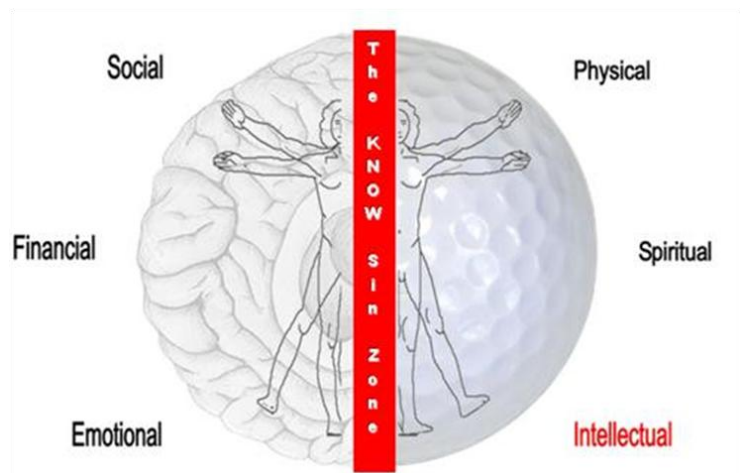


Recapture Your Time



Your Time



Re-Capture Your Time

“Simplicity is a key ingredient of a joy-filled life. Choose the simple things always. Life will become complicated... only if we let it be so and if we do not face it – head on. We can be swamped by difficulties if we let them take up too much of our time, or we can crowd out the sounds of the silence planted deeply in our brain. Every difficulty can be either solved or ignored and something better substituted for it. Love the humble things of life. Reverence the simple things. Your standard must never be the world’s standard of wealth and power.”

-Taken In Part from the Hazelden Foundation

It is critically important that we gain control of our time from an early age. We as parents and individuals need to take a truthful look into lessons we have learned and establish the following principles in our own lives if we have any chance of affecting our children positively in the competitive world we are bringing them up in.

Time and Money are highly emotional commodities. We will be covering money in the next section. Busyness can be a symptom for many other issues. Check those below that may apply to you.

- ☐ Busyness makes me feel important.
- ☐ Busyness keeps me from dealing with stressors.
- ☐ Busyness keeps me away from a bad situation.
- ☐ Busyness gives me a false sense of security.
- ☐ Busyness in my life seems to increase.
- ☐ Busyness is something I just cannot control.
- ☐ Busyness gives me bragging rights.
- ☐ Busyness provides an excuse avoid doing things.
- ☐ Busyness is impressive.

As with money we need to be stewards¹ of the time we have been given. We should not waste or hoard it, and we shouldn’t spend it frivolously. Following are “MacDonald’s Laws of Un-seized Time” from the highly acclaimed *Ordering Your Private World*. If you have not read this book, it is strongly suggested that you do so.

¹ A **biblical** world-view of stewardship can be consciously **defined** as: "Utilizing and managing all resources **God** provides for the glory of **God** and the betterment of God’s creation." The central essence of **biblical** world-view stewardship is managing everything **God** brings into a life in a manner that honors **God**.

LAW #1: UNSEIZED TIME FLOWS TOWARD MY WEAKNESSES

Question, have you defined a sense of mission in your life? Are you filling a purpose with your time or a void in your life? Don't be too quick to answer; you may not even be aware of it.

LAW #2: UNSEIZED TIME COMES UNDER THE INFLUENCE OF DOMINANT PEOPLE IN MY LIFE

Spiritual law states that God loves you and has a plan for your life. Men and women who do not have a defined sense of mission in their lives will discover that the same thing can be said about the dominating people in their lives.

Creating A Personal Mission Statement

Before you begin, please take a few minutes to write down your answers to the following:

- How do you want your life to unfold?

- What is your personal philosophy? What do you believe, and why do you believe what you do?

- If you could leave only one thing behind after you leave this life, what would it be?

- Name two of your unique contributions.

- What do you want to accomplish before your life is complete?

- What are you known for?

- What do you want others to say about your talents?

Now, write your own Personal Mission Statement...

Personal Tag Line Example: *“To Live A "Wholey & Obedient" Existence”*

Mission Example: *“To live in a way that brings credibility and honor to God.”*

Vision Example: The purpose of my life is to use my determination, love for God and my family, my sense of humor and my desire to serve, by writing, speaking, learning, and serving both God and my fellow man so that those I come in contact with may benefit from my experience, strength, hope, *and example* as one who claims to be a follower of the Lord Jesus Christ.

Go For It!

LAW #3: UNSEIZED TIME SURRENDERS TO THE DEMANDS OF ALL EMERGENCIES

Who are you? Have you determined what you need to be happy in life? Have you *really* determined what is important to you? Charles Hummel in a small and classic booklet says it best: “*we are governed by the tyranny of the urgent.*” Those of us with any sort of responsibility will continually find ourselves surrounded by events that cry out for immediate attention.

LAW #4: UNSEIZED TIME GETS INVESTED IN THINGS THAT GAIN PUBLIC AND PERSONAL ACCLAMATION

Today, we give large amounts of time to events and causes that will bring us the most gratification. We achieve these “*feel good*” experiences through our professions, positions on civic and professional boards and a big one today is through our children. We have a generation of children today screaming “*uncle*” as we teach them to push beyond their human limits, and *for what*?

It's time to begin probing yourself again...

- Do you know your *rhythm* of maximum effectiveness? ☐ **Yes** ☐ **No**
- How can you work less and make more? This can be a trick question if you haven't established “*Your Price*” in life.

- Have you established *how much is enough*? How much is it? \$

- Explain what a “*comfortable*” financial future looks like to you?

Are you earning to equal your time commitment, or are you just busy all the time?

