

Bible project

[Business, Management](#)



Name_____ Time Management Stage one: Knowledge Time management - the analysis of how working hours are spent and the prioritization of tasks in order to maximize personal efficiency in the workplace Procrastination The discipline of time management is an important skill that needs to be learned early on. One of the biggest obstacles to overcome is procrastination. Procrastination is the problem of putting things off. We all seem to procrastinate on certain levels by making up excuses not to do something. The bad thing is that procrastination can be displayed in an every day lifestyle, which can effect us in achieving our goals. Procrastination can be the reason behind our failures Proverbs 10: 4 - 5 " Lazy hands make a man poor, but diligent hands bring wealth. He who gathers crops in summer is a wise son, but he who sleeps during harvest is a disgraceful son. " This verse contrasts being lazy with hard work. We need to live our lives for God by not being lazy but by working hard to serve Him. An unproductive lifestyle comes from procrastination Procrastination can lead to a bad lifestyle. It can result in getting bad grades, not showing your best work, and being unproductive. It is important to avoid making excuses and as you head towards your goal, you should pray that God gives you the persistence to achieve it without getting lazy. Underlying problems can be revealed by procrastination If we continue putting things off it can mean we lack discipline, are poor time managers and sometimes are disobedient to God. Joshua 18: 3 " So Joshua said to the Israelites: " How long will you wait before you begin to take possession of the land that the LORD, the God of your fathers, has given you? " People get discouraged because the task seems difficult, large, or too much to handle. It is during this time that

procrastination kicks in, but instead of giving in you need to seek help and encouragement from others. Remember that you are responsible for the end result of whatever you are working on. Overcoming procrastination in the life of a believer Procrastination can be fixed by getting down to work and actually doing it. Keep in mind that everything you do is for the glory of God and he deserves your best. We must not put off tomorrow what we can do today. The danger of procrastination - Tomorrow may never come James 4: 13 " Now listen, you who say, " Today or tomorrow we will go to this or that city, spend a year there, carry on business and make money." Why, you do not even know what will happen tomorrow. What is your life? You are a mist that appears for a little while and then vanishes. " Our life is in God's control, we are not promised tomorrow. It would not be smart to put something off until tomorrow because tomorrow may never come. Time is always passing and so we need to use our time on earth to further the kingdom of God.

Principles of good time management Change the way you think - plan to do activities you need to do Control your time - reduce interruptions when you are doing a task Set yourself goals Complete tasks on time Do you procrastinate? _____ Why do you think Time Management is important? _____

Stage two: Understanding Having time management is important. If you fall into procrastinating you have to be ok with late staying up late and stressing out. I don't know anyone who is ok with that. There are many consequences to procrastinating. It can affect your high school education because if you are up late at night doing homework or cramming the night before a test you will be tired the next day in class. If your coach tells you to go outside and make

100 free throws a night and you wait until it's dark out you are cheating yourself in practice. If you go inside before you finish your 100 free throws because it is too dark outside it is your fault, since you didn't go during the afternoon. Why is procrastinating bad?

_____ Do you think procrastinating can have a long term effect on you later on in life?

_____ Stage three: Application Having time Management is key in life. There are many ways to having Time Management. For example every time you have something due or plan something you should put it into a planner. Having a place to put down all of your things to do can help you organize everything. With a planner you can look at all of the things that you have to turn in that week. This can come in handy by reminding you what homework and projects you have that way it's not the night before at 11: 00 and you remember that you have a project to turn in the next day. Being stress free can How can you have Time Management?

___ Stage four: Analysis 1. Analysis the importance of time management.

