



EQUIPPING THE SAINTS

HOW TO ORGANIZE MY TIME

NOTES

Objectives

What is your objective for life?

Most people have never really thought about this question and would find it very difficult to define a lifetime goal or objective. As a result, when daily decisions come up, they are unable to make choices in a way that will move them toward their specific goals.

Decisions that are not made on the basis of one's objectives are wasted energy—activity without productivity.

The only way a person can make sound decisions for his life is to know clearly what his objective in life is. Then he must make EVERY decision on the basis of that objective.

The Apostle Paul was very clear about his life objective:

So naturally we proclaim Christ! We warn everyone we meet and we teach everyone we can, all that we know about Him, so that we may bring every man up to his full maturity in Christ. This is what I am working at all the time, with all the strength that God gives me.

Colossians 1:28,29 (JBP)

Paul knew what his basic objectives in life were.

- Proclaim Christ
- Warn everyone he met
- Teach everyone he could
- Bring every man to his full maturity in Christ

Because he had defined his goal so well, Paul therefore wrote to the Philippians:

*...but this one thing I do, forgetting those things which are behind, and reaching forth unto those things which are before, I press toward the mark for the prize of the high calling of God in Christ Jesus.
Philippians 3:13,14*

Paul had one great vision or objective to which he continually pressed, harnessing all his resources to accomplish it. This is why he could say:

*This is what I am working at all the time, with all the strength God gives me.
Colossians 1:29 (JBP)*

For most of us, instead of saying, “this one thing I do,” we would have to say, “these many things I dabble at.” We may not even be sure what the objective is. It has never come into focus for us. We may be:

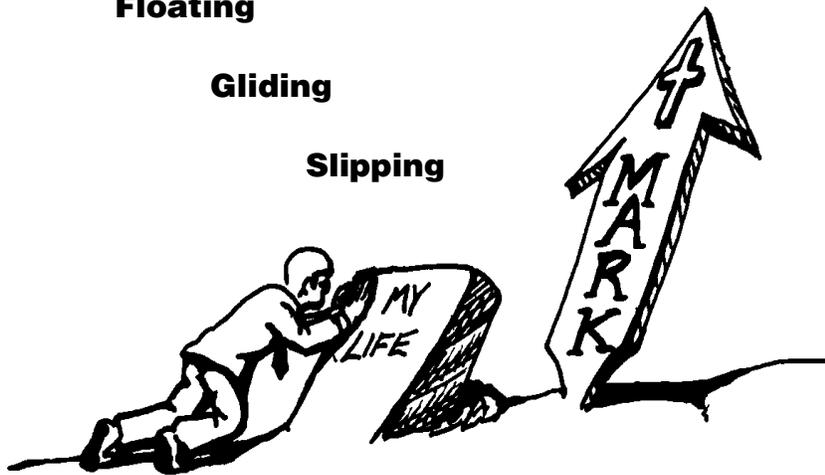
Drifting

Sliding

Floating

Gliding

Slipping



But are we *pressing* toward the mark?

If someone were to ask you to write out your objective for life, could you write it?

My objective is: _____

A Test to Discover Your Real Objective

Perhaps you have never even thought about your life objective—or perhaps you have thought of it a great deal. Perhaps you **think** your objective is spiritual and of God. Here is a little test:

For where your treasure is, there your heart will be also!

Matthew 6:21

This means simply that where you are investing your resources (**time and money**)—there your heart is. That is your real goal in life. Many Christians would be quick to say that their goal was to serve God and reach others for Him. But if you were to analyze the money and time they invest in their so-called goal, you would find very little given for this purpose.

- Are your goals temporal or eternal?
- When was the last time you evaluated the investment of your resources? Are they in keeping with your stated objectives?

God's Objectives for Every Believer

To Do His Will

This was His plan for Jesus, and it is His plan for us as well. Jesus said:

For I have come down from heaven, not to do My own will, but the will of Him who sent Me.

John 6:38

- Are you doing God's will or your own?

To Set God's Kingdom as First Priority

The Kingdom of God is people who allow Christ to rule in their lives.

The Righteousness of God is God's Word.

But seek first the kingdom of God and His righteousness, and all these things shall be added to you.

