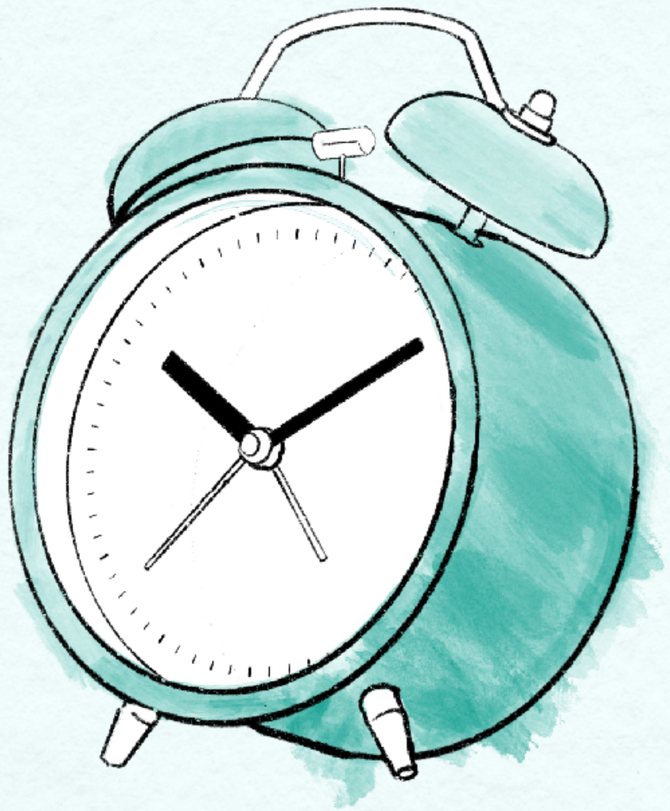


REDEEMING PRODUCTIVITY

Fundamentals of Time Stewardship

FUNDAMENTALS

Time Is a Stewardship

“Time is a talent to trade with”

THOMAS WATSON

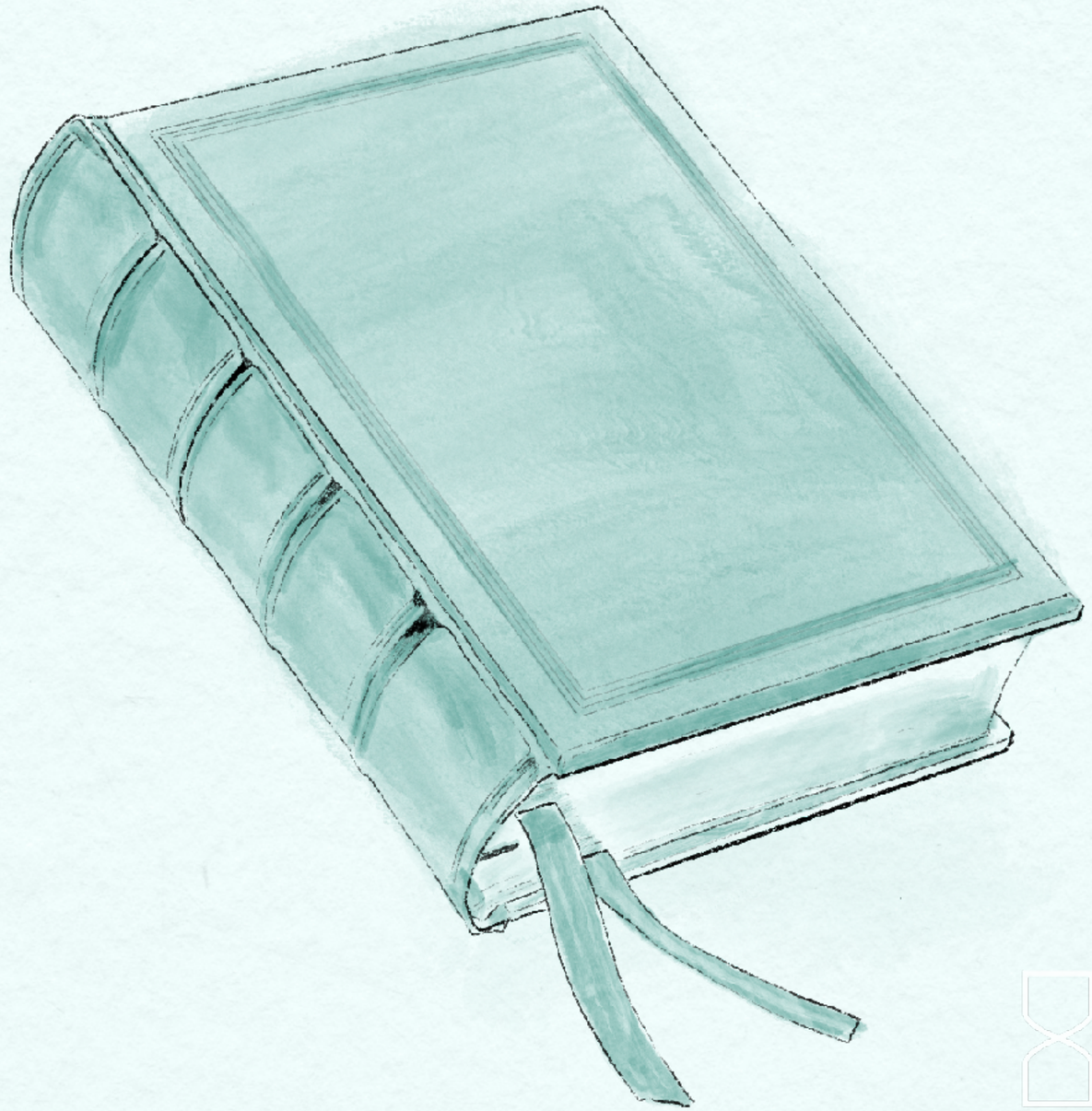


FUNDAMENTALS

Time Stewardship Is Wisdom

“Look carefully then how you walk, not as unwise but as wise, **making the best use of the time**, because the days are evil.”

EPHESIANS 5:15–16



FUNDAMENTALS

Time Stewardship Is an Obligation

“Wasting time is unbecoming of a saint who is bought by the precious blood of Jesus. His time and all he has is to be used for the Lord.”

