

TRANSFORMING YOUR USE OF TIME



Practical information on improving the stewardship of your time

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Discussion topics:

- The definition of “time”
- What is time?
- Disorder in our lives is related to poor time stewardship
- Recapturing our time
- What should we spend our time doing?
- Time is Running Out!

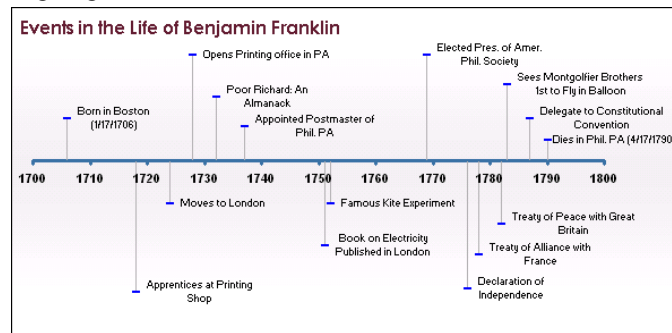
DEFINITION OF TIME – WEBSTER’S 1828 DICTIONARY

TIME, n. [L.tempus; tempora, the falls of the head, also tempest, &c. See Tempest. Time is primarily equivalent to season; to the Gr.wpa in its original sense, opportunity, occasion, a fall, an event, that which comes.]

1. A particular portion or part of duration, whether past, present or future. The time was; the time has been; the time is; the time will be.
 - Lost time is never found again.
 - God, who at sundry times, and in divers manners, spoke in time past to the fathers by the prophets. Heb.1.
2. A proper time; a season.
 - There is a time to every purpose. Eccles.3.
 - The time of figs was not yet. Mark 11.
3. Duration.
 - The equal and uniform flux of time does not affect our senses.
 - Time is absolute or relative; absolute time is considered without any relation to bodies or their motions. Relative time is the sensible measure of any portion of duration, by means of motion. Thus the diurnal revolution of the sun measures a space of time or duration. Hence,
4. A space or measured portion of duration.
 - We were in Paris two months, and all that time enjoyed good health.
5. Life or duration, in reference to occupation. One man spends his time in idleness; another devotes all his time to useful purposes.
 - Believe me, your time is not your own; it belongs to God, to religion, to mankind.
6. Age; a part of duration distinct from other parts; as ancient times; modern times. The Spanish armada was defeated in the time of Queen Elizabeth.
7. Hour of travail.
 - She was within one month of her time.
8. Repetition; repeated performance, or mention with reference to repetition. The physician visits his patient three times in a day.
9. Repetition; doubling; addition of a number to itself; as, to double cloth four times; four times four amount to sixteen.
10. Measure of sounds in music; as common time, and treble time. In concerts, it is all important, that the performers keep time, or exact time.
11. The state of things at a particular period; as when we say, good times, or bad times, hard times, dull times for trade, &c. In this sense, the plural is generally used.

WHAT IS TIME?

- It is one of the four primary dimensions that are used to describe the universe around us
 - Height, width, length, and time
 - An object with descriptions of height, width, and length at a given time may not maintain those same dimensions at a future time
- It is always moving forward
 - A line is the most commonly used analogy of description for time (ie, a timeline – see God's Spiritual Universe, ch.5, by Arthur Oakman)
 - In our finite physical state, we are not able to move backwards in time nor can we move forwards in time any faster than we are currently moving
 - “The future is something which everyone reaches at the rate of sixty minutes an hour, whatever he does, whoever he is.” – C.S. Lewis
 - “The only reason for time is so that everything doesn't happen at once.” - Albert Einstein
 - Example timeline:



- It had a beginning
 - “...in the beginning...” (Gen. 1:3)
 - Time has not always been progressing; there was a starting point for the entire physical universe
- It will have an end (Final Judgment - the end of time, but continuation of Eternity)
- It was created by God
 - Just like all of the other elements of the universe, God created time as well
 - “...in the beginning I created...” (Gen. 1:3)
 - In fact, God IS the Beginning and the End (Gen. 1:2)
- God is outside of time
 - We describe one of God's attributes as Eternal or being ever present in time and having no beginning nor end (D&C 22:2; Ps. 90:2)
 - C.S. Lewis described it as “God's unbounded now”
- We only get one life and only God knows how long it will be

DISORDER IN OUR LIVES IS RELATED TO OUR USE OF TIME

“If my private world is in order, it will be because I have made a daily determination to see time as God’s gift and worthy of careful investment.” - Gordon MacDonald

Do any of these statements reflect your own sentiments regarding your use of time?