Matthew 6:33

- Are you one of the people who live under the Lordship of Christ? Are you seeking to draw others to Him, expanding His Kingdom?
- What priority does God's Word have in your daily schedule? What

percentage of every day is spent in the Word? (Remember: THE SUM OF ALL YOUR INDIVIDUAL DAYS EQUALS YOUR LIFETIME.)

To Bear Fruit

You did not choose Me, but I chose you and appointed you that you should go and bear fruit, and that your fruit should remain, that whatever you ask the Father in My name He may give you.

John 15:16

- Are you bearing fruit—both the fruits of the Spirit as well as the fruit of other lives?

To Be Made a Fisher of Men

And He said to them, “Follow Me, and I will make you fishers of men.”

Matthew 4:19

- When was the last time you went fishing for people?
- When was the last time you “caught” a person for Christ?

To Make Disciples

Go ye into all the world and make disciples of every nation...

Matthew 28:19 (NASV)

- Whom are you discipling now?

To Live for Him and Not for Ourselves

And He died for all, that those who live should live no longer for themselves, but for Him who died for them and rose again.

2 Corinthians 5:15

- Who are you really living for: **Self or God?**

It is not enough simply to have an objective. One must have an objective that is in keeping with God’s will for His children. God’s objectives are eternal, not temporal.

If you desire to find God’s will for your life, you must set aside a portion of time for Him daily. In this lesson you will be introduced to the “Personal and Spiritual Management Aid” which will help you schedule your day with God in it.

How to use the PSMA

The Personal and Spiritual Management Aid (PSMA) is a tool designed to help you manage your life around the eternal things of God. It will be used five days a week during this training course to help you master time management. Learning to manage your time can keep you from dissipating your life on temporal things. If you are not able to control the use of your time, you will never be able to invest wisely in the eternal things of God. This battle is won, or lost, one day at a time.

The PSMA is divided into three sections—Quiet Time, Basics and Time Management.

Quiet Time

In order to develop your relationship with God, the two of you must spend time together. As you pray you share your heart with God, and God shares His heart with you as you allow Him to speak to you through the Scriptures. Spend some time reading a passage of Scripture, and begin asking God to speak to you personally about various areas of your life.

The Observation Section gives you a place to record what God shows you. The Application Section gives you a place to record how you apply this in your life today.

If someone is discipling you, he or she will not read your private meditations, but simply make sure that you are diligently seeking to develop your relationship with God by meeting with Him daily.

Basics

This section of the PSMA deals with the various elements of the Wheel. It begins with the vertical spokes of the wheel which deal with your devotional disciplines.

Scripture Memory

Each week you are required to memorize passages out of the Bible. There are normally three stages to a memory program.

Scripture Memory: Current—the verse which you are now working to master. This stage requires daily work and review.

Scripture Memory: Back—verses which you have already mastered. This stage must still be reviewed regularly, but not daily.

Scripture Memory: New Verses—the verse in this week's lesson which must be memorized. These verses

will go from new verses into your current review and finally into your back review.

NOTES

Bible Reading

Many people have a program to help them read through the Bible in a one-year or two-year reading schedule. In Lesson 1/14, you will be introduced to a Bible Reading Program in Lesson 1/14 which you may desire to use in your Scripture reading, or you may select the passages or books you desire to read.

Bible Study

Bible studies begin in Lesson 1/4 with a simple question-answer study, and progress to inductive book studies in Lesson 3/14. By the last lesson in Book Four you will have acquired a method to study the Bible book by book, one chapter at a time. You may do your study all at one sitting, or you may do one part daily, or at several sittings. The way you choose to do the Bible Study assignment will determine the number of times this box is checked for the week.

Prayer

In Lesson 1/10 you will be introduced to a Prayer Guide which will help you to strengthen your prayer life. Until that lesson, this section is just to remind you to pray daily.

Witnessing

This is to ensure that you become a “fisher of men.” From Lesson 1/10, evangelism is a regular part of this course. You may not witness daily, but if a week passes and you have not checked this box, it may mean that you need to share the Gospel with someone.

Follow Up

As you begin Book Two, you should have a disciple with whom you are meeting weekly. Therefore, the follow up section should be checked weekly. It should also be used whenever you meet with other people to help them grow in their walk with God.

Exercise

This section is to remind you that your body is a temple that God has given to you. It is your responsibility to care for this temple through exercise, diet, etc. Chart your progress in this area.