GEORGE MÜLLER

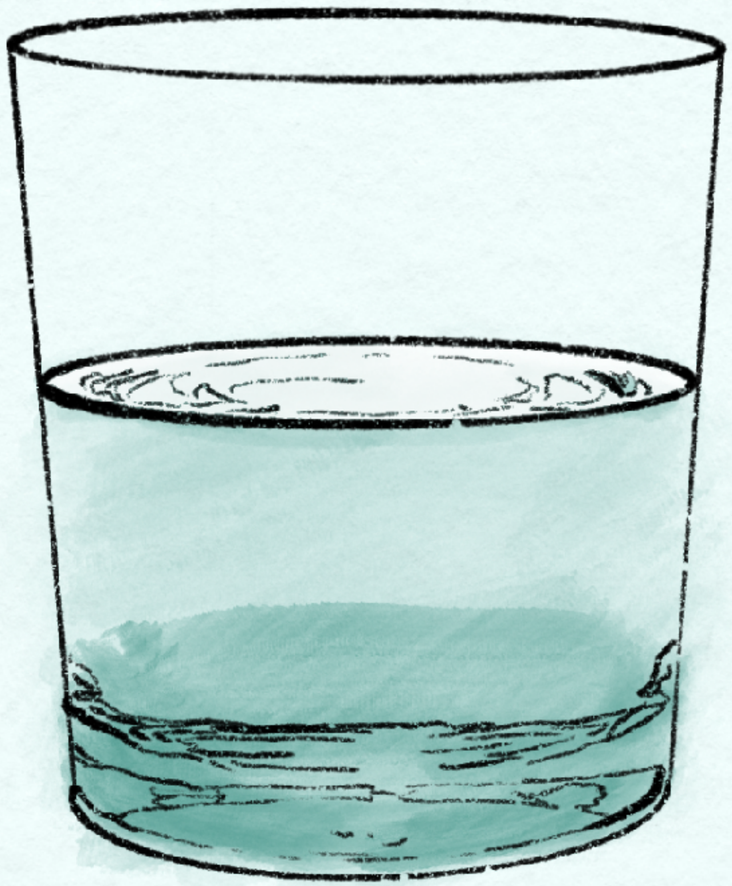


FUNDAMENTALS

Time Stewardship Is an Opportunity

"For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them."

EPHESIANS 2:10



FUNDAMENTALS

Time Is a Stewardship

- ✓ Time stewardship is wisdom
- ✓ Time stewardship is an obligation
- ✓ Time stewardship is an opportunity
- ✓ **Time stewardship is possible!**



