



*STEWARDSHIP OF TIME*

# WHAT IS TIME?

... “A...continuum that is measured in terms of events which succeed one another from past through present to future.”

*Merriam-Webster's Collegiate Dictionary*



The supply of time is a daily miracle. You wake up in the morning and your purse is magically filled with 24 hours of life. It is yours. It is the most precious of possessions. No one can take it from you. No one receives more or less than you receive. In the realm of time there is no aristocracy of wealth, and no aristocracy of intellect. Genius is not rewarded by even one extra hour a day.

*Arnold Bennett*

Time is nature's  
way of keeping  
everything from  
happening all at  
once.



Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you.

*Carl Sandburg*

Yesterday is a canceled  
check; tomorrow is a  
promissory note;  
today is the only cash  
you have-so spend it  
wisely.

*Kay Lyons*




Time isn't a commodity,  
something you pass  
around like cake. Time is  
the substance for life.

When anyone asks you  
to give your time, they're  
really asking for a chunk  
of your life.

*Antoinette Bosco*





We must use time  
as a tool, not as a  
couch.

*John F. Kennedy*



THE VALUE OF TIME

Effective executives,  
in my observation,  
do not start with their tasks.  
They start with their time.  
They start by finding out  
where their time goes. Then  
they attempt to manage their  
time and to cut back  
unproductive demands on  
their time.

*Peter F. Drucker*



Waste of wealth is  
sometimes  
retrieved; waste of  
health, seldom;  
but waste of time,  
never.



Time is an equal opportunity employer. Each human being has exactly the same number of hours and minutes every day. Rich people can't buy more hours. Scientists can't invent new minutes. And you can't save time and spend it on another day. Even so, time is amazingly fair and forgiving. No matter how much time you've wasted in the past, you still have an entire tomorrow. Success depends upon using it wisely by planning and setting priorities. The fact is, time is worth more than money, and by killing time, we are killing our own chances for success.

*Denis Waitley*

Among the aimless,  
unsuccessful, or worthless, you  
often hear talk about “killing  
time.” Those who are always  
killing time are really killing  
their own chances in life.

Those who are destined to  
become successful are  
those who make time live by  
making it useful.


*Arthur Brisbane*





It has been my  
observation that most  
people get ahead during  
the time that others  
waste.

*Henry Ford*



The great dividing line  
between success and  
failure can be  
expressed in six words:  
“I did not have the  
time.”

*Robert J. Hastings*

# God's Minute:

I have only just a minute,  
Only sixty seconds in it.  
Didn't seek it, didn't choose it,  
But it's up to me to use it.  
I must suffer if I lose it,  
Give account if I abuse it.  
Just a tiny little minute,  
But eternity is in it.

*Rudyard Kipling*



## **He Hadn't Time:**

He hadn't time to pen a note,

He hadn't time to cast a vote,

He hadn't time to sing a song,

He hadn't time to right a wrong:

He hadn't time to love or give,

He hadn't time to really live.

From now on he'll have time on end-

He died today, my "busy" friend.

*Anonymous*

## **Facts on Time Management:**

We all waste time.

We cannot change time.

We must accept time as mankind's most important resource.

We cannot increase the quantity of time.

We cannot do everything.

We can only control time.

We must accept the fact that we are all procrastinators.