1. “I’m totally disorganized. I’m not getting anything of consequence done.”
2. “I feel like I waste so much of my time on meaningless things.”
3. “There are just not enough hours in the day to get everything done.”
4. “My life is just rushing by and I don’t know what I’ve spent my time doing.”
5. “I don’t really know if I’m using my time as God would want me to.”
6. Add your own: _____

We must start with a ruthless self-appraisal of our habits of time use.

Some common symptoms of disorganization:

- A cluttered workspace (desk, work bench, shop, kitchen countertop, office, etc.)
- The condition of your car
- A lowered self esteem
- Forgotten appointments, unreturned messages, etc.
- Energy wasted in unproductive tasks
- Little or no intimacy with God
- State of personal relationships reveals your disorganization
- You find that you don’t like yourself, your job, or much else in your life

Time must be budgeted!

This is commonly understood in regards to money, but not in regards to our time.

Let’s borrow some concepts from financial stewardship practices:

- Apply the principles of financial stewardship in the arena of time stewardship
- Keep a money spending record to see where it is going before beginning a budget
 - Try tracking how you spend your time for a week
- Create a budget or spending plan to tell your money what to do
 - Plan out your day/week/month/year and tell your time what to do
- Prioritize your spending (tithing, saving, necessities, then other)
 - Prioritize how you spend your time / most important things take precedence
 - Give your first fruits of time to the Lord; make sure to incorporate some margin for rest; work, relationship time comes next; leisure is last

The Lord of Time

- We can look to Christ to see how he prioritized His time in this life
- He understood His mission
- He understood His physical limits
- He took time to rest
- He took time to train the 12
- He knew how to say NO

HOW TO RECAPTURE OUR TIME

“If my private world is in order, it is because I have begun to seal the ‘time leaks’ and allocate my productive hours in the light of my capabilities, my limits, and my priorities.”

- Gordon MacDonald

Some laws of unseized time:

1. Unseized time flows toward my weaknesses
2. Unseized time comes under the influence of dominant people in my world
3. Unseized time surrenders to the demands of all emergencies
4. Unseized time gets invested in things that gain public acclamation

Some principles of recapturing my time:

- Live in the present
- Focus on your own personal productivity - I must know my rhythms of maximum effectiveness
- I must have good criteria for choosing how to use my time
- Recognize time-wasters
- Create a written daily schedule
- Prioritize your tasks
- Make good use of short periods of time
- Don't allow others to determine your schedule
- I seize time and command it when I budget it far in advance
- Analyze your habits and make long term changes to those
- _____
- _____
- _____
- _____

Habits

- “The nature of man is always the same; it is their habits that separate them.” – Confucius
- “We are what we repeatedly do. Excellence, then, is not an act, but a habit.” - Aristotle
- “Habits are like a cable. We weave a strand of it everyday and soon it cannot be broken.” - Horace Mann
- Because we are capable of developing habits in different directions, it follows that habits can be good or bad, according to their purpose or the goal to which they are directed
- Every habit either helps a man attain his eternal end, which is God, or else it impedes and confuses by forging a chain which is difficult to break
- “Could the young realize how soon they will become walking bundles of habits, they would give more heed to their conduct in their plastic state.” – C.K. Walpole
- Habits which make a man wise do not necessarily make a man good.
- “Sow a thought, reap an action; sow an action, reap a habit; sow a habit, reap a character; sow a character, reap a destiny.” - Unknown

HOW SHOULD WE SPEND OUR TIME?

We're on a journey and this life is not our final destination

- This is not our home we're just passing through.
- All of life is a vapor.
- We aren't really in control.
- What is the purpose of life? We should spend our time in alignment with that purpose just like with our money and talents.
- "Let the solemnities of eternity rest upon your minds." (D&C 43:8b)
- We will ultimately stand before the judgment bar of God to answer for how we used our time in this life

What has God called me to do with my life?

What disciplines do I need to begin in my life that I haven't been doing thus far?

What bad habits do I need to let go of in order to be a better steward of my time?

What is the first thing that I'm going to do TODAY to begin improving how I use my time?