FUNDAMENTALS OF TIME STEWARDSHIP

5 Keys to Faithful Time Stewardship

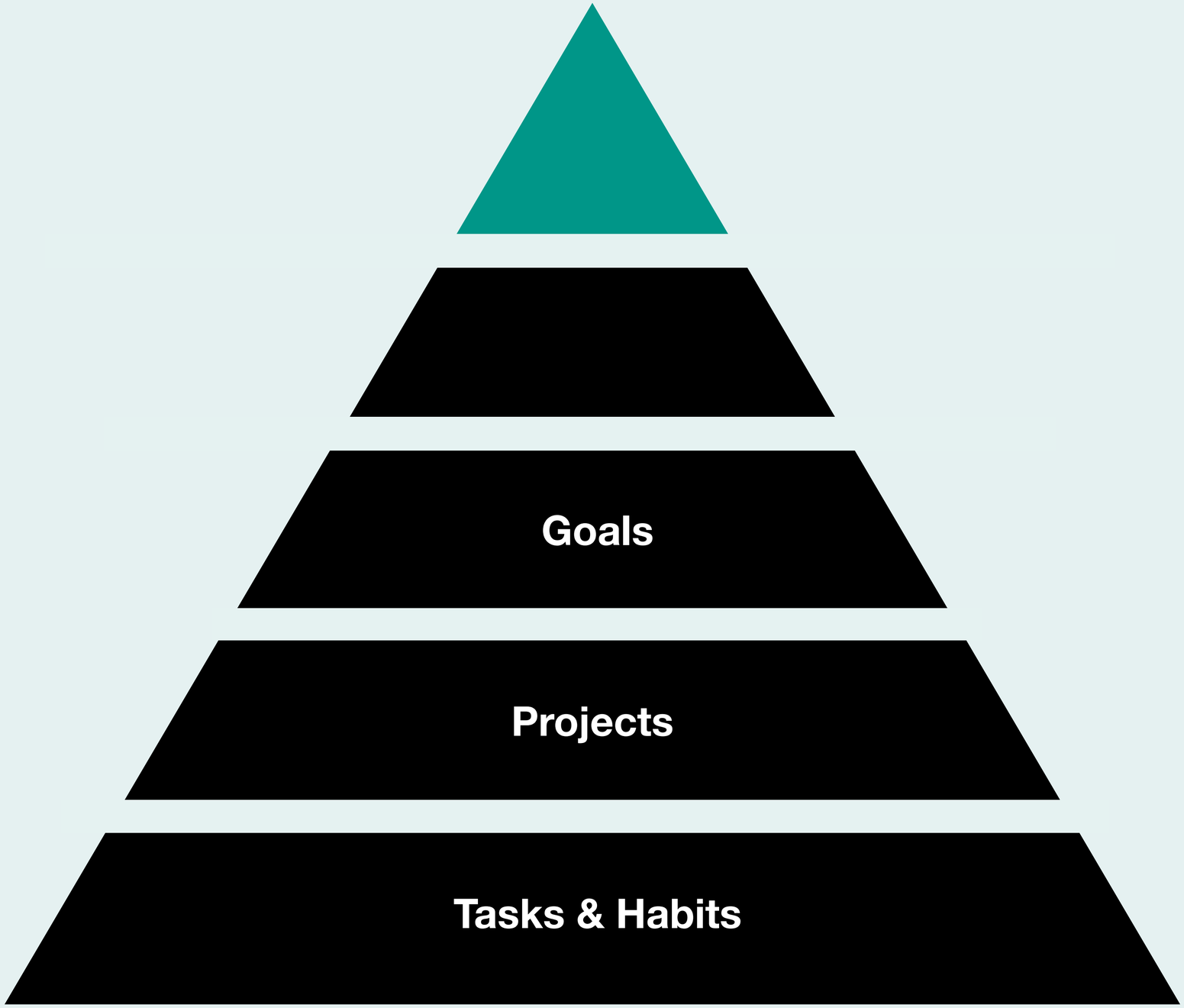
5 KEYS TO FAITHFUL TIME STEWARDSHIP