*Antonio Herrera*

**If living to be 70 years of age, the average person spends:**

20 years sleeping - 20 years working

6 years eating - 7 years playing

5 years dressing - 1 year on the telephone

2.5 years in bed

3 years waiting for someone

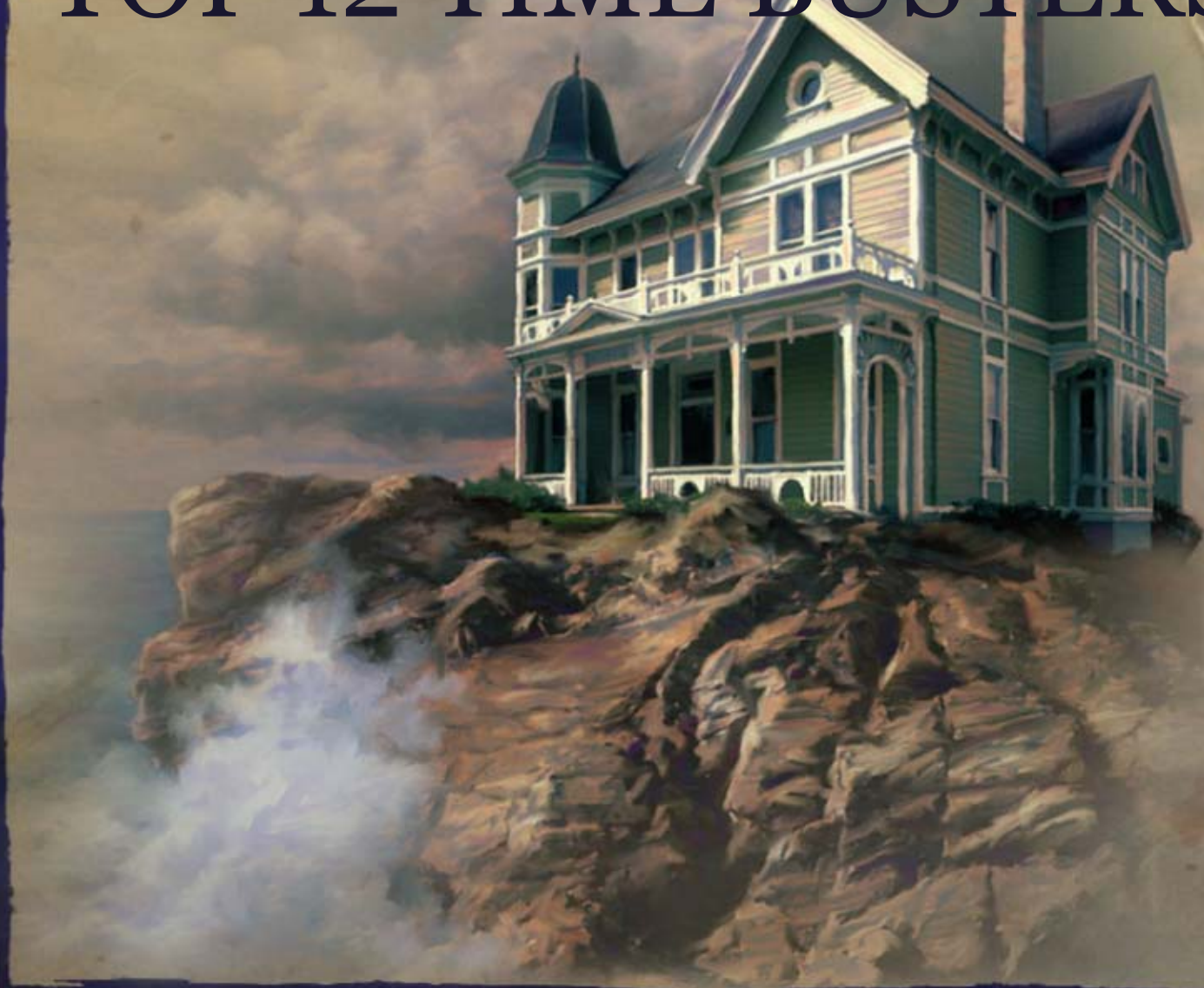
6 months tying shoes

2.5 years for other things (including 1½ years in church)

In football when the team faces a tough decision, the coach often calls a time-out. In basketball when the press is on, the captain can call for a time-out. In soccer when the team is bushed, they can gain a few minutes' rest with a time-out. But life does not work that way. There is no way we can stop the clock to think about our problems. We cannot save, store, or stretch time. We may use, or we may abuse, time, but the clock keeps on ticking. We can only plan how to spend the time given to us.

*Wayne Rouse*

# TOP 12 TIME BUSTERS



# Number One – Busy Work Without Meaning

This is not an instant transformation but a life-long process. As we allow God to reshape our priorities, we will begin to discuss the creative stewardship of time.