☐ Making Money ☐ Busy ☐ Both

Do you think you could be filling a *personal void* with your busyness? ☐ Yes ☐ No

Do your volunteer activities meet a real need that people respond to? In other words, are your efforts bearing fruit? ☐ Yes ☐ No

If you have children, is the time you spend with them more important to...

☐ Children ☐ You ☐ Both ☐ Neither

This next question is going to be very bold and will require deep and honest searching.

Were you ever an occasional drug user? Is there a family history of alcohol, drug, gambling, or anger abuse, etc.? If you are “out of time” today, do you think your busyness has a numbing component to it preventing you from feeling? Regular “burn-out” is also a sign of this.

☐ Yes ☐ No

Slowly read the following parody to the 23rd Psalm

*The clock is my dictator, I shall not rest.
It makes me lay down only when exhausted.
It leads me to deep depression and burnout.
It hounds my soul.
It leads me in circles of frenzy for activities sake.
Even though I run from task to task,
I will never get it all done, for my ideal is with me.
Deadlines and my need for approval...they drive me.
They demand performance from me beyond the limits of my schedule.
They anoint my head with migraines.
My in-basket and e-mail overflow.
Surely fatigue and pressure will follow me all the days of my life.
And I will dwell in the bonds of frustration forever.*

Let's Begin Taking A Close Look At Ourselves Starting With How We Use Our Time!

Most of us falter at the prospect of making an honest personal assessment *especially when it comes to taking a look at how we use our time and money*. We know the process will find us out and most of us run or dig in with unmovable rational. Maybe you're doing that right now. Try to hang in!

A man without a plan who is out of touch with God is out of place. A man who is incapable of coming to the truth about himself is a mere caricature. As the fish was made for water, man was made *by God - for God* and God is Love *and Truth*.

Man must be ruled by God or he will be enslaved by tyrants! One of the fiercest tyrants that keep us enslaved today is "*denial*", but "re-capturing our time" is something we must come to grips with.

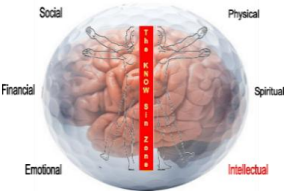
Following is a "*Weekly Time Allocation Model*" to be used as an example. You will see the hours allotted to "work" are in red graphing. There have been 60.4 hours per week allowed and this is the **only** flexible time of the week. On the next page is a grid for evaluation of your typical week and the next pages is for your current development and life balance.

Just Do It!

WEEKLY TIME BUDGET ANALYSIS

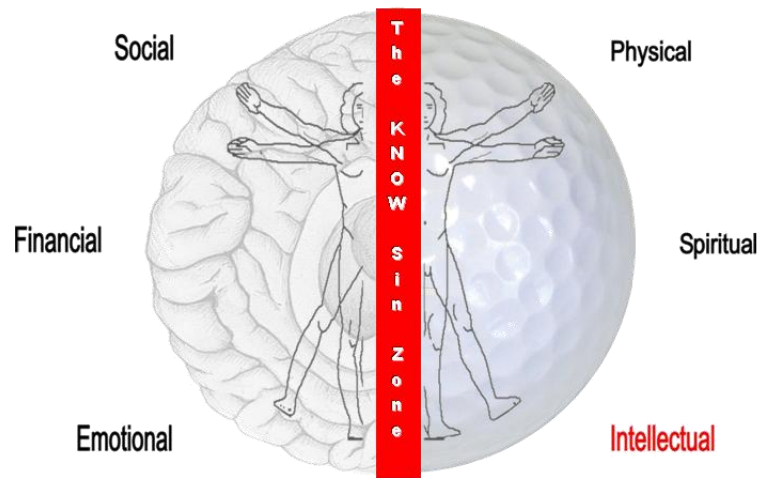
HOURLY ALLOCATION

Meditation	20
Self	20
Exercise	10
Sleep	58
Family	10
Work	50
TOTAL HOURS 168	



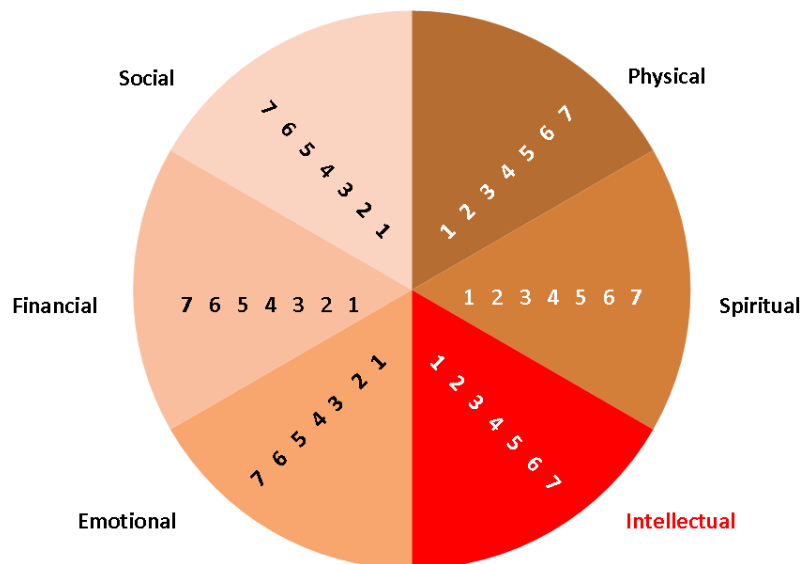
Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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LIFE DEVELOPMENT CHART



LIFE BALANCE WHEEL

Circle the number below that best represents your level of satisfaction in that area of your life. Determine how smoothly you're living.
("7" = Very Satisfied; "1" = Very Dissatisfied)



NOTES