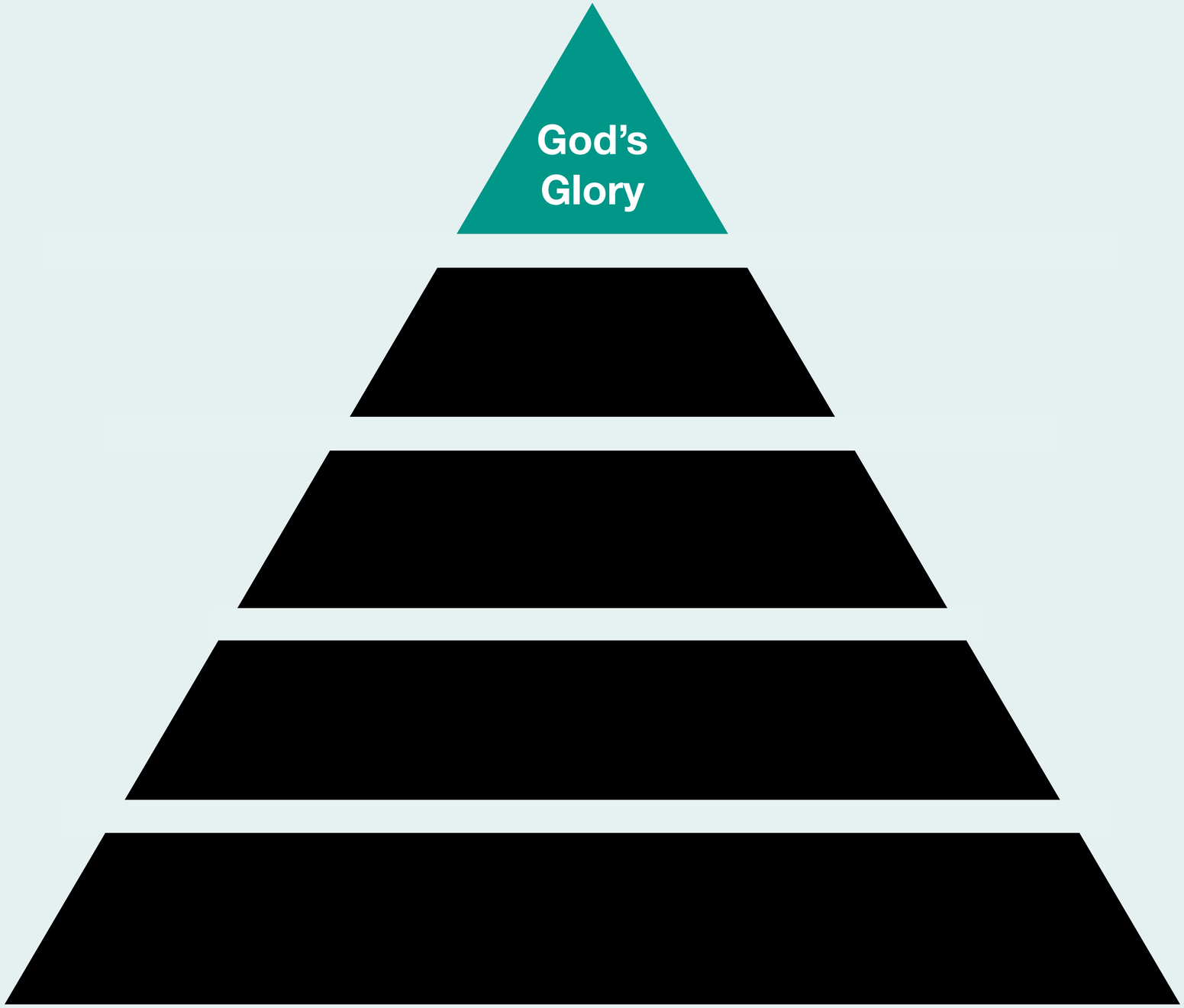
1. Start With Why

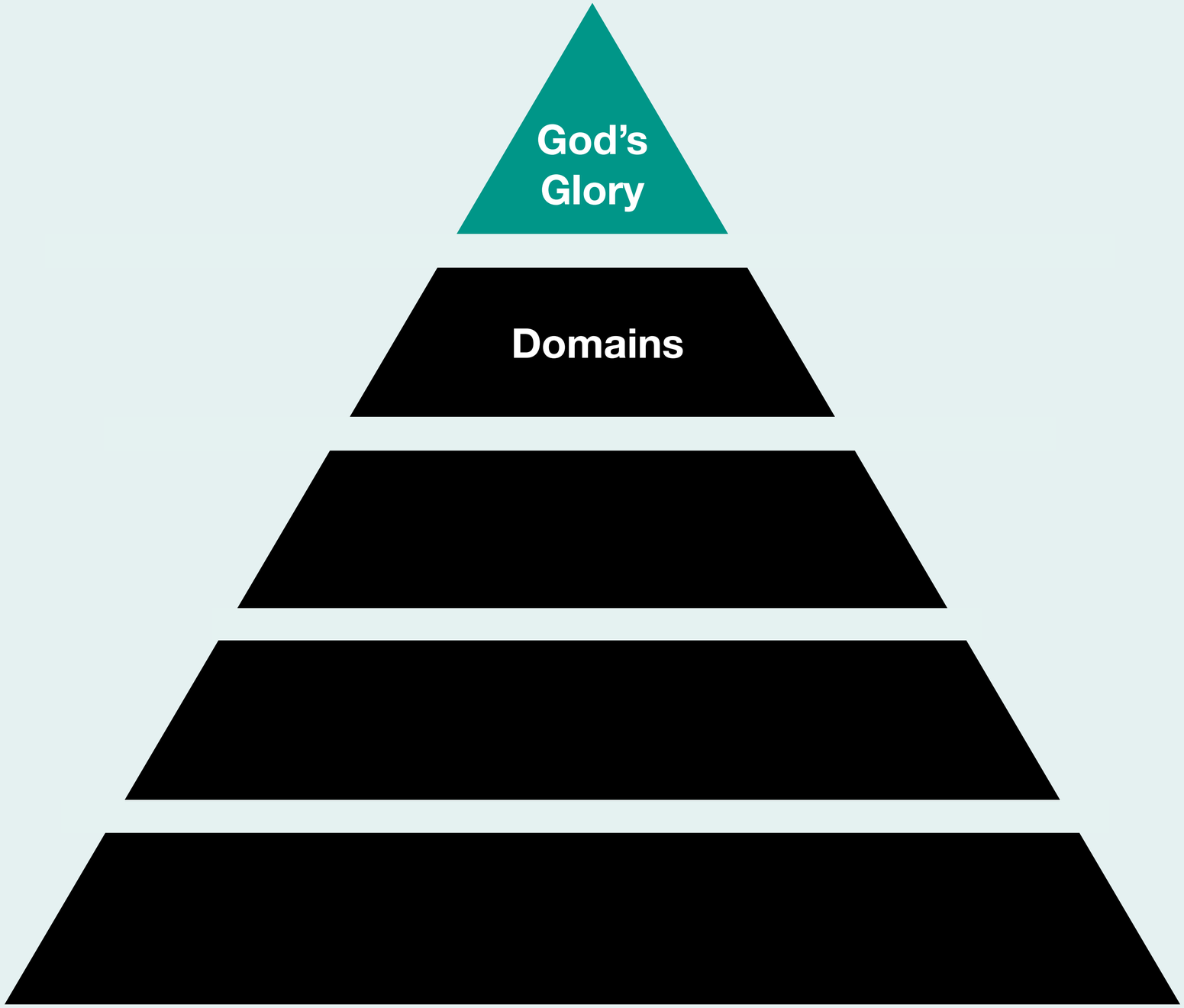
“So, whether you eat or drink, or whatever you do, **do all to the glory of God.”**