*Lawrence Osborne*



## Number Two – Inability to Delegate

The purpose of delegating is to transmit power from a superior to a subordinate so the latter can accomplish a necessary task.

*Ross A. Webber*





# Number Three – Putting Things Off

a. Procrastination is  
opportunity's natural  
assassin.

*Victor Kiam*

b. Procrastination  
(of vital tasks) is a close  
relative of incompetence  
and a handmaiden of  
inefficiency.

*Alec Mackenzie*

c. Procrastination is the  
thief of time.

*Edward Young*



# Number Four – Unexpected Guests

Don't be defeated by a self-fulfilling prophecy that your interruptions can't be controlled. To control interruptions, analyze the cause; then apply some common sense and a positive attitude.

*Jack D. Ferner*



# Number Five – Pointless Meetings



Questions to ask about all meetings:

1. Why have this meeting?
2. Who should attend this meeting?
3. How should this meeting be organized?
4. How can we maximize our meeting minutes?
5. Should we meet again? If so, how often?

# Number Six – Poor Preparation

If you haven't got the  
time to do it right, when  
will you ever have the  
time to do it over?



# Number Seven – Habitual Tardiness

There is a trick to avoid being late. Just set your clock 20 minutes ahead, and you'll never be late. Of course, you may get fired for leaving too early.





# Number Eight – Trying To Do Too Much

More people are  
interested in doing things  
right than in doing the  
right things.

*Peter Drucker*

# Number Nine – Telephone Calls



Tips for phone efficiency:

1. Screen all phone calls.
2. Return phone calls in time blocks.
3. Establish phone appointments.
4. Use E-mail or faxes instead of the phone.

# Number 10 – A Messy Work Space

With the elimination of  
clutter, things become  
less complicated.

*Milton Mayeroff*



# Number 11 – Lack of Planning

The more time we spend  
planning a project, the  
less time is required for it.  
Do not let today's busy  
work crowd planning  
time out of your schedule.

*Edwin Bliss*



## Number 12 – Inability to Concentrate

1. Get to meetings early so you can compose yourself before the others arrive.
2. When the phone rings, let it ring one extra time to “get centered.”
3. Practice “mindfulness” by doing just one thing at a time, giving it your full attention.

4. Pause after you finish one task before beginning another. If possible, make it last for several minutes.

5. While waiting for a fax or an elevator, think about the present instead of succumbing to the rush and anxiety of tasks still waiting.



*Stephan Rechtschaffen*



**TOP 12 TIME BOOSTERS**

Number One –  
Ask daily, “What  
is the best use of  
my time?”



Number Two –  
Save time by  
asking for help.





Number Three –  
Return phone calls  
in time blocks.

