

Steward Your Time

Regardless of age, gender, political affiliation, field of study, or social circles, everyone has 24 hours each day. Yet, while our time is definitive in the short-term, our days are numbered in the long-term. As Christians, we should steward or guard our time wisely so that we give the most return to our Lord. Although there are mandatory activities in life to which we must all attend, we all have certain discretionary activities we choose to do. Moreover, everything we must do or choose to do will use up energy, which is another limited resource.



Choice

How we choose to use that time depends on our calling, values, and priorities; yet, it also depends on our ability to proceed efficiently and effectively, which is often determined by our strategies, skills, techniques, motivation, and discipline. While there are multitudinous strategies for managing your time, the right strategy for you will depend upon your **personality**, ability to **self-motivate**, and level of **self-discipline**.¹

Steps toward Stewardship

In order to improve on something, you must first understand what you have to start with. Consider the RAC method (watch video).

1. **Record** – Write down how much time it takes for you to do everything for the whole day. Do this for a week to get a sense of different days.
2. **Analyze** – Evaluate what you did and highlight the chunks of time that are not consistent with your calling, values, and priorities. Where do you waste time?
3. **Change** – Prioritize your daily activities into what accomplishes your goals. Remove the “clutter” and schedule specific times to work, study, sleep, pray, etc.

Focus on what Matters

Part of managing your time well is focusing appropriately. How do you do that? A quick Google search yielded about 265,000,000 results in 0.47 seconds. Nobody has the time to go through that! Therefore, here is a quick, but not exhaustive list. You don't need to do everything, but you should try to see what works for you.

- Discover and focus on your calling
- Determine priorities, set personal goals, prioritize your time
- Break goals into tasks
- Keep tasks on a to-do list (paper or electronic)
- Make a schedule
- Take initiative
- Avoid Procrastination
- Leverage technology to your advantage
- Manage your distractions
- Learn to say no
- Delegate to others
- Avoid Multitasking
- Consult the experts; learn from others

Managing, balancing, organizing, and scheduling your time well will support accomplishing your goals. Take a quiz to see how well you manage your time [here](#)! Watch [this video](#) and ask yourself, “Am I spending my time on the things that really matter?” Further, check out Stephen Covey's famous [time management matrix](#).

¹ “Ten Strategies for Better Time Management.” (n.d.). Retrieved from http://www.fcs.uga.edu/docs/time_management.pdf