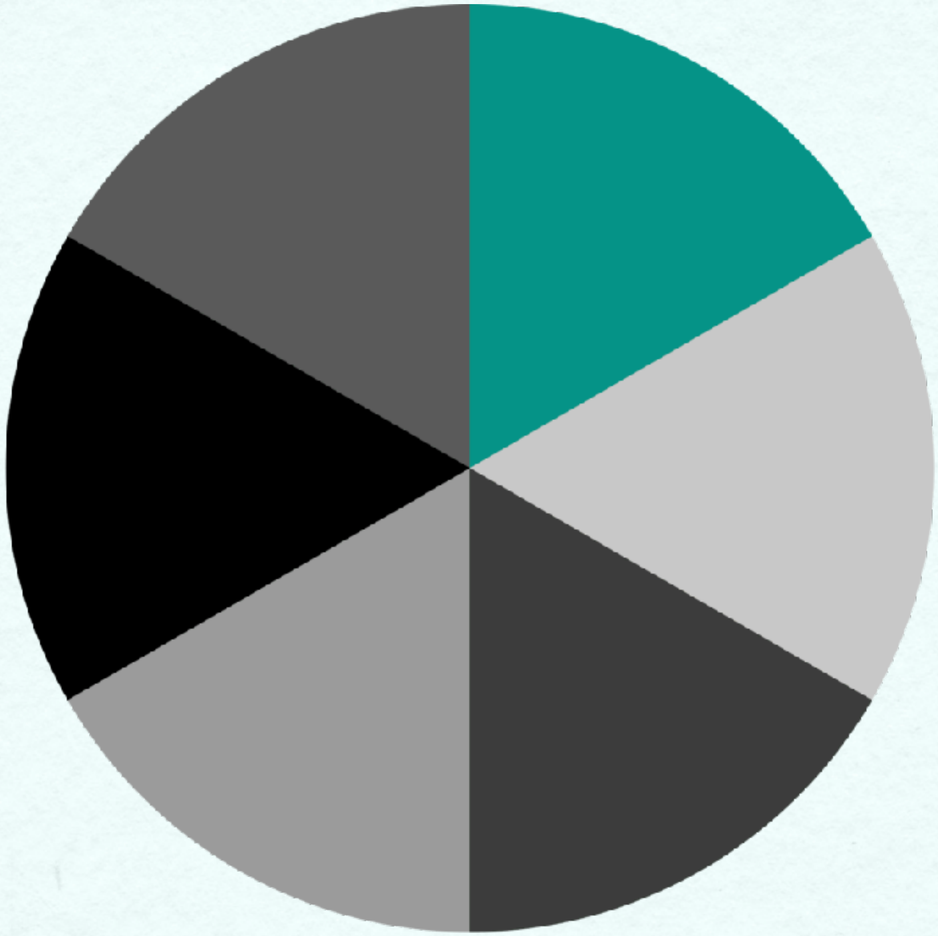
1 CORINTHIANS 10:31

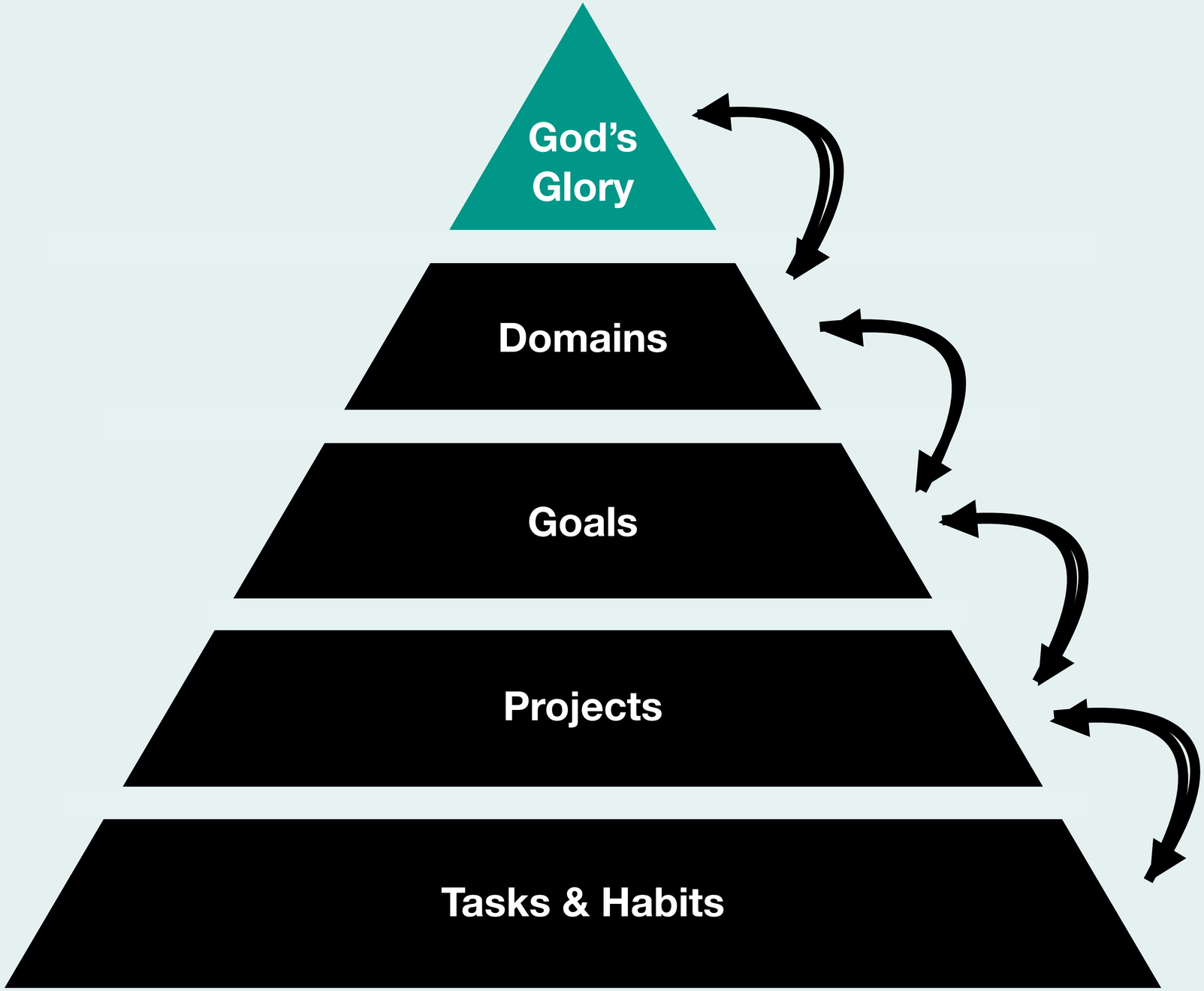

Goals
Projects
Tasks & Habits

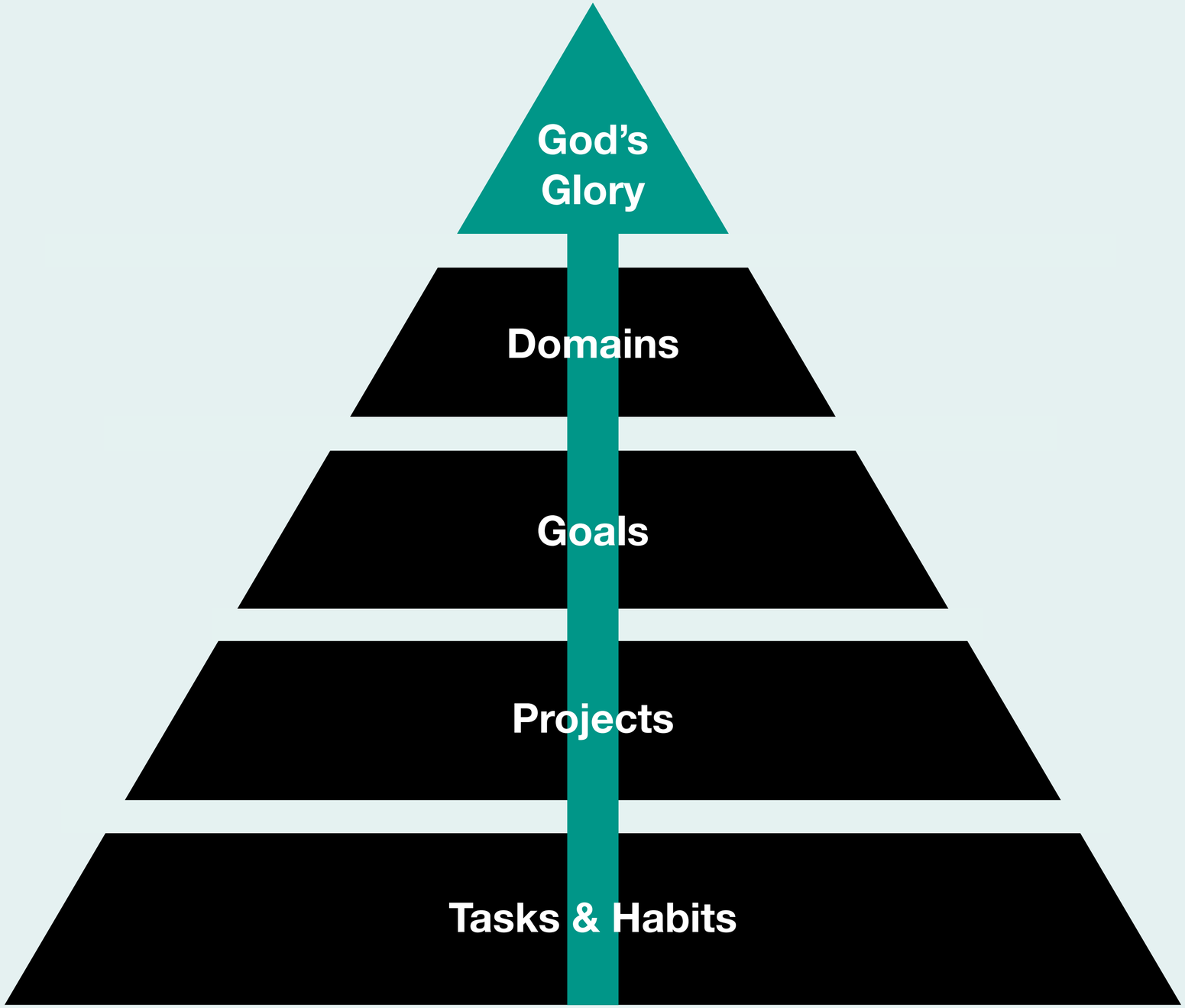

God's
Glory


God's
Glory
Domains

Spiritual
Relational
Vocational
Physical
Financial
Recreational




God's Glory
Domains
Goals
Projects
Tasks & Habits


God's
Glory
Domains
Goals
Projects
Tasks & Habits

5 KEYS TO FAITHFUL TIME STEWARDSHIP

1. Start With Why

“The glory of God is a silver thread which must run through all our actions.”

