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Biblical Principles for Good Time Management *(Part 2 of 2)*

Ecc 3:1 says,

"To every thing there is a season, and a time to every purpose under the heaven:"

Personal Time Management is about the careful employment of one of your most valuable (and undervalued) resources that God has given you. Consider these two questions: what would happen if you spent company money with as few safeguards as you spent personal time. Would you be in deficit by now? When was the last time *you* scheduled a time for personal worship and prayer or time in missions?

The absence of good Time Management is characterised by ill-discipline and hence, is often a symptom of over confidence, laziness or indifference which is devoid of the fruit of the Spirit. **Possibly, the reason why Time Management is poorly practised is that it seldom forms a measured part of sanctified living. We need a spiritual paradigm shift today.**

Good Time Management has many facets. **There is the concept of keeping a well-ordered diary and the related idea of planned activity. But beyond these, it is a tool for the systematic ordering of your life and important occasions and events.**

Good Time Management includes the following:

- Eliminate wastage of time with responsible and careful planning and maximize opportunities to serve God and complete our work
- Be mentally prepared for important meetings/sessions/services/camps, plan and pray for each week's events and work with a God-given discipline and purpose

Since time management is a spiritual discipline, it must be developed over time and prayerfully reviewed before the Lord.



10 Timely Tips for More Effective Personal Time Management

1. Spend Time Praying, Planning & Reading

Organise now or agonise later Using time to pray, think and plan is time well-spent. In fact, if you fail to take time for planning, you are, in effect, planning to fail. Organise in a way that you are comfortable with. Some people need to have papers filed away; others get their creative energy from their messy piles. So pray and organise your day. The author has a planner with him and a little notebook as well.

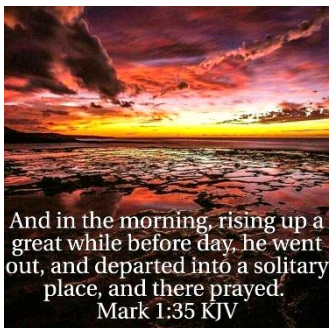


2. Have God-Honouring Goals

Edifying goals give us purpose and direction in life. Knowing God's will and following it is necessary. Set goals which are specific, measurable, realistic and achievable. God-centred goals can give Christian a much-

needed sense of direction. For example, do you set aside precious time daily to be with God first in the morning (Mk 1:35; Ps 5:3). We are creatures of habit, let us develop a good habit and routine for the Lord. (ie waking up early and reading the Word.)

The art of prioritising is to isolate and identify that which is valuable and needful over the trivial and unimportant. Heavenly things are more important than earthly things (Col 3:1 and Matt 6:33). Let us remember God first, then others and self, for we can trust God for the rest as He is faithful who promised.



3. Use a To Do List

Some people thrive well by using a daily To Do list which is constructed either the night before or first thing in the morning. Such people may combine a To Do list with a calendar or schedule. Others prefer a "running" To Do list which is continuously being updated. Or one may prefer a combination of the two previously described To Do lists. Whatever method works is best for you. Use it regularly as a habit with godly temperance.

4. Be Flexible

Allow time for interruptions and needful distractions (i.e., visit the sick, bereavement, etc). If you are interrupted, re-schedule routine tasks and move on. Save (or make) larger blocks of time for your priorities. Ask the crucial question, "What is the most important thing I can be doing with my time right now?" Beware of the tyranny of the urgent that may not be important.

5. Consider Your Personal Prime Time

There is the time of day when you are at your best. Are you a "morning person," a "night owl," or a late afternoon "whiz?" Knowing when your best time is and planning to use that time of day for your priorities, if possible, as in spending time with God in reading His word and prayer, is effective time management. Honour God first with your very best time and He will reward you accordingly for the rest of the day.

Have a clear mind to do those things that are right and proper first, and do them well to honour the Lord, in the light of eternity, in your vocation, and family life. Do not compromise your moral or ethical principles.

