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THE POWER OF EFFECTIVE

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**TIME MANAGEMENT**

COMMUNICATING IN THE DIGITAL AGE | INTRO



Rachel Price

speaker - author - consultant

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**THERE IS NO RIGHT TIME TO DO THE  
WRONG THING, BUT THERE CAN BE A  
WRONG TIME TO DO THE RIGHT  
THING.**

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**“... BE CAREFUL HOW YOU LIVE. DON'T LIVE LIKE FOOLS, BUT LIKE THOSE WHO ARE WISE. MAKE THE MOST OF EVERY OPPORTUNITY IN THESE EVIL DAYS. DON'T ACT THOUGHTLESSLY, BUT UNDERSTAND WHAT THE LORD WANTS YOU TO DO.”**

**EPHESIANS 5:15-17, NLT**

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**TIME MANAGEMENT IS NOT A MATTER OF WHETHER THERE IS ENOUGH TIME IN THE DAY, BUT RATHER HOW THE TIME IS SPENT.**

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# FIVE P'S OF EFFECTIVE TIME MANAGEMENT

- ▶ PRAYER
- ▶ PLANNING
- ▶ PRIORITIES
- ▶ PRODUCTIVITY
- ▶ PURPOSE

**PRAYER**



### PRAYER

- ▶ Start each day by asking God what He has planned for you
- ▶ Ask God for wisdom, creativity and guidance, then let Him download His ideas as you plan.





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**JUST BECAUSE SOMETHING IS  
ON YOUR TO DO LIST DOESN'T  
MEAN IT'S ON GOD'S.**

**PLANNING**

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**BY FAILING TO PLAN, YOU ARE  
PLANNING TO FAIL.**

**Benjamin Franklin**

### PLANNING

- ▶ Plan time in four portions: Yearly, seasonally, weekly, daily
- ▶ Look at the big picture and work backward
- ▶ Once you know the plans, prioritize the steps for accomplishing them.

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**HAVING A CLEAR VISION OF WHERE YOU  
ARE GOING MAKES THE TRIP MORE  
ENJOYABLE FOR YOURSELF AND THOSE  
YOU ARE LEADING.**

**PRIORITIES**

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**“WHEN EATING AN ELEPHANT  
TAKE ONE BITE AT A TIME.”**

**Creighton Abrams**



# PRIORITIES

- ▶ Split your list into segments and assign deadlines.
- ▶ Assign “another day” items to a specific day so they don’t fall off the radar.
- ▶ Be realistic when setting timelines.
- ▶ Plan for the unexpected. Write these things into your calendar as they occur.
- ▶ Put the most important items at your most productive time of day.

**PRODUCTIVITY**

# PRODUCTIVITY

- ▶ Delegate
- ▶ Do what only you can do
- ▶ Decision-making
- ▶ Time management is more about team building and delegation than time manipulation.

**PURPOSE**

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**YOUR PASSION WILL PRODUCE PURPOSE  
IN THE PEOPLE AROUND YOU, AND  
PURPOSE PRODUCES PRODUCTIVITY.**

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**“...AND WHATEVER YOU DO,  
DO, DO IT HEARTILY AS TO THE  
LORD AND NOT TO MEN.”**

**Colossians 3:23, KJV**

### PURPOSE

- ▶ Identify the goal: What purpose does your task serve?
- ▶ If you don't know where you are going, how will you know when you arrive?
- ▶ Identify measurable. How will you know when you hit the target?



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**WITH A MILLION AND ONE THINGS VYING FOR YOUR ATTENTION, ULTIMATELY YOU ARE THE ONE WHO WILL CHOOSE WHICH THINGS WIN. BE DISCIPLINED AND INTENTIONAL IN WHAT YOU ALLOW TO HAVE YOUR TIME AND ATTENTION.**

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- ▶ Each person is allotted just enough time to do what God has placed them here to do.
  - ▶ You don't get to decide how much time you will be given, but you do get to decide how you will spend the time you are given. Choose wisely.



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**“THE HARVEST IS PLENTIFUL BUT THE WORKERS ARE FEW. ASK THE LORD OF THE HARVEST, THEREFORE, TO SEND WORKERS INTO HIS HARVEST FIELD.”**

**Matthew 9:37–38, NIV**