

7-2-2018

# Managing Time..... Managing Yourself

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## Recommended Citation

Gibson, Annetta M., "Managing Time..... Managing Yourself" (2018). *Faculty Publications*. 560.  
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# Managing Time..... Managing Yourself

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PRESENTATION FOR THE  
WAD QUINQUENNIAL DIVISION-WIDE COUNCIL  
JULY 2, 2017

Ann Gibson, PhD, CPA  
Andrews University

# Managing Time

2

**Teach us to number our days aright  
that we may gain a heart of wisdom**

**Psalm 90:12**

# Managing Time

3

The prayer is, that God would enable us to form such an estimate of life, that we shall be truly wise; that we may be able to act “as if” we saw the whole of life, or as we should do if we saw its end.

# Managing Time

4

If anyone knew when, and where, and how he was to die, it might be presumed that this would exert an important influence on him in forming his plans, and on his general manner of life.

The prayer is, that God would enable us to act “as if” we had such a view.

Barnes, “Notes on the Bible”

# Culture and Time

5

## Hot-climate cultures:

- Asia
- Pacific Islands
- South America (except Argentina)
- Africa
- Mediterranean countries
- Middle East
- Southern United States

# Culture and Time

6

## Cold-climate cultures:

- Canada
- Northern United States
- Northern Europe
- Countries settled by Northern Europeans, such as Israel, New Zealand, and Australia

# Culture and Time

7

Cold-climate cultures:

Influenced by the Industrial Revolution

Live by the clock

Time is used to make money

Efficiency is essential

It is rude to waste other people's time



# Culture and Time

8

Hot-climate cultures:

Influenced by agriculture

Relationships and human transactions are more important than time

It is rude to cut conversations short

# Culture and Time

9

Cold-climate cultures use time to make money, which feeds their own greed and fails to build human relationships.

Hot-climate cultures use time to engage in whatever is happening at the moment, whether or not it is either important or essential to life.

# Culture and Time

10

Neither cultural view of time is based on Scripture.

Neither cultural view helps us remember to

*“Number our days aright that we may gain a heart of wisdom.”*

# Covey's Time Management Matrix

	Urgent [Manage]	Not Urgent [Focus]
Important	<ul style="list-style-type: none"><li>• Crisis</li><li>• Emergencies</li><li>• Urgent Medical or Family Issues</li><li>• Pressing Problems</li><li>• Deadline Driven Projects, meetings, etc</li><li>• Some Calls</li></ul> <p><i>(Do it Now)</i></p>	<ul style="list-style-type: none"><li>• Exercise</li><li>• Vocation</li><li>• Presentation /Planning</li><li>• Relation building</li><li>• Prevention</li><li>• Values Clarification</li><li>• True recreation/relaxation</li></ul> <p><i>(Decide when to do it)</i></p>
Not Important	<p>[Avoid]</p> <p><i>(Delegate)</i></p> <ul style="list-style-type: none"><li>• Interactions, some calls</li><li>• Distractions</li><li>• Some mails &amp; reports</li><li>• Some meetings</li></ul>	<p>[Avoid]</p> <p><i>(Dump it)</i></p> <ul style="list-style-type: none"><li>• Trivia Tasks</li><li>• Busy Work</li><li>• Time Wasters</li><li>• 'Escape' activities</li></ul>

# Covey's Time Management Matrix

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**Urgent**

[Manage]

**Important**

- Crisis
- Emergencies
- Urgent Medical or Family Issues
- Pressing Problems
- Deadline Driven Projects, meetings, etc
- Some Calls

*(Do it Now)*

1

# Covey's Time Management Matrix



## Not Urgent

[Focus]

**Important**

- Exercise
- Vocation
- Presentation / Planning
- Relation building
- Prevention
- Values Clarification
- True recreation/relaxation