6. Manage the Urgent

Urgent tasks have short-term consequences while important tasks are those with long-term, goal-related implications. Work towards reducing the urgent things you must do so you'll have time for your important priorities. Flagging or highlighting items on your To



Do List or attaching a deadline to each item may help keep important items from becoming urgent emergencies (i.e. calling a member in need to pray with). A well-ordered day is half the battle won.

7. Practise the Art of Neglecting the Trivial

Eliminate from your life trivial tasks or those tasks which do not have long-term consequences for you. Can you delegate or eliminate any of your To Do list? Work on those tasks which you alone can do. Remember the advice Jethro, Moses' father-in-law, gave to Moses in Exod 18 to involve others too. It is important to delegate and let others with their gifts and talents have a part in your life and ministry of the Lord as well. Know for a fact that you cannot do everything yourself. No one is indispensable except God. Let go of other things for the more important matters. Must you be involved in everything?

8. Fight Procrastination

Do not give in to the thief of time When one is afraid of a big task, one tends to avoid it or postpone it. Avoiding something is not as effective as breaking it into smaller tasks and do just one of the smaller tasks or set a timer and work on the big task for just 15 minutes. By doing a little at a time, eventually you will reach a point where you will want to finish it. Every small step is needful to achieving the goal in the end.

Remember DIN (Do It Now! or Delay It Not) is what we always tell our Bible college students and to start and finish the assignments and theses on time.

9. Learn To Say “NO”

We need won't power as much as will power Such a small word and yet it is so hard to say. Distractions are of the Satan's ways of keeping us from God's goals for us. **Focus on your right goals and priorities and be clear in your mind.** Blocking time for important, but often not scheduled priorities, such as family and friends can also help. But first you must be convinced that you and your priorities are important — that seems to be the hardest part in learning to say "no". Once convinced of their importance, saying "no" to the unimportant in life gets easier, like shopping online, or watching Netflix or Spotify music or friend's invitation to games, long lunches or other less important events. Discipline is the key

10. Remember God

Even for small tasks, remember to pray and praise and give thanks to God (Ps 136:1-3). Jn 16:24 says, *"Hitherto have ye asked nothing in my name: ask, and ye shall receive, that your joy may be full."* Share with others God's grace and strength in completing each task, or when finishing the total job. Then keep at it and maintain the necessary balance in life between work and play. **"If we learn to balance God-honouring worship, work and play, life would be more enriching, abundant, edifying and meaningful."**



Conclusion

There will be spiritual concerns for the believer particularly with regard to the work of the Lord in the church and the spiritual well-being of the family and friends. Long-term objectives have the characteristics of being important but not urgent; they may not have deadlines; they are visionary and needful. For this reason, it is easy to ignore them in favour of the urgent and immediate. Clearly a balance must be struck and a certain weightage given to them. Begin well and, have the endurance and stamina to also complete it (Heb 12:1,2). Spending quality time with your God, spouse or loved ones are equally important.

A balanced and prudent use of time for all commitments self-imposed through the use of the PDA or diary is helpful. A Christian might decide that one hour a week should be devoted to personal or church issues and would then allocate a regular block of time to read a book or pray or for spiritual or secular activity (i.e. family worship or a prayer meeting or leisure time with children).

Use godly prudence and wisdom (Prov 9:10, Jas 1:5) to augment one's own spiritual life, work and family commitments. It may mean the need to take some quiet weekend, to pray and seek the Lord first and plan judiciously in advance. Nothing is impossible with God if we seek Him first

Jack Sin

***Sovereign Hope
Annual Family Day
Friday, 9 Aug 2025, 8.30am***



What Will We Do?

- Prayer & Devotion
- Fellowship Games
- Nature Walks
- Lunch in the Vicinity

What to Wear?

- Sportswear & walking shoes
- Cap/Hat/Umbrella

What to Bring?

- Beverage & Snacks
- Sunscreen
- Insect repellent



Where to Meet?

Meeting Point A:
Labrador MRT Station
(Circle Line) Exit A

Meeting Point B:
Labrador Nature
Reserve

WhatsApp Dn Paul Tan (hp: 97314733)
to register.



