



TIME MANAGEMENT

Time Management

Created by // Christian Challenge

Time is the most valuable asset in our life, even more valuable than money. If you lose money, it can be regained. If you lose time, it's gone forever.

This tool will help students determine how they are spending their time each week. Ideally, after completing this tool students will be able to see what areas of their life they are giving too much time, and what areas of their life they aren't giving enough time.

For best use, have students read this article and then record what they are doing every 30 minutes for 1 week. After that is complete, have them categorize how much time they spent in the following areas in the table below. Debrief with them afterwards.

Category	Time
Classes	
Homework	
Ministry	
Spiritual Development (quiet times, verse memory, etc.)	
Leisure (watching TV, spending time with friends)	
Sleeping	
Getting ready	
Eating	
Work	
Transportation	
Transition Time	
Other	

Discuss with your spiritual mentor:

Why would God care about how we spend our time?

Look up 1 Corinthians 10:31 and Ephesians 5:15, what do they have to say about how we manage our time? Can you think of any other verses that would apply?

If someone was to look at your schedule, what would they say is most important to you? Rank the top five priorities they would see.

1. _____
2. _____
3. _____
4. _____
5. _____

What is something you need to spend less time doing?

What is something you need to spend more time doing?

Re-rank your priorities to what you would like them to look like.

1. _____
2. _____
3. _____
4. _____
5. _____

What changes do you need to make to have a schedule that reflects these priorities?

What is a system that you can use to help keep track of your appointments/errands/to-dos?