**2**

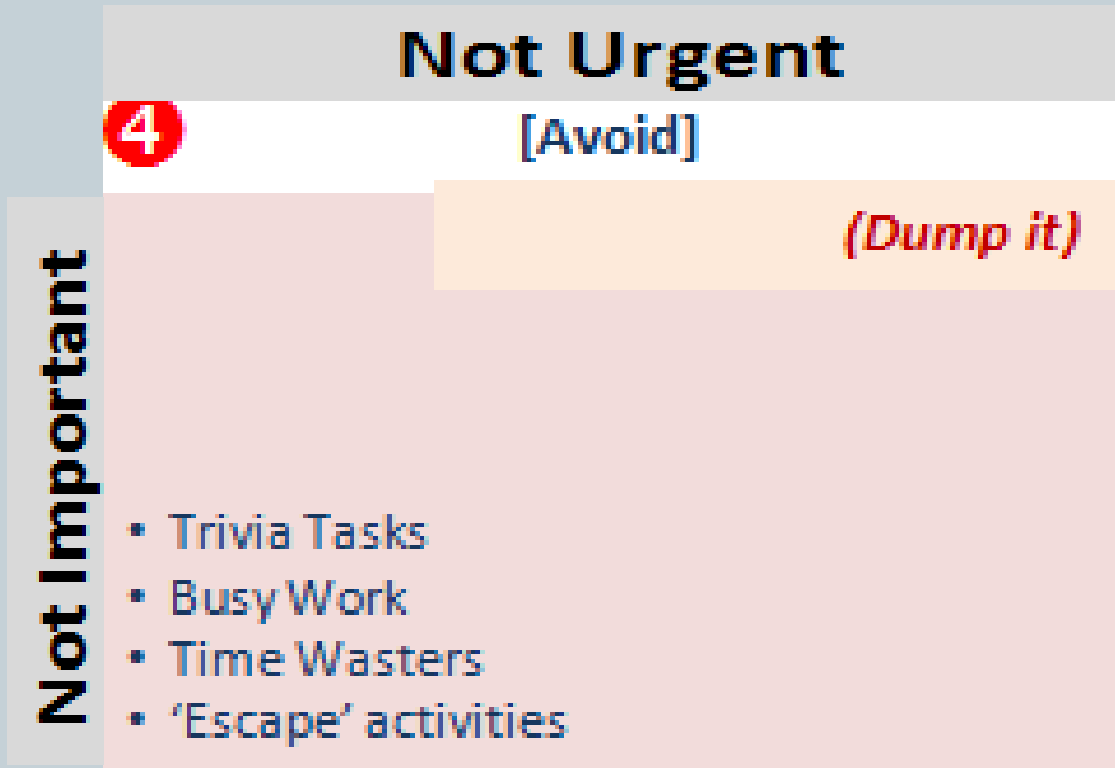
*(Decide when to do it)*

# Covey's Time Management Matrix



	<b>Urgent</b>	
	[Avoid]	<b>3</b>
<b>Not Important</b>	<i>(Delegate)</i>	
	<ul style="list-style-type: none"><li>• Interactions, some calls</li><li>• Distractions</li><li>• Some mails &amp; reports</li><li>• Some meetings</li></ul>	

# Covey's Time Management Matrix





# Covey's Time Management Matrix



	Urgent
Not Important	[Avoid] <span>3</span>
	<i>(Delegate)</i> <ul style="list-style-type: none"><li>• Interactions, some calls</li><li>• Distractions</li><li>• Some mails &amp; reports</li><li>• Some meetings</li></ul>

# Urgent But Not Important

17

## **Visitors:**

Greatest killer of time is other people stealing it.

# Urgent But Not Important

18

Take command of the visit:

Identify the purpose of the visit

Don't get trapped in small talk

Signal the end: “One more thing before you go..”

# Urgent But Not Important

19

## **Telephone Management:**

Organize your thoughts before placing the call

Keep phone log and notes if necessary

Use Caller ID/Personal Assistant to screen calls

# Urgent But Not Important

20

Limit phone tag: Leave a message stating what you need to know

To end the conversation: “One last point before we hang up...”

# Urgent But Not Important

21

Talk does not cook rice.

Chinese proverb

# Urgent But Not Important

22

## **The Tyranny of Email:**

Very distracting; discipline is required

Be decisive—reply, file, delete

# Urgent But Not Important

23

When sending messages:

- Be brief
- Be simple
- Be clear
- Be prompt
- Be careful



# Urgent But Not Important

24

## **Meetings:**

### *Planning the meeting:*

Is the meeting necessary?