Gospel Outreach in Myanmar



Preacher Myitta and his team held a Gospel Meeting on 19 Jul 2025 at his home with 40+ villagers that included adults and children.

Continue to pray for the gospel work in Myanmar despite the political instability and challenges in the country.





Thank you for SH Weekly 2025 07 20. We appreciate your article on "Giving God the Glory for 8 cs of the Late Dr John MacArthur". We praise and thank God for his faithful ministry for over 60 years.

Thank you also for sharing about Rev Tang and his service for God at JSM. May God comfort his wife, Mrs Tang & family and all at JSM with the Blessed Hope at his Homegoing to the Lord. 🙏🏻



Rev and Mrs Edward Paauwe
Hope BPC, Adelaide, Australia



Come & Pray with Us!
Every Wed Night 8pm Church Prayer Meeting



Memory Verse

1Thes 4:3 For this is the will of God, even your sanctification, that ye should abstain from fornication:

Announcements

1. Welcome to our Worship Service! If you are here for the first time, do leave us your contact numbers in our guest book before you leave. Those who share the church vision to acquire a place of worship in due time, may designate your offerings to the SHBPC Church Building Fund.
2. Rev Matthew Yong brings us God's Word this morning on "***Sanctification Explained & Practiced (1Thes 4:1-12)***", continuing the new quarterly series on "***Sacred Meditations on Christ and the Coming of the Anti-Christ (1 & 2 Thess)***".
3. Next Sunday, Pastor will bring us God's Word on "***Anticipating Christ's Second Coming (1Thes 4:13-18)***".
4. Sunday School classes after the worship service are:
 - Message Discussion (Dn Yue Kay)
 - Studies in Job (Dr Kwong Leen)
5. Chinese Fellowship meets on every Sunday night at 7pm via Zoom with both local and overseas brethren. We have systematic studies on New Testament Foundations and the Psalms. **[Zoom ID:883 9662 4157 Passcode: 218178]**.
6. Do send your prayer items to Pastor and join us for Church Prayer Meeting on Wed at 8pm via Zoom. The prayer list is available in church. **[Zoom ID:863 7527 5431 Passcode: 625551]**.
7. **SHBPC Annual Congregation Meeting cum Election** will be held on **Sun 31 Aug 2025** after the worship service. Nomination for office-bearers are open till 17 Aug. Forms are available from Dn Yue Kay. All members are to pray and attend.
8. **SHBPC Family Day Outing** will be held on the **morning of Sat 9 Aug 2025** at **Labrador Nature Park**. Mark that date in your calendar and join us! Details are on Page 5. **Register with Dn Paul via WhatsApp (hp:9731 4733)**.
9. The **All Asian Creation Conference "Teaching Genesis 1-11 History & Science" 22 & 23 Aug** at the Salvation Army Hall (Upper Bukit Timah). Keynote speakers: **Dr Don Batten** (CMI), **Rev Dr Jack Sin** (Sovereign Hope BPC), **Dr Andy McIntosh** (University of Leeds), **Dr Mona Bias** (East Asia School of Theology). Other session speakers from Australia, Hong Kong, Indonesia, Japan, Mongolia, South Korea, Taiwan, United Kingdom and USA. Register directly on the website www.creation.com/aacc.
10. Pray for:
 - **Batam Mission Trip [2-3 Aug]**: Pastor, Dr Sam & Calvin Murty
 - **Lily Almon**: Singapore Citizenship Application
 - **Travel**: **Dr Sam** [26/8, Wenzhou], **Ps Babu** [22-25/8, Singapore]
 - **Medical**: **Pit Yuen** [Radiotherapy from 19/8], **Mrs Philip Heng** [stroke recovery]
11. Love gifts, Offering and Tithes to the Lord can be given in the following ways:
 - **Cheque** payable to **Sovereign Hope Bible Presbyterian Church** and mail to church address. (Kindly write the full name of the church as indicated.)
 - **Fund transfer** to Church **UOB Account 392-308-825-1**
 - **PayNow** to Church UEN: **T19SS0116FSOV**Kindly indicate "**Church Building Fund**" if you would like to designate towards this cause.