

Traps, Tricks, and Transcendence of “Time Management”

July 18, 2021 for MGC

你們要謹慎行事，不要像愚昧人，當像智慧人。要愛惜光陰，因為現今的世代邪惡。以弗所書 5:15-16

Brief Introduction

現今的事早先就有了，將來的事早已也有了，並且神使已過的事重新再來。傳道書 3:15

- Born in HK, immigrated to the US as a teenager.
- Baptized after college. Served in church: fellowship counselor, Sunday school teacher, organizing retreats, building committee, church planting and governing board.
- Educated as a chemical engineer/EMBA.
- Worked in pharm/biotech industry. Manager w/ administrative responsibilities for 25+ yrs.
- Early retirement in 2018.
- We have 4 children, all home schooled.

Let's have a discussion

凡事我都可行，但不都有益處；凡事我都可行，但無論哪一件，我總不受它的轄制。哥林多前書 6:12

- How satisfied are you with your use of time? (1=very unsatisfied, 5=very satisfied)
- What are the common issues of time management?
- Do you have a to-do list?
- How often do you plan?

Learn from Franklin, Eisenhower and others

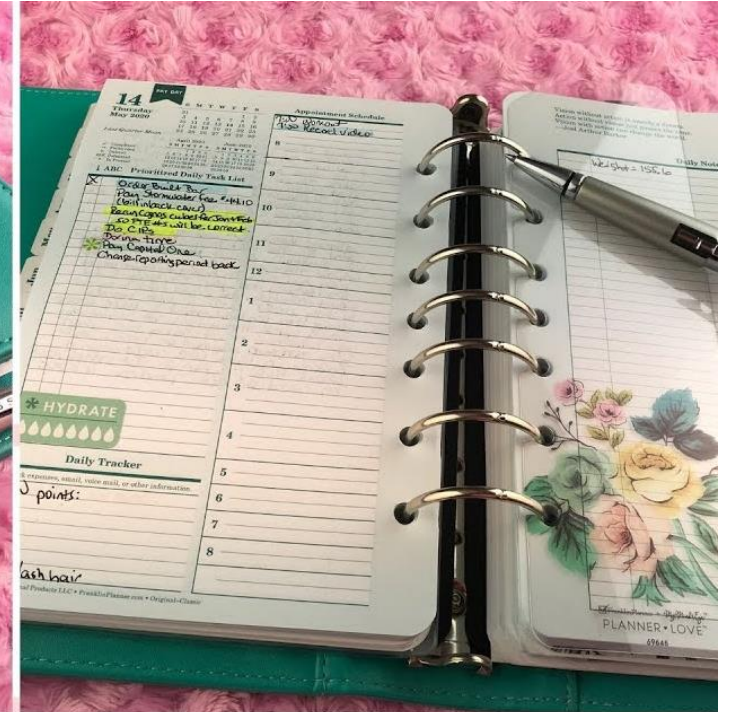
使智慧人聽見增長學問，使聰明人得著智謀 箴言 1:5

The Benjamin Franklin daily schedule:

1. Spend quiet time alone.
2. Set your intention and plan for the day.
3. Dedicate time to learning.
4. Create time block for deep and shallow work.
5. Put things back in order after work
6. Schedule downtime, and
7. Reflect on your day in the evening
8. Don't aim for perfection

“You may delay, but time will not.” - B. Franklin

The morning question, What good shall I do this day?	5	Rise, wash, and address <i>Powerful Goodness</i> ; contrive day's business and take the resolution of the day; prosecute the present study; and breakfast.
	6	
	7	
	8	
	9	Work.
	10	
	11	
	12	
	1	Read or overlook my accounts, and dine.
	2	
	3	
	4	
	5	Work.
	6	
	7	
	8	
Evening question, What good have I done today?	9	Put things in their places, supper, music, or diversion, or conversation; examination of the day.
	10	
	11	
	12	
	1	Sleep.
	2	
	3	
	4	



Franklin Planner Ivy Binder

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The Dwight Eisenhower time matrix and Stephen Covey's "First Thing First"

- "In preparing for battle I have always found that plans are useless, but planning is indispensable." - Eisenhower
- "Most of us spend too much time on what is urgent and not enough time on what is important." - Covey

Others:

C. Duhigg (The Power of Habit), D. Allen (Getting Things Done), K. Blanchard & S. Johnson (The One Minute Manager), G. McKeown (Essentialism: The Disciplined Pursuit of Less).....

	Urgent	Not urgent
Important	I Important deadlines Crises Pressing important meetings Emergencies Last minute preparations	II Relationship building Personal development Employee training Exercise and health Prevention and planning
Not important	III Some emails and phone calls Many interruptions Some popular activities Some meetings	IV Trivia Some phone calls Excessive TV Time wasters

Mental Traps

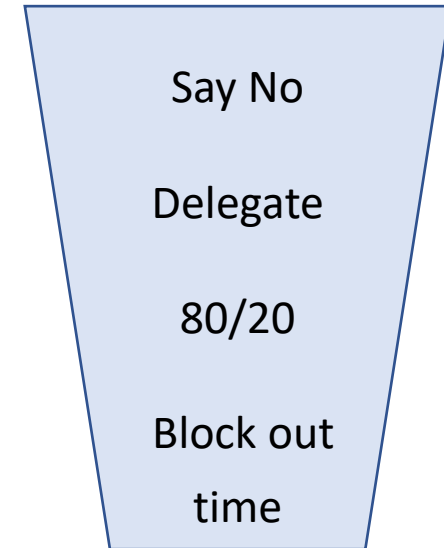
已有的事後必再有，已行的事後必再行，日光之下並無新事。傳道書 1:9

- We always overestimate our ability, and underestimate the complexity of the task
- Work expands as long as time is available
- We actually enjoy doing the un-important stuff (distraction or self destructive procrastination)
- Don't have a clear end goal before you plan (Are you a perfectionist?)

Behavior Tricks

求你指教我們怎樣數算自己的日子，好叫我們得著智慧的心。詩篇 90:12

- Learn how to say no
- [Delegate tasks to others](#)
- 80/20
- Block out time or time blocking
- Touch it Once (move it forward)
- Beware of the mental traps and use counter measures (buffer time, early finish date, one-hour timer, ask what really matters)
- Don't let Quadrant 2 become Quadrant 1
- If something must be done, do it sooner rather than later (carpe diem)



Transcend Time Management to a New Habit

教養孩童，使他走當行的道，就是到老他也不偏離。箴言 22:6

To nurture a new habit of more consistently managing our attention:

- Write down your goals (use SMART if possible)
- Spend 10-15 minutes in planning Everyday
- Prioritize every task and create a Daily list
- Focus on high priority tasks in the morning
- It takes a long time to develop a good habit
- Use a real calendar to lay out all important milestone and target dates, events
- There are times you feel overwhelm by all the tasks, take a break.

Delegation Examples in the Bible

出埃及記 18:13, 17, 21

摩西坐著審判百姓，百姓從早到晚都站在摩西的左右。... 摩西的岳父說：「你這做的不好。 **18** 你和這些百姓必都疲憊，因為這事太重，你獨自一人辦理不了。...從百姓中揀選有才能的人，就是敬畏神、誠實無妄、恨不義之財的人，派他們做千夫長、百夫長、五十夫長、十夫長，管理百姓。

使徒行傳 6:7

十二使徒叫眾門徒來，對他們說：「我們撇下神的道去管理飯食，原是不合宜的。 **3** 所以弟兄們，當從你們中間選出七個有好名聲、被聖靈充滿、智慧充足的人，我們就派他們管理這事。使徒行傳 6:7