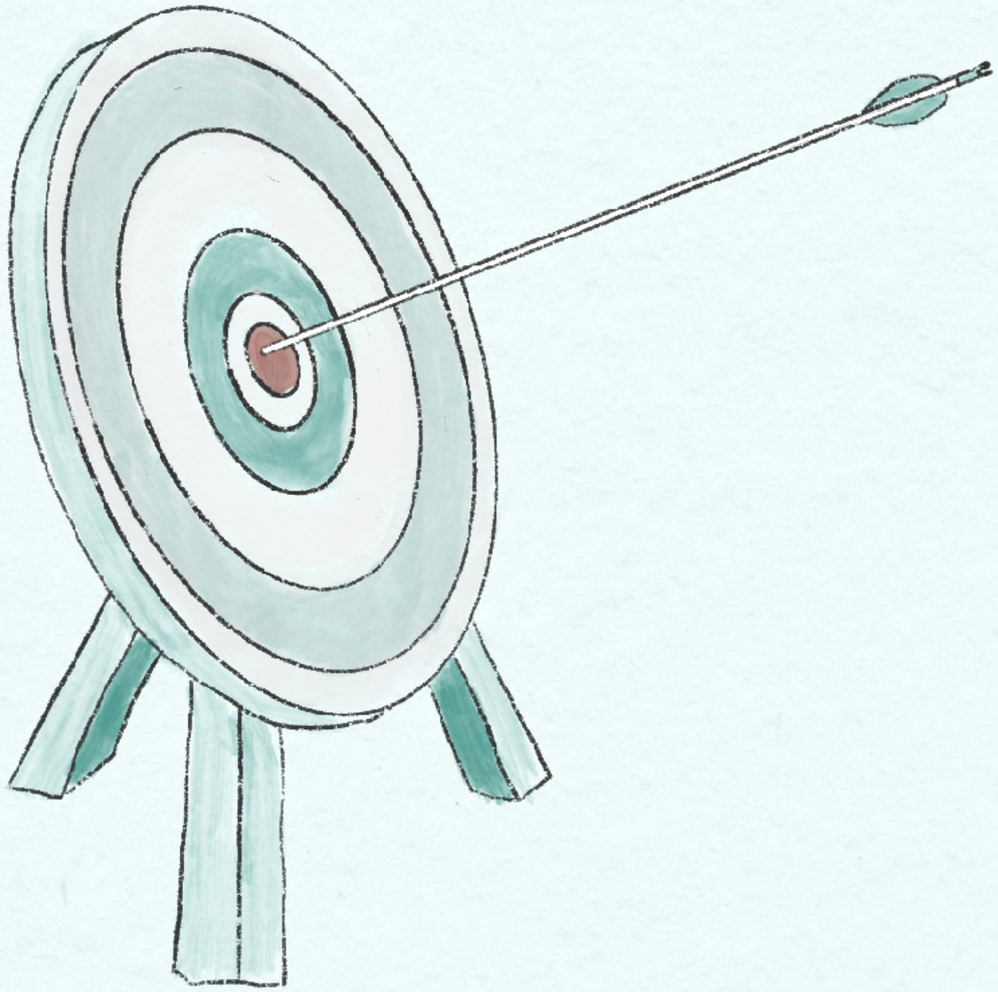
THOMAS WATSON

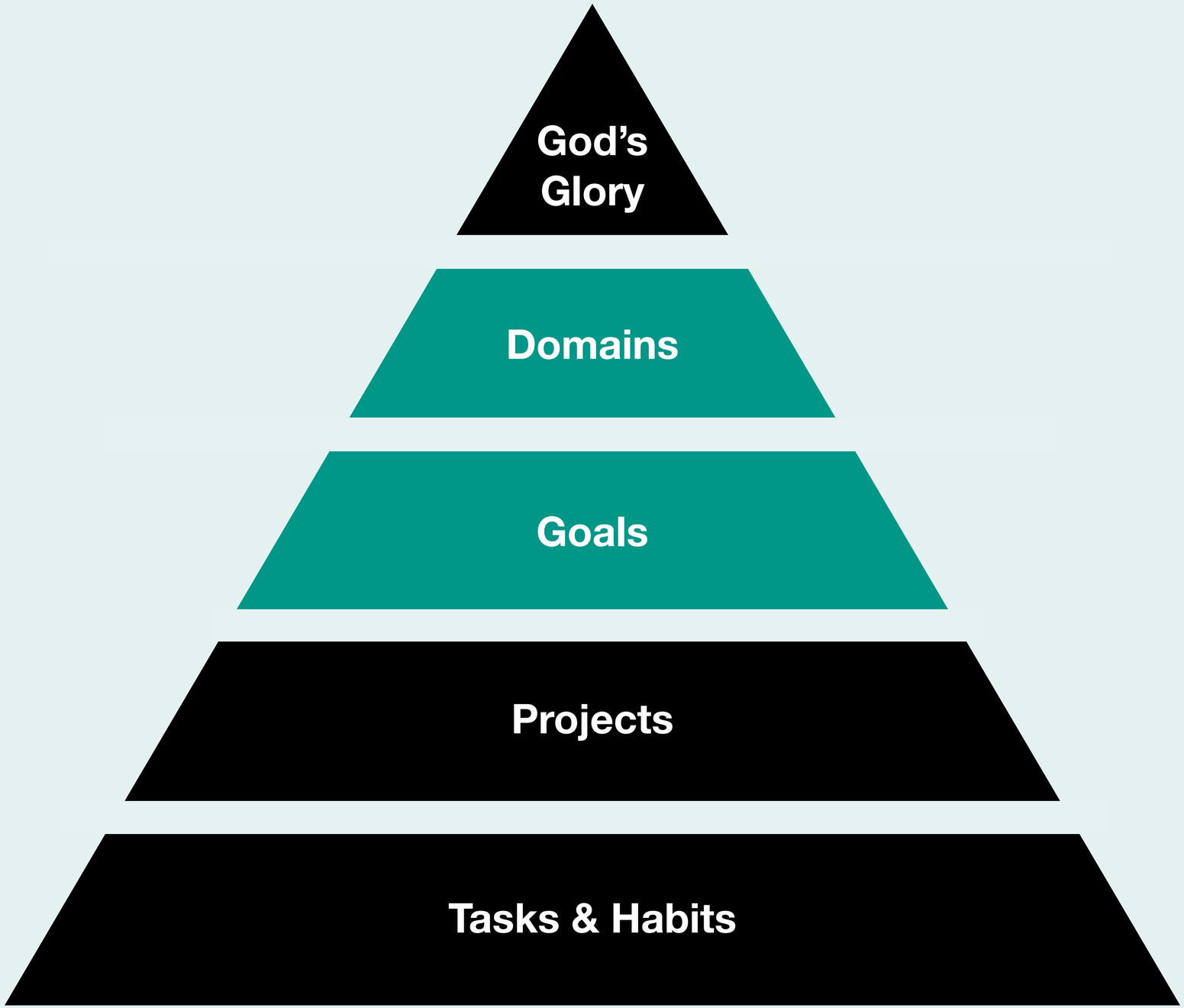


5 KEYS TO FAITHFUL TIME STEWARDSHIP

2. Set Clear Goals

Time management is not about squeezing everything in. It's about making time for what matters most.



