

LIFE SKILL OF THE WEEK: TIME MANAGEMENT

Written by Joe Keim and taught in a group setting

1. Opening Thought

1. Time management means **using your time wisely instead of wasting it.**
2. Time is one gift God gives equally to everyone. We all get 24 hours a day.

Note: *“You cannot save time, borrow time, or get time back. Once it is gone, it is gone.”*

- Learning to manage time well helps you live with less stress and more peace.
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2. Scripture (KJV)

Ephesians 5:15–16 – *“See then that ye walk circumspectly, not as fools, but as wise, Redeeming the time, because the days are evil.”*

Explain: God calls us to live wisely and make good use of our time, not waste it.

Proverbs 6:6–8 – *“Go to the ant, thou sluggard; consider her ways, and be wise...”*

Explain: The ant prepares ahead of time. It works before trouble comes. That is good time management.

Psalms 90:12 – *“So teach us to number our days, that we may apply our hearts unto wisdom.”*

Note: When we realize our days are limited, we learn to live more wisely.

3. Discussion Questions

1. What is one way you feel short on time?
 2. What are some things that waste your time?
 3. How does poor time management affect stress and emotions?
 4. How could better time management help your future?
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4. Practical Examples

Real-life examples:

1. **Morning routine:** Getting up on time instead of rushing or being late.
2. **Planning:** Writing down appointments, work hours, and chores.
3. **Procrastination:** Doing tasks early instead of putting them off.
4. **Phone use:** Limiting scrolling, videos, and distractions.
5. **Spiritual time:** Setting aside time for Bible reading and prayer.

Note: Time management is really about **priorities**, not being busy.

5. Challenge for This Week

Choose **one way** to manage your time better for the next 7 days.

Finish this sentence on paper:

“This week I will manage my time better by _____.”

Examples:

- “I will manage my time by going to bed earlier.”
- “I will manage my time by getting up on time.”
- “I will manage my time by writing a daily to-do list.”
- “I will manage my time by limiting phone use.”
- “I will manage my time by setting time aside for God.”

Remind them: they must be able to clearly tell next week if they did it or not.

6. Closing Thought

“Time is a gift from God. How you use it shows what matters most to you.”