

Student Worksheet

The Tyranny of the Urgent: Principles of Focus

MODULE 2

Name: _____



REDEEM THE TIME

BRITISH UNION CONFERENCE | STEWARDSHIP DEPARTMENT



GOD FIRST
ADVENTIST STEWARDSHIP MINISTRIES

**"The things that shape
eternity are often quiet...
they will never compete
with urgency on urgency's**



1. THE MIRROR TEST



REDEEM THE TIME 30

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THINK OF YOUR TYPICAL TUESDAY.

- Does your day feel like it is unfolding (intentional) or reacting (responding to signals)?
- What "badge of honour" do you wear? (e.g., "I'm so busy," "I'm always available," "I'm the one who fixes things").

2. THE DISCERNMENT AUDIT (THE MATRIX)



LIST 5–10 TASKS FROM YOUR LAST 7 DAYS AND PLACE THEM IN THE CORRECT QUADRANT:

<p>Quadrant 1: Urgent & Important</p>	<p>Quadrant 2: Important, NOT Urgent</p>
<p>(Crises, Deadlines)</p>	<p>(Prayer, Family, Health, Planning)</p>
<p>Quadrant 3: Urgent, NOT Important</p>	<p>Quadrant 4: NOT Urgent, NOT Important</p>
<p>(Other people's interruptions, Slack/Texts)</p>	<p>(Mindless scrolling, busy-work)</p>

Reflect: Which item in Quadrant 2 did you sacrifice this week to make room for an item in Quadrant 3?



3. IDENTIFYING THE "SHIELD"



When you find a sudden 15-minute gap in your schedule (e.g., waiting at a doctor's office or between meetings), what is your immediate instinct?

- Check emails/messages
- Social media scroll
- Add to your to-do list
- Sit in prayer/silence
- What might that instinct be protecting you from?



4. PRACTICE: THE "FAITHFUL NO"



Choose one phrase from the list below that you will use this week to protect your Quadrant 2 time:

- "I'd rather say no clearly now than say yes and let you down."
- "I'm not able to take that on right now; my capacity is genuinely full."
- "Let me come back to you—I want to give you a proper answer rather than a quick one."

5. MY COMMITMENT



MY COMMITMENT

This week, I will protect one important thing that has no deadline:

- **The Activity:**

- **The Day/Time:**

- **The "Urgent" task I will say "No" or "Later" to in order to make room:**