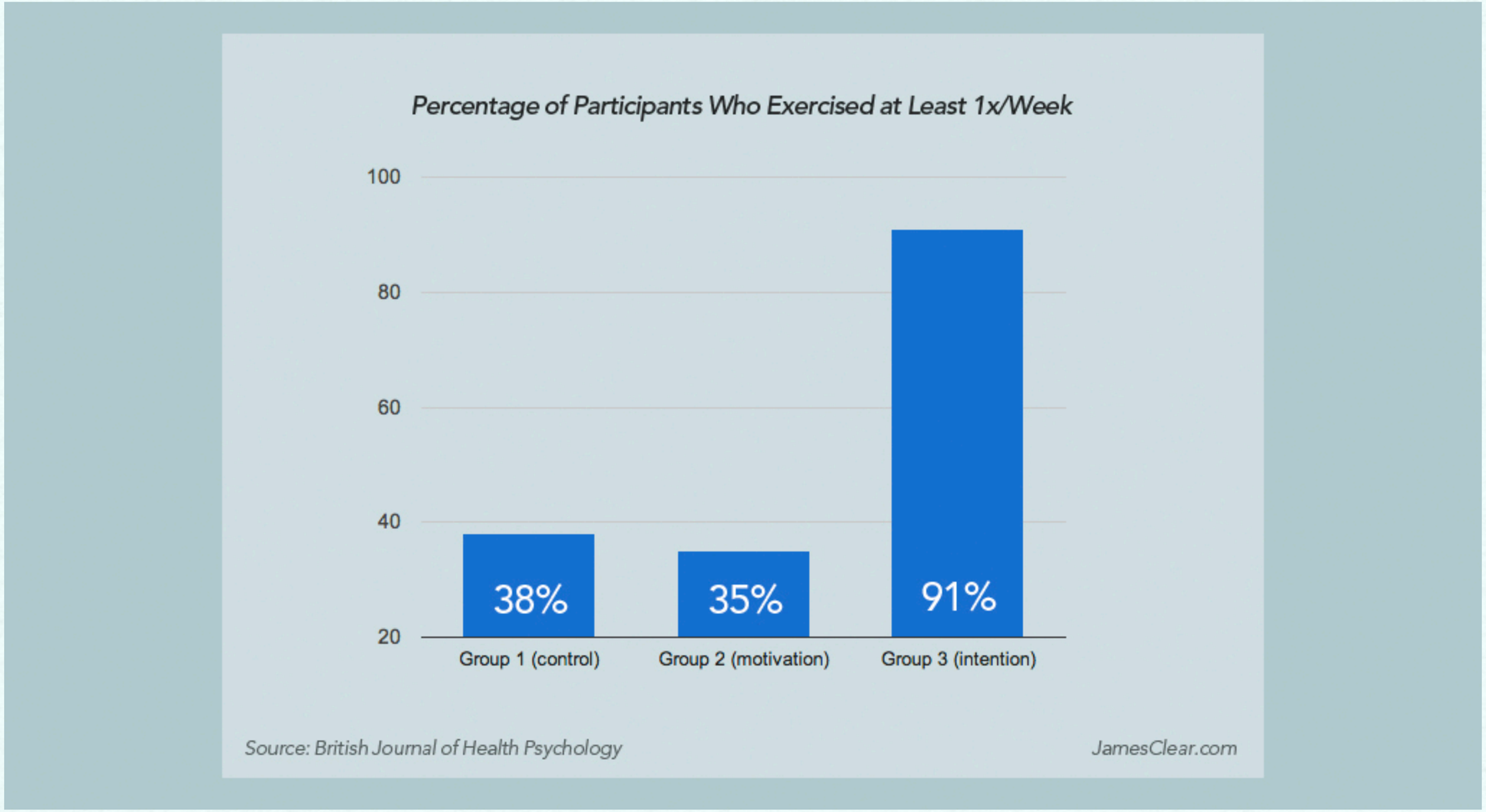

God's
Glory
Domains
Goals
Projects
Tasks & Habits

2. SET CLEAR GOALS

Goals Help By:

- ✓ Giving you direction
- ✓ Indicating priority
- ✓ Giving you a reason to say “no”
- ✓ Keeping you motivated

The best way to clarify a goal is to write it down



Goal Name: _____

Target Completion Date: _____ **First Review Date:** _____

Domain of Stewardship: _____

How will I know I've reached this goal?

How does this goal glorify God?

5 KEYS TO FAITHFUL TIME STEWARDSHIP

3. Make Specific Plans

“Commit your work to the Lord, and your plans will be established.”



PROVERBS 16:3

Go to the ant, O sluggard;
consider her ways, and be wise.
Without having any chief, officer, or ruler,
she prepares her bread in summer
and gathers her food in harvest.

PROVERBS 6:6–8




God's
Glory
Domains
Goals
Projects
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Goal Name: Publish Third Book

Target Completion Date: March 2023 **First Review Date:** June 1, 2022

Domain of Stewardship: Calling

How will I know I've reached this goal?

When I’m holding a copy of the published book in my own hands.

How does this goal glorify God?

By encouraging the church to live lives focused on honoring Christ in their work, home, and community.

3. MAKE SPECIFIC PLANS

Projects:

- ✓ Create Urgency with Deadlines
- ✓ Give You Specific Steps
- ✓ Provide a Sense of Progress
- ✓ Advance You Toward Your Goals



5 KEYS TO FAITHFUL TIME STEWARDSHIP

4. Schedule Your Week

“Commit your work to the Lord, and your plans will be established.”

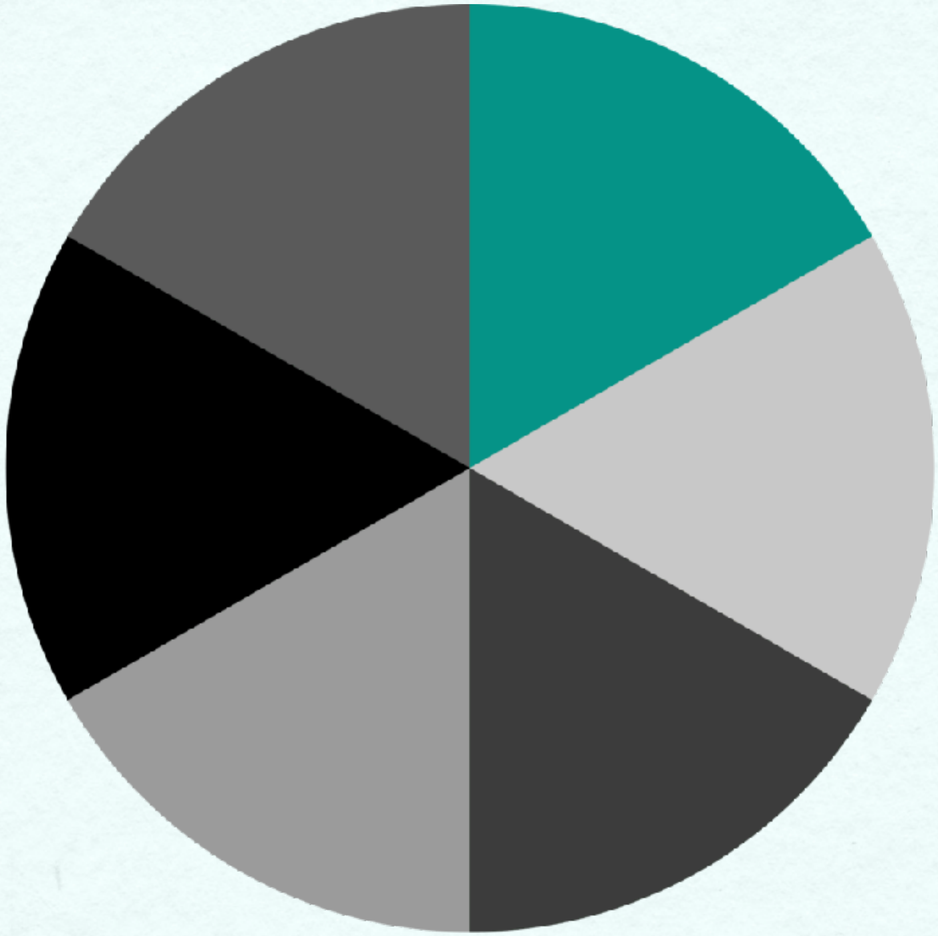


PROVERBS 16:3


God's
Glory
Domains
Goals
Projects
Tasks & Habits

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	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity
12:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
12:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
1:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
1:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
2:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
2:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
3:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
3:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
4:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
4:30 am	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine
5:00 am	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine
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3:00 pm	Economical	Household Maint.	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Economical	Chores
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11:00 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
11:30 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	

Spiritual
Relational
Vocational
Physical
Financial
Recreational



4. SCHEDULE YOUR WEEK

How to Create a Weekly Schedule

- ✓ Plan Your “Theme Days”
- ✓ Map Your Energy Levels
- ✓ Fill Your Schedule from Most Important to Least Important
- ✓ Categorize Your Activities by Domain of Stewardship