References for further study:

- Ordering Your Private World, by Gordon MacDonald, 1985, Thomas Nelson Publishers
- God's Spiritual Universe, by Arthur Oakman, 1961, Herald House
- Long Journey Home, by Os Guinness, 2001, Zondervan
- The 7 Habits of Highly Effective People, by Stephen R. Covey, 1989, Simon & Schuster
- Your Time Starved Marriage, Les & Leslie Parrott, 2006, Zondervan

TIME IS RUNNING OUT!



Revelation given through Patriarch Roy Weldon, 1968

Some 140 years ago the Restored Gospel burst upon the world with the startling declaration of the Lord's servant, "God speaks to men today--hear ye Him." Now, nearly a century and a half since Palmyra, a new day is starting to dawn. Instructions have come to prepare the stage for the next great act of the Restoration: the Temple, the endowment, and the Holy City.

For decades, this people have been counseled and warned to prepare for those things which are to come. Now *time is running out!* Latter Day Israel is nearing Jordan and the Promised Land. Latter Day Israel is approaching a direct confrontation with the God of their fathers. Latter Day Israel is nearing the day when "the Lord whom ye seek, shall suddenly come to His temple...But who may abide the day of His coming? and who shall stand when He appeareth? for He is like a refiner's fire, and like fuller's soap."

Time is running out! Running out for those of you who have treated lightly your relationship to your Heavenly Father, and your relationship to your brothers and sisters of the Church.

Time is running out! Running out for those of you who have given but a mere token, a mere pittance of your talents, your gifts, your resources for the work of the Lord.

Time is running out! Running out for those of you who have lived comfortably and carelessly, and who have tried to hold the world in one hand and the Kingdom in the other.

Time is running out! Running out for those of you who have excused yourselves because of the faults, the failings, and the weaknesses of some of your brothers and sisters in the Church.

Time is running out! Running out for those families and homes who have failed to establish the family altar, who have failed to discipline their lives and the things that are allowed to enter their homes from worldly sources. Time is running out for those homes where there is bickering, quarreling, crabbiness, and gossiping.

But, for those families where family worship is daily conducted, where love, affection, and righteousness prevails, and where the Spirit of the Lord can dwell--for these families, *time is not running out.* Time will bring you to a new day! Time will bring you, your children, and your grandchildren, to the gates of the Holy City; to the blessings of which it has been written that eye hath not seen, nor ear heard, nor hath it yet entered into the heart of man, those things that the Lord hath prepared for those who love Him and serve Him and keep His commandments.

Time is running out! Running out for the youth who yield themselves to the persuasions, the temptations, and the permissiveness of the world. For as the sun prepares to go down on a world ripening in iniquity, so also shall the sun go down on you--your possibilities, your hopes and all that you might have been.

But, for the youth who yield themselves and their lives into the keeping of the Spirit of God; for those of you who dedicate your lives to the purposes of the Lord and the building of His Kingdom--for you, the sun is not going down. Time will bring you to a glorious new day, a day which is already starting to dawn--a day of which prophets and holy men of old have dreamed and yearned--a day when the mighty God of the ancients will come out of His hiding place and make bare His holy arm in the eyes of all people--a day when the Lord Himself shall dwell with His people.

And now, *time is running out!* Running out for you men of learning and you men of the priesthood, who have ministered in your own wisdom and have failed to add to your academic gifts and abilities those gifts and abilities which are available from on high--for you, time is running out. Gethsemane awaits you, for regardless of your degrees or your position in the Church, you will not be able to stand in the day which is to come.

But, for those of you who truly humble yourselves, for those of you who diligently seek to apply to your lives the disciplines of the prophets in study of the Lord's word, prayer, fasting, and consecrated activity in behalf of the Lord's people--for you *time is not running out!* For time will bring you to a day when you shall become mighty men of power, authority, and eloquence--the eloquence of the Holy Ghost by which the hearts and souls of men are stirred and moved--even as the trees of the forest are moved by the mighty wind.

And, now I speak to every soul in this assembly. *Time is running out!* The hour has come for this people to arise and shake themselves; and set themselves to climb to higher levels of repentance, righteousness, and consecration--that the Temple might be built, that the endowment might come, that Zion might be established, that her light might go forth to the nations, that the good people of this earth who hunger and thirst after righteousness, truth, and peace, might see the light and come unto it.