Number Four –



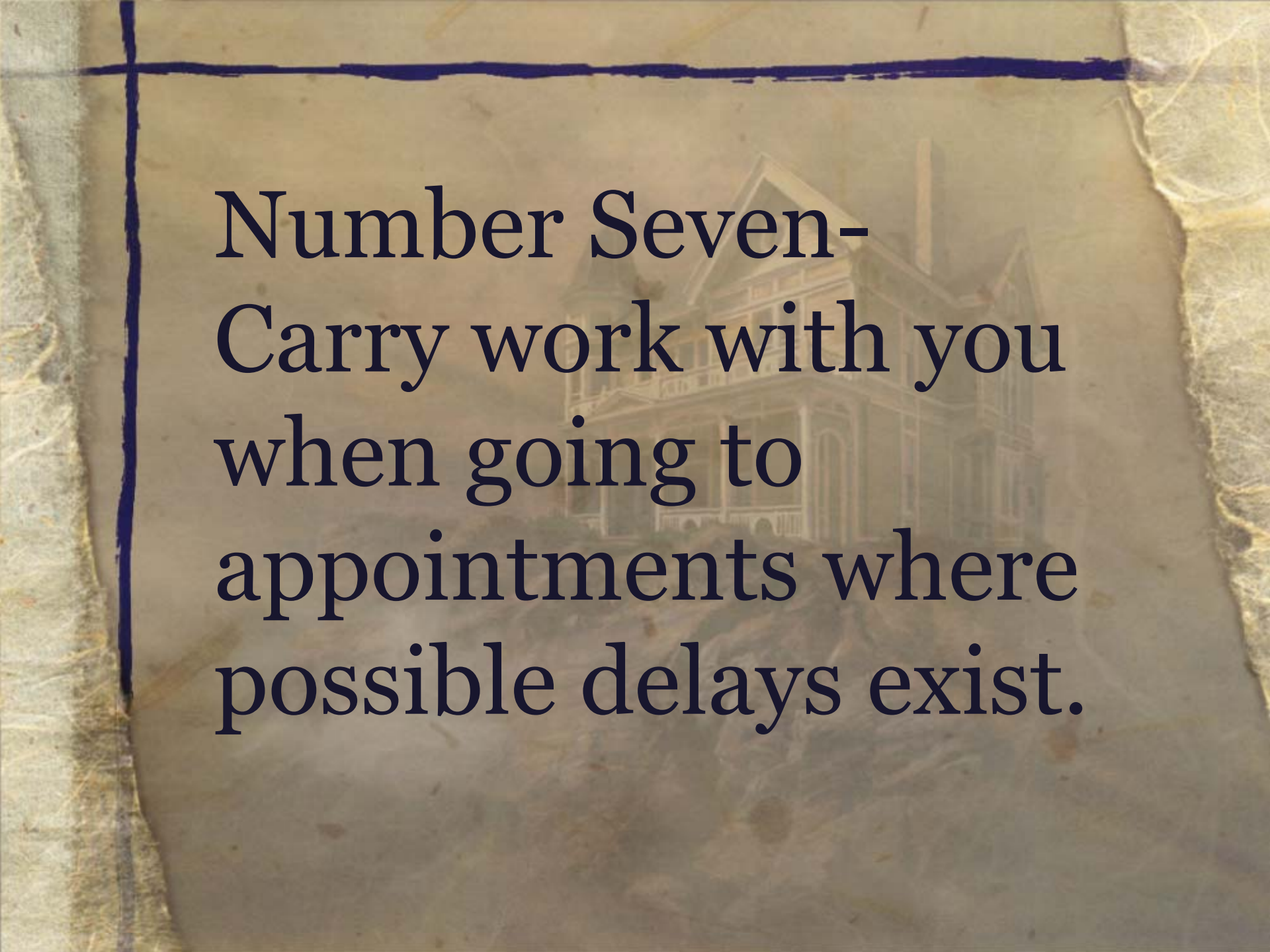
Take a 10-minute  
“power nap” to  
overcome afternoon  
drowsiness.

Number Five –  
Throw away  
junk mail.



Number Six –  
Find a place to  
work outside  
the office.





Number Seven-  
Carry work with you  
when going to  
appointments where  
possible delays exist.