Who needs to attend?

Consider routine scheduling; easier to cancel meetings than to call them

# Urgent But Not Important

25

*At the time of the meeting:*

- Start on schedule
- State the purpose succinctly
- Advance preparation cuts time required
- Get to the point; use a printed agenda
- Focus discussion

# Urgent But Not Important

26

- Have equipment ready in advance of meeting
- In general: Discuss most important item first
- Establish cell phone etiquette
- Make each meeting unique
- Reward truth-telling
- Begin and end on a positive note
- Recap decisions so all know the next steps

# Urgent But Not Important

27

*After the meeting:*

Create minutes as soon as possible

# Counsel from EGW

28

It is the duty of every Christian to acquire habits of order, thoroughness, and dispatch. There is no excuse for slow bungling at work of any character. When one is always at work and the work is never done, it is because mind and heart are not put into the labor. The one who is slow and who works at a disadvantage should use the time so as to secure the best results.

# Counsel from EGW

29

By tact and method, some will accomplish as much in five hours as others do in ten. . . But all who will, may overcome these fussy, lingering habits. In their work let them have a definite aim. Decide how long a time is required for a given task, and then bend every effort toward accomplishing the work in the given time. The exercise of the will power make the hands move deftly.

Christ's Object Lessons, page 344

# Counsel from Sir John Lubbock

30

In truth, people can generally make time for what they choose to do; it is not really the time but the will that is lacking.

Sir John Lubbock

# Energy Management Quiz

31

## **For Body Energy:**

I don't regularly get at least 7-8 hours of sleep, and I often wake up feeling tired.

I frequently skip breakfast, or I settle for something that is not nutritious.

I don't enough physical exercise.

I don't take regular breaks during the day to truly renew and recharge; I often eat at my desk or skip meals.



# Energy Management Quiz

32

## **For Emotional Energy:**

I frequently find myself feeling irritable, impatient, or anxious at work, especially when work is demanding.

I don't have enough time with my family and loved ones; and when with them I am not always really with them.

I have too little time for the activities that I enjoy most deeply.

I don't stop frequently enough to express my appreciation to others or savor my blessings.

# Energy Management Quiz

33

## **For Mind Energy:**

I have difficulty focusing on one thing at a time; I am easily distracted during the day.

I spend much of my day reacting to immediate crises and demands rather than on tasks with more value.

I don't take enough time for reflection, strategizing, and creative thinking.

I work in the evenings or weekends; I never take a vacation.

# Energy Management Quiz

34

## For Spiritual Energy:

I don't spend enough time doing what I do best and enjoy most.

My devotional time is often compromised by busyness.

There are significant gaps between what I say is most important to me and how I actually spend my time.

# Energy Management Quiz

35

## **For Spiritual Energy Continued:**

My decisions at work are more influenced by external demands than by a strong sense of my own purpose.

I don't invest enough time and energy in making a positive difference to others or to the world.

# Energy Management Quiz

36

## Guide to Scores:

- 0 You are ready for translation
- 1-3 Excellent energy management skills
- 4-6 Reasonable energy management skills
- 7-10 Significant energy management deficits
- 11+ A full-fledged energy management crisis

# Energy Management Quiz

37

Count the number of checked statements in each category.

Do you need to strengthen your body energy?

Your emotions energy?

Your mind energy?

Your spiritual energy?

# Counsel from EGW

38

Our time belongs to God. Every moment is His, and we are under the most solemn obligation to improve it to His glory. Of no talent He has given will He require a more strict account than of our time.

Christ's Object Lessons, page 342

# Counsel from EGW

39

Whatever the line of work in which we engage, the word of God teaches us to be ‘not slothful in business; fervent in spirit; serving the Lord.’ ‘Whatsoever thy hand findeth to do, do it with thy might,’ ‘knowing that of the Lord ye shall receive the reward of the inheritance; for ye serve the Lord Christ.’ Romans 12:11; Eccl. 9:10; Col. 3:24.

Christ’s Object Lessons, page 346



# Managing Time...Managing Yourself

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Questions or Comments?

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