Blank

Use this blank space for some area of life that God is speaking to you about.

It is important to realize when using the PSMA that every activity does not have to be done everyday. There are some things such as a

Quiet Time and Scripture Memory which should be done daily, but other areas, such as Bible Study and witnessing may only be done on certain days. However, each day the PSMA is a reminder of all the elements which make up both the vertical and horizontal spokes of the wheel in our lives. Our objectives for each of the various elements will determine how often you will check them on the PSMA form.

Time Management

This is used to help plan your day with the eternal things of God scheduled into your life. This now provides you the basis to say “no” to the things which have nothing to do with your objectives in life. If you have not learned how to plan your day, the whole world is waiting to plan it for you with its priorities.

Daily Schedule

This is a place to plan the various elements which are to occupy your day.

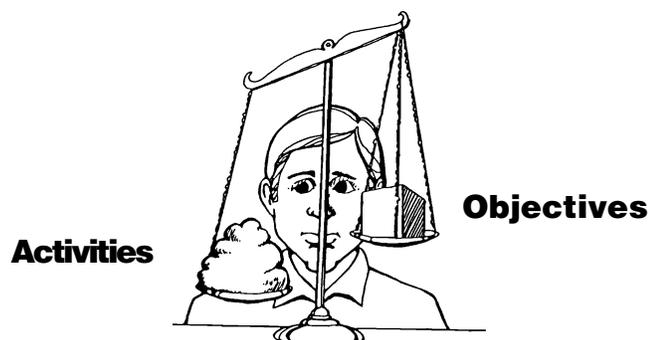
Priority

It is important to place a priority on each element which is to make up the day’s activities. This helps you learn to do the most important things first and in a planned sequence.

Do List, Errands and Projects

At the start of each day make a list of all the things which need to be done. This list gives you what you need to be able to plan and place priorities so you can write your daily schedule.

Successful people know what their objectives are and have learned to plan the priority activities into their daily lives so as to accomplish their objectives.



If you don’t finish checking off everything on the PSMA each day—remember, don’t panic. There are very few people who do. The important thing is to do the most important priority or priorities that you had to do. The unfinished tasks can be carried over to tomorrow’s list. Eventually, when they become priority issues, they will be completed.



EQUIPPING THE SAINTS

Personal & Spiritual Management Aid

Date *May 5*

Passage *Ps. 1*



Quiet Time

Observations *It is interesting to note the downward progression to sin. Walk—Stand—Sit. Blessed, or happy, is the person who doesn't walk where the ungodly congregate. If he does, before long he will be standing around fellowshiping with them. When this happens it isn't long before he is sitting, and finally his life is affected by their scoffing attitudes and ways.*

Application *Lord, this day help me not to let my mind walk where I have kept my feet from walking or dwelling. Help me walk, stand and sit in your presence.*



Basics

Area	✓	Description	Comments
Scripture Memory: Current	✓	<i>15 verses</i>	
Scripture Memory: Back	✓	<i>15 verses</i>	
Scripture Memory: New Verses	✓	<i>2 verses</i>	
Bible Reading	✓	<i>John 15-16</i>	
Bible Study			
Prayer	✓	<i>Monday's List</i>	
Witnessing			
Follow Up	✓	<i>ETS Lesson 2/2</i>	<i>Meet with Bill</i>
Exercise	✓	<i>2.5 miles</i>	



Time Management

Daily Schedule		Prior-ity	Do List	Errands & Projects
8	<i>Quiet Time</i>	<i>1</i>	<i>Quiet Time</i>	<i>Revise Estimates</i>
8:30	<i>" "</i>	<i>2</i>	<i>Basics</i>	<i>Work on Survey</i>
9	<i>Review verses</i>	<i>3</i>	<i>Pick up cleaning</i>	<i>Yard needs cutting</i>
9:30	<i>Work</i>			<i>Fix and paint door</i>
10				<i>Clean the garage</i>
10:30	↓			
11				
12	<i>Lunch (prayer)</i>			
1	<i>Write Joe</i>			
1:30	<i>Work</i>		Write <i>Joe</i>	
2				
3	↓			
4	<i>Review verses</i>		Phone <i>John</i>	
5	<i>Family Time</i>		<i>Grace</i>	
6				
7	↓		See <i>Sue & Bob</i>	
8	<i>Meet with Bill</i>			