**TIME MANAGEMENT**

**By**

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Those who make the best use of time will accomplish so much more than others.

**Eleven ways to Manage Time**

1. Plan
* Planning keeps us focused: if you don’t know where you are going on a given day, week, month, or year you will not know when to get there.
* Planning prevents others from setting your agenda.
* Planning increases efficiency.
* Planning gives satisfaction from goals accomplished.
* Planning helps you to get done whatever you consider most important - Time with your spouse and children, time seeing members at your office, time for boards, meetings, services, time visiting members, time alone with God, time for study and sermon preparation.
* Planning must be flexible.
* Planning must be communicated to members and your family, and leaders should let the members know you’re available at any time for emergencies. Communicate your schedule personally and in writing.
1. Prioritize
* Spend your time doing the things that really matters. Make a list of what must be done for the week in order of priority.
* Set a time frame for each item that must be done on your daily list of priorities.
* Do your creative hard thinking work when your energy level is at its highest.
* Use a volunteer retired secretary or a shut-in to take phone calls and make appointments for visitation and office visits.
1. Group Your Visits
* Visit all members of your district that are living in the same area.
* Call members who are very difficult to visit at home because they leave home early every day and return late. Call members who are living far out of your district, call members who are sick that you cannot visit.
* Don’t call committee meetings to make decisions that could be made by one or two persons.
1. Answer letters immediately and get it out of the way.
2. Delegate things that others can do. Do only the things that only you can do and need to do. Use your time to pray, study, think, plan and preach.
3. Use your waiting and traveling time to read, listen to CD’s and the news.