

**Welcome to the  
Common Ground Café!**



**Sunday, September 9, 2018**

**Managing Your Time  
Week 1 in the series "Riding Herd"  
A Study of Ephesians 5:15-16**

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Peter Drucker said, “Everything requires time. It is the only truly universal condition. All work takes place in time and uses up time. Yet most people take for granted this unique, irreplaceable, and necessary resource. Nothing else, perhaps, distinguishes effective executives as much as their tender care of time.”

In this season of your life, what do you wish you had more time for?

Today we begin a 3-week series called “Riding Herd.” We’re going to recommit to managing our time, talents, and treasure for the glory of God.

So that everyone is looking at the same translation, read Ephesians 5:15-16 from the sermon notes or from the NASB on a Bible app.

Pastor Tom recommended eight ways to make the most of your time. Use your sermon notes to fill in the blanks as we come to them.

**First: Know what you want to \_\_\_\_\_.**

In modern Olympics we’re familiar with the decathlon. In European history it was popular to compete in a pentathlon: swimming, cross country running, pistol shooting, fencing and horseback riding. Do you think a competitor could expect to reach First Place if he perfected his skill at pistol shooting to the complete neglect of fencing?

According to Doug Sherman and William Hendricks, there is a “Pentathlon of Life.” We are expected to do well in five areas: personal life, family, church, work, and world. How would you define “success” in these five areas?

**Second: Say “ \_\_\_\_\_.”**

List some reasons why we tend to overcommit.

List some consequences of over-commitment.

How does the first point on your sermon notes help you know what to say “no” to and what to say “yes” to?

**Third: Practice \_\_\_\_\_.**

What tools or techniques do you use to manage your time?  
(Examples: to-do lists, calendar, advice from David Allen’s “Getting Things Done” book and blog....)

**Fourth: Discipline yourself to \_\_\_\_\_ and \_\_\_\_\_.**

Read Proverbs 20:4. Since we don’t plow or harvest these days (except maybe gardening), how should we apply this verse?

**Fifth: Do it \_\_\_\_\_.**

Read Ecclesiastes 9:10.

Some might think that the best way to check a lot of things off your list is by cutting corners. How does doing something *well* contribute to good time management?

**Sixth: Do it \_\_\_\_\_, then \_\_\_\_\_.**

Read Luke 10:38-42.

Many people assume the lesson in this story is you have to choose between working (Martha) and meditating on Jesus’ words (Mary). Pastor Tom suggested that the real lesson is that Mary

did *enough* work to meet her guest's needs, and then visited with her guest. Does this interpretation make sense to you? (Hint: Verse 40.)

Do you tend to be a Martha or a Mary?

**Seventh: P\_\_\_\_\_ yourself.**

There's an old Amish Proverb: "The hurrier I go, the behinder I get." What does that mean? Have you experienced that?

Read Habakkuk 2:3. Read Psalm 31:15.

What is something you hoped to see completed in a short period of time that still hasn't been completed? How can the verses you just read encourage you to pace yourself?

**Eighth: Discover your worth in \_\_\_\_\_, not in \_\_\_\_\_.**

In the book *Working Ourselves to Death*, Diane Fassel says, "Because [workaholics] judge themselves by their accomplishments, they have the illusion they must always be doing something worthwhile in order to feel good about themselves . . . . [Their] sense of self is not separated from their achievements; rather it actually depends upon achievements."

How does this view of ourselves actually hurt our ability to manage our time well?

Read Ephesians 1:4-5. What can we learn from this verse that will cure workaholism?



Close with praise reports and prayer requests