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4. SCHEDULE YOUR WEEK

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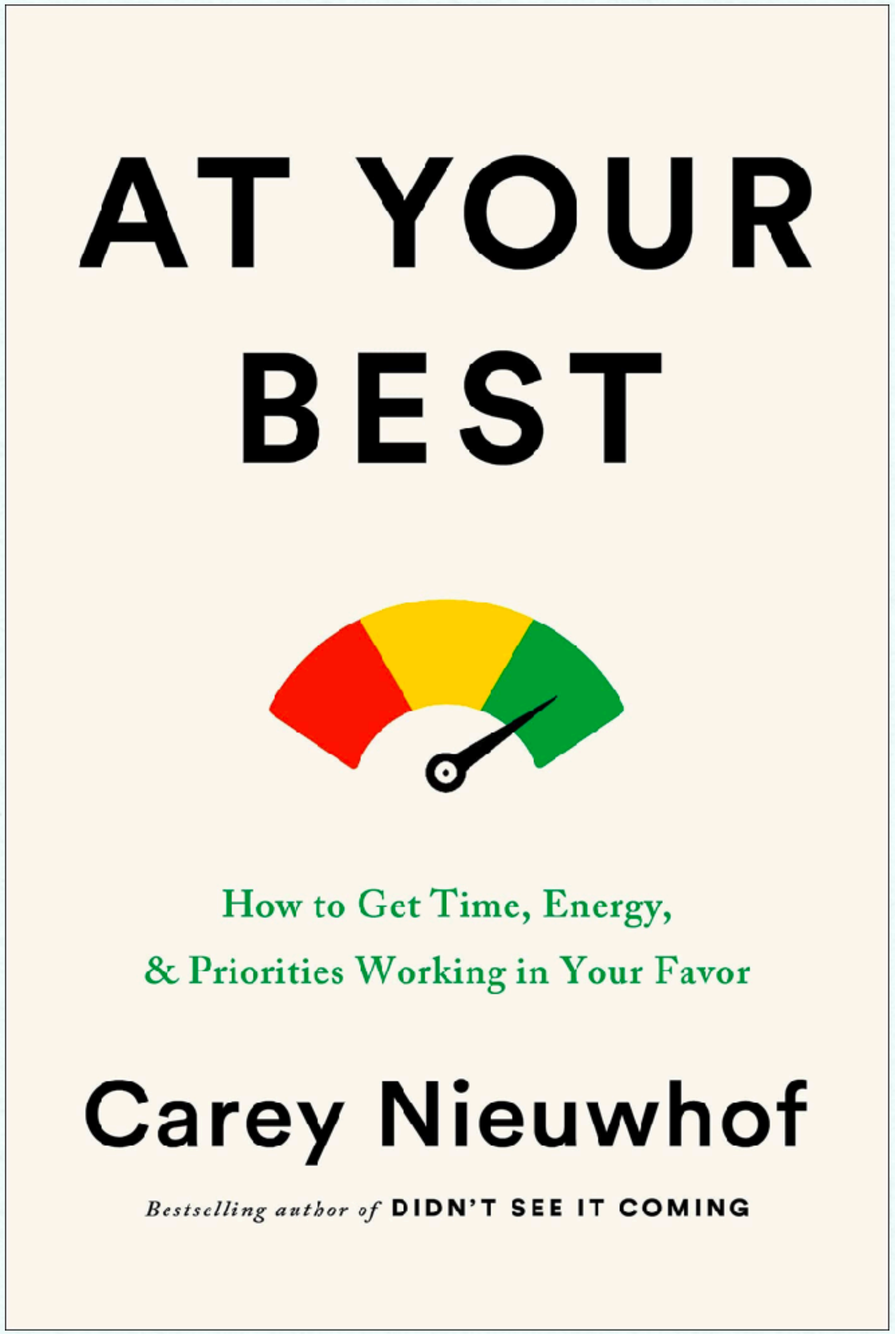


4. SCHEDULE YOUR WEEK

Mapping Your Energy

- ✓ **Green Zone** - Planning time, deep work, activities that require focus
- ✓ **Red Zone** - Rest, mindless admin tasks
- ✓ **Yellow Zone** - Meetings, email, small to-dos

SOURCE: CAREY NIEUWHOF, AT YOUR BEST



	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
Instructions	Theme:		Theme: Business MGMT		Theme: Newsletter		Theme: Video		Theme: RPA		Theme: Review and Clean Up		Theme:	
	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity
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7:00 am	Recreational	Reading	Vocational		Vocational		Vocational		Vocational		Vocational	Edit Video	Recreational	Reading
7:30 am	Relational	Breakfast with Family	Relational	Breakfast with Family	Relational	Breakfast with Family	Relational	Breakfast with Family	Relational	Breakfast with Family	Relational	Breakfast with Family	Relational	Breakfast with Family
8:00 am	Relational		Relational		Relational		Relational		Relational		Relational		Relational	
8:30 am	Relational		Relational		Relational		Relational		Relational		Relational		Relational	
9:00 am	Spiritual	Church	Vocational		Vocational		Vocational		Vocational		Vocational	Edit Video	Recreational	Family Fun
9:30 am	Spiritual		Vocational		Vocational		Vocational		Vocational		Vocational	Edit Video	Recreational	
10:00 am	Spiritual		Vocational	**Deep Work Block**	Vocational	**Deep Work Block**	Vocational	**Record Videos**	Vocational	**Deep Work Block**	Vocational	Edit Video	Recreational	
10:30 am	Relational	Fun	Vocational		Vocational		Vocational		Vocational		Vocational	Edit Video	Recreational	
11:00 am	Relational		Vocational		Vocational		Vocational		Vocational		Vocational	Edit Video	Recreational	
11:30 am	Relational		Vocational		Vocational		Vocational		Vocational		Vocational	Edit Video	Recreational	
12:00 pm	Relational	Lunch	Relational	Lunch	Spiritual	Lunch	Relational	Lunch	Relational	Lunch	Relational	Lunch	Relational	Lunch
12:30 pm	Relational		Relational		Relational		Relational		Relational		Relational		Relational	
1:00 pm	Economical	Household Maint.	Physical	Walk / Exercise	Physical	Walk / Exercise	Physical	Walk / Exercise	Physical	Walk / Exercise	Physical	Walk / Exercise	Economical	Chores
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4:00 pm	Economical	Household Maint.	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Economical	Chores
4:30 pm	Economical	Household Maint.	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Economical	Chores
5:00 pm	Economical	Household Maint.	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Economical	Chores
5:30 pm	Spiritual	Church	Relational	Dinner with Family	Relational	Dinner with Family	Relational	Dinner with Family	Relational	Dinner with Family	Relational	Dinner with Family	Recreational	Fun
6:00 pm	Spiritual		Relational		Relational		Relational		Relational		Relational		Recreational	
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8:00 pm	Physical	Gym	Physical	Gym	Physical	Gym	Physical	Gym	Physical	Gym	Physical	Gym	Physical	Gym
8:30 pm	Physical		Physical		Physical		Physical		Physical		Physical		Physical	
9:00 pm	Physical		Physical		Physical		Physical		Physical		Physical		Physical	
9:30 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
10:00 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
10:30 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
11:00 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
11:30 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	

4. SCHEDULE YOUR WEEK

How to Create a Weekly Schedule

- ✓ Plan Your “Theme Days”
- ✓ Map Your Energy Levels
- ✓ Fill Your Schedule from Most Important to Least Important
- ✓ Categorize Your Activities by Domain of Stewardship



	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
Instructions	Theme:		Theme: Business MGMT		Theme: Newsletter		Theme: Video		