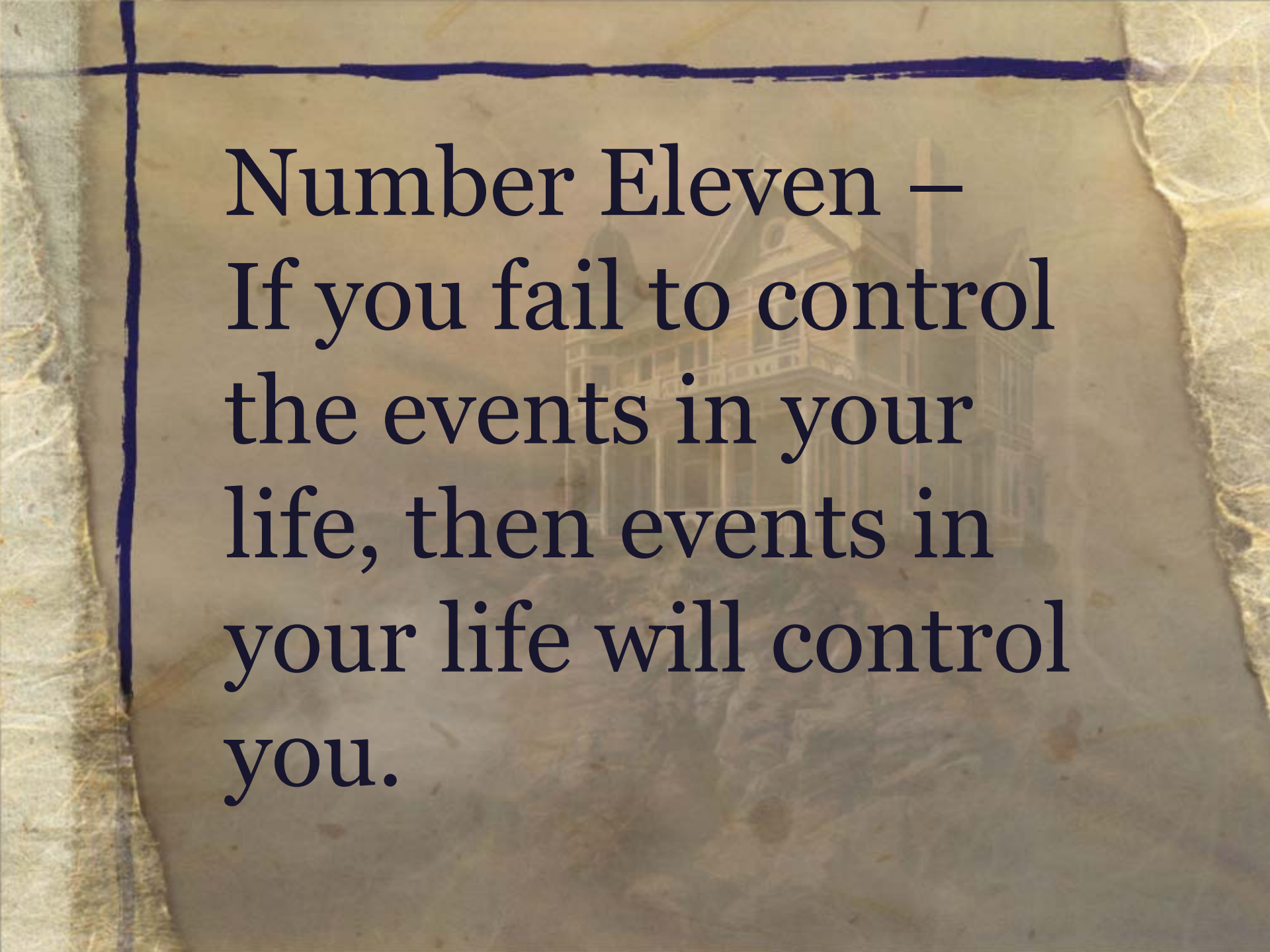
Number Eight –  
Eliminate  
activities that sap  
your energy.

Number Nine –  
Don't be afraid to  
say no to time  
takers!



Number Ten –  
Create a system to  
manage your  
workload-if all else  
fails, read the  
directions!





Number Eleven –  
If you fail to control  
the events in your  
life, then events in  
your life will control  
you.



Number Twelve –  
Ask a talkative  
person to give “the  
short version.”

# USING THAT EXTRA TIME WISELY

The best inheritance a parent can give to his children is a few minutes of his time each day.



TIME FOR INSPIRATION

Time wasted is  
a theft from  
God.

*Henri Frederic Amiel*



I have so much  
to do today that  
I shall spend the  
first three hours  
in prayer.

