekly, annual planning

3) Project planning

e. Schedule

1) Learn how to tell time

2) Identify your primary work time

3) Cluster work, e.g., correspondence, e-mail, phone calls

4) Expect interruptions and distractions (Murphy's Law); so allow some leeway

5) Employ the "Swiss cheese" method of time management

2. Procrastination

a. Schedule for "peak" work time

b. Clear the decks

c. Get going, whether you feel like it or not

3. Perfectionism
 - a. Derive your self-image from the right place
 - b. Remember 1 Corinthians 4:2
4. Unresolved conflict
 - a. Daily drown the Old Adam
 - b. Be reconciled (Matthew 5:23-24; Matthew 18:15; Ephesians 4:26,27,32)
 - c. What does Romans 12:18 add to the above?
5. Failure to delegate
 - a. Biblical case studies
 - 1) Jethro and Moses (Exodus 18:13-27)
 - 2) The apostles and the seven “deacons” (Acts 6:1-7)
 - b. What you can’t delegate
 - 1) Your job
 - 2) Things only you can do
 - c. What you can delegate
 - 1) Things you *can't* do
 - 2) Things others can do *better* than you
 - 3) Things you shouldn't be doing because they are *not important* in fulfilling your priorities
 - d. Ten steps
 - 1) Determine your priorities
 - 2) Recognize your strengths and weaknesses
 - 3) Recognize your limits
 - 4) Select the projects or activities to be delegated
 - 5) Pick the right person for the job
 - 6) Carefully explain the job
 - 7) Transfer appropriate authority

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- 8) Encourage independence
 - 9) Maintain open communication
 - 10) Follow up and evaluate
6. Taking on too much
 - a. Learn to say "No"
 - b. Learn to say "No" to the right things
 7. Television

Schedule for week?
 8. Computer

As with all hobbies, manage them rather than vice versa
 9. Poor diet/lack of exercise
 - a. Practice proper daily nutrition
 - b. Get regular physical exercise
 - c. Keep your weight down
 - d. Get sufficient sleep
 10. All work and no play
 - a. Regular time off each week
 - b. Regular time off each year

III. A Potpourri of Time-Saving Tips

- A. Use the TRAF method of handling mail, memos, etc. (from Stephanie Wilson, *The Organized Executive*):
Toss
Refer
Act
File
i.e. Winston
- B. Use e-mail
- C. Use "tickler" files
- D. Use referral files (topics/people)

- E. Have a hideaway—for thinking, for priority projects
- F. Make meetings count
 - 1. Have a purpose
 - 2. Start and end on time
 - 3. Utilize printed agendas
 - 4. Expect written reports
 - 5. Keep on track
 - 6. Fix responsibilities
 - 7. Follow through on action items
- G. Evaluate your reading habits
 - 1. Read selectively
 - 2. Speed-reading course?
- H. Make time count twice
- I. Write it down
- J. Avoid over-organizing
- K. Make instant decisions whenever possible
- L. Work on only one item at a time
- M. Watch out for long breaks and lunches
- N. Prepare tomorrow's schedule today

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Time, like an ever-rolling stream,
Soon bears us all away;
We fly, forgotten, as a dream
Dies at the opening day.

Lord, lead us to use the fast-fleeting hours you give us here on earth to your glory and honor.
As your Son stepped down into this world for us,
and used his 33 years on earth to carry out your plan for our salvation,
so move and enable us to recognize and fulfill your plan for our days here,
until the time you call us to the never-ending day of life with you forever.
In Jesus' name. Amen.