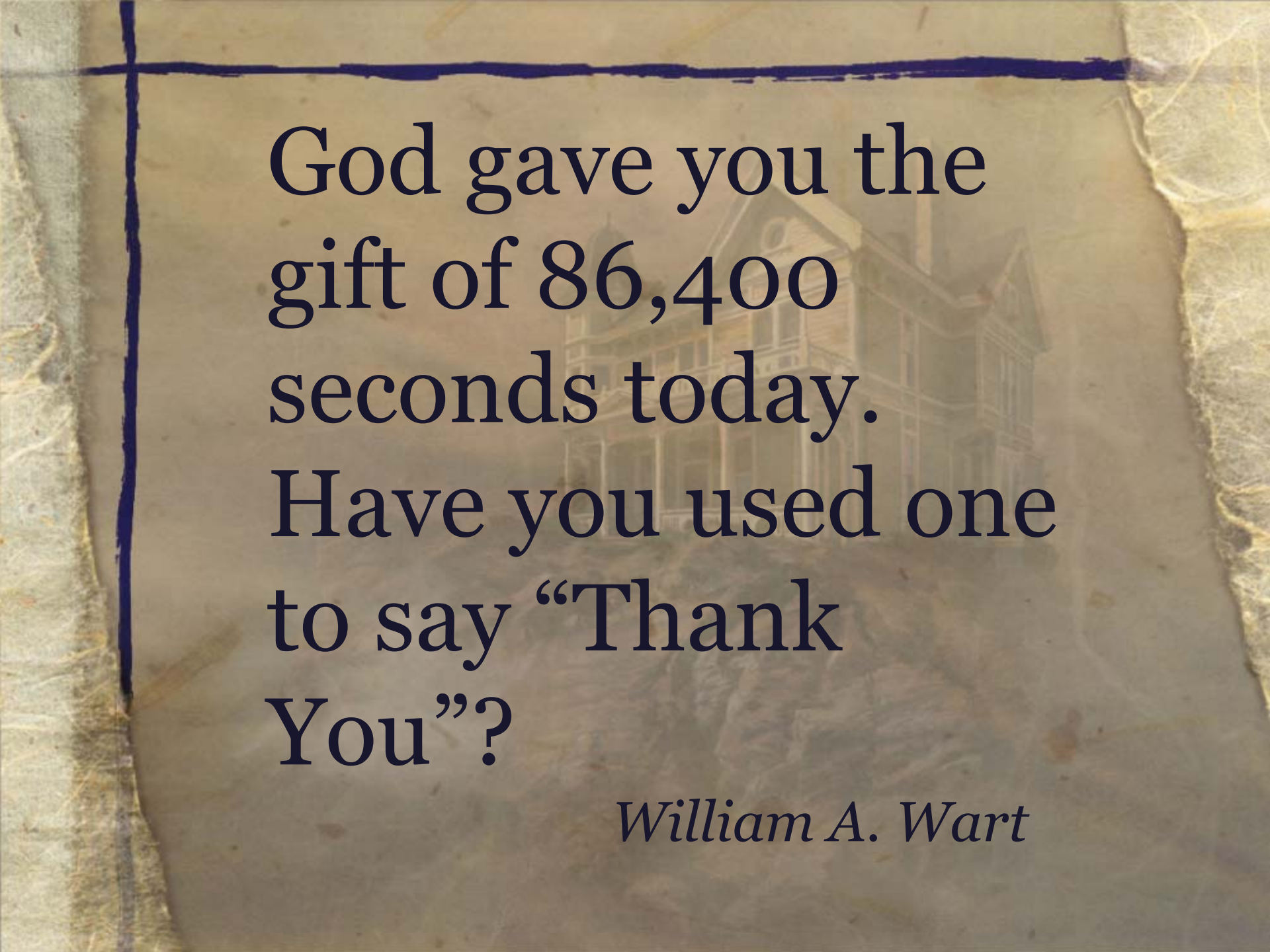
*Martin Luther*



God has given me this day to use as I will. I can waste it, or use it for good, but what I do today is important because I am exchanging a day of my life for it.

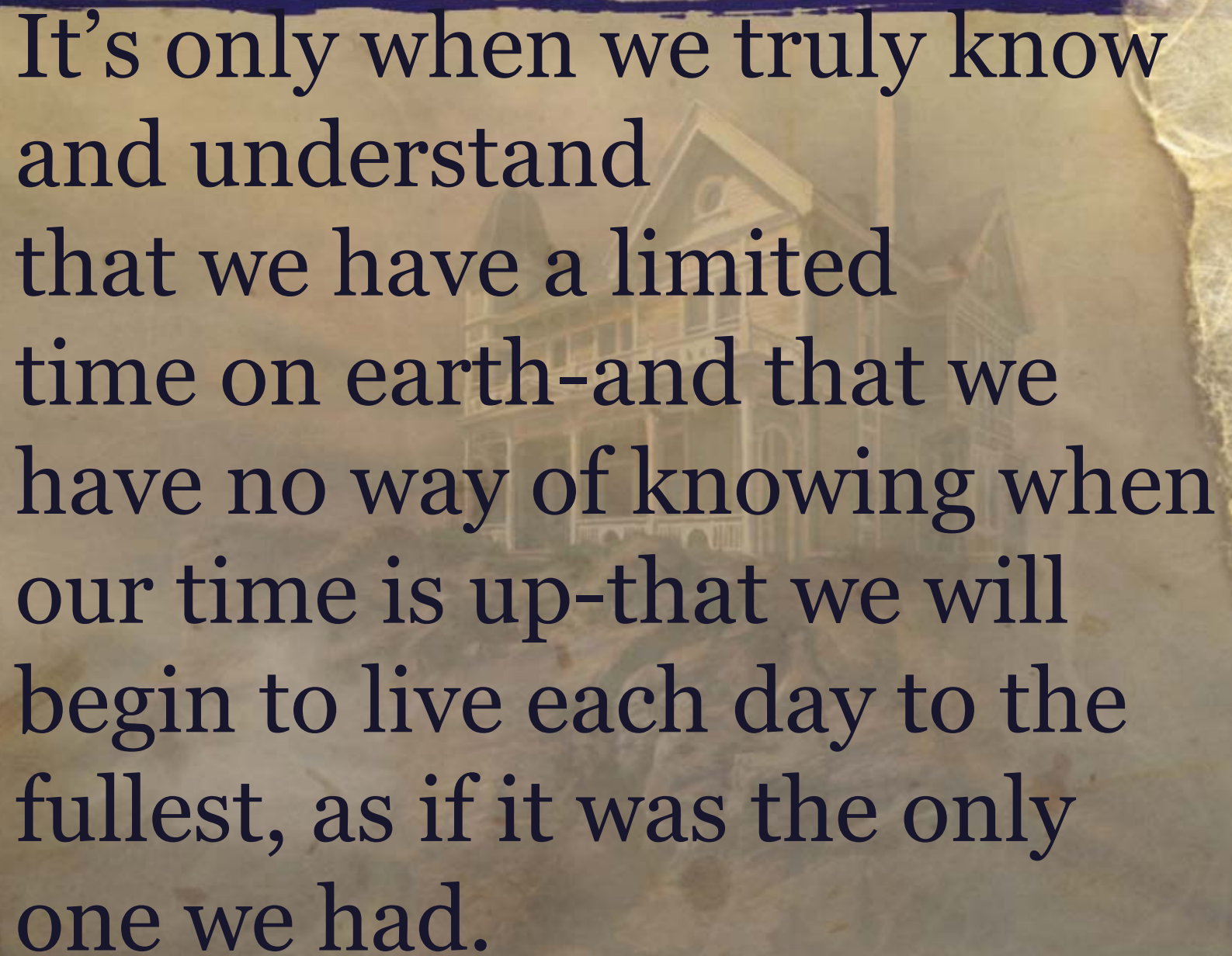
*Heartsill Wilson*





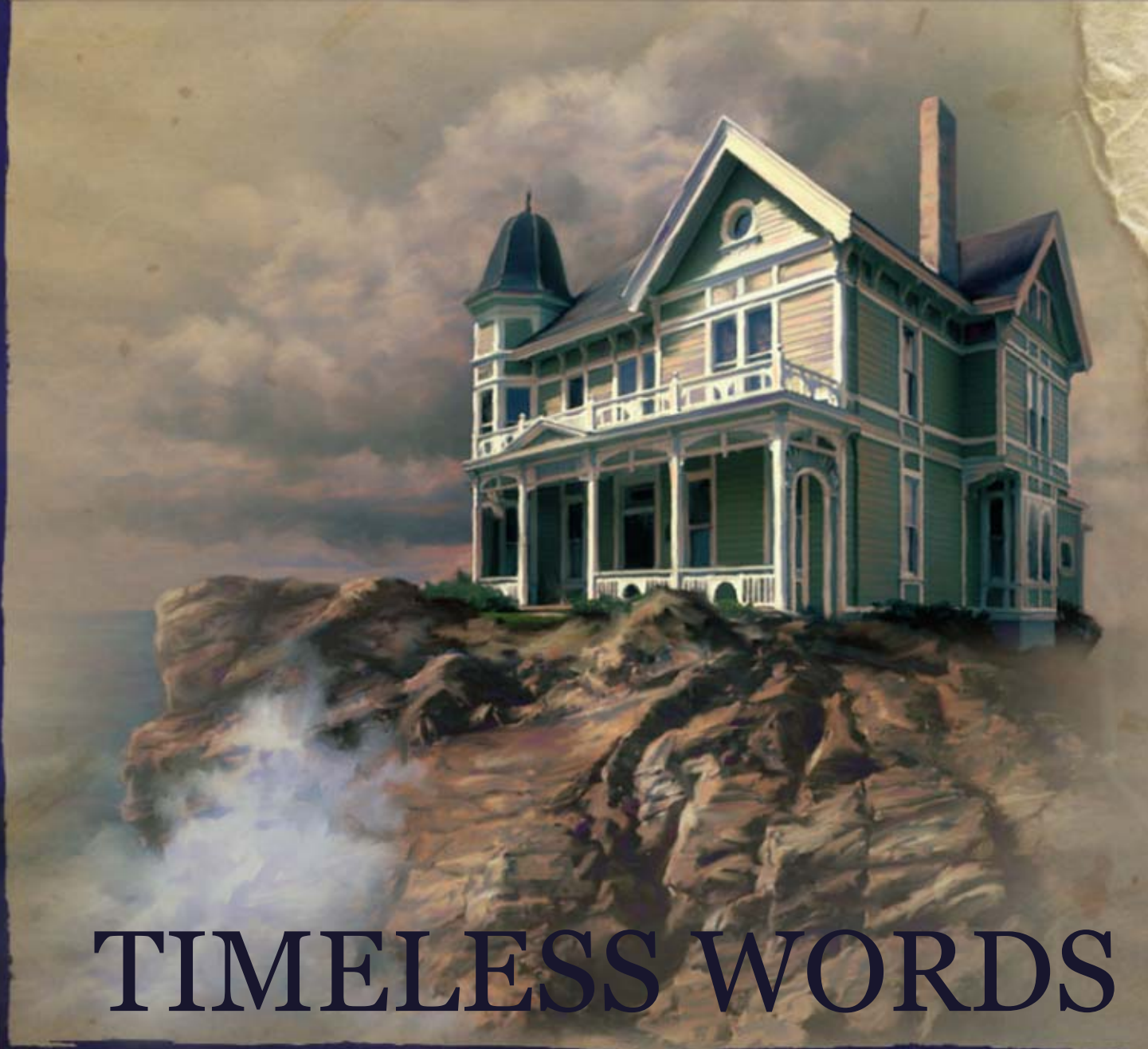
God gave you the  
gift of 86,400  
seconds today.  
Have you used one  
to say “Thank  
You”?

*William A. Wart*


The image features a quote by Elisabeth Kubler-Ross on a piece of aged, yellowed paper with a dark blue border. In the background, a faint, sepia-toned illustration of a large, multi-story house with a prominent chimney and a porch is visible. The text is written in a dark blue, serif font and is arranged in a single paragraph.

It's only when we truly know  
and understand  
that we have a limited  
time on earth-and that we  
have no way of knowing when  
our time is up-that we will  
begin to live each day to the  
fullest, as if it was the only  
one we had.

*Elisabeth Kubler-Ross*



# TIMELESS WORDS



The time is always  
right to do what is  
right.

*Martin Luther King, Jr.*



We are what we  
repeatedly do.

Excellence, then, is not  
an act, but a habit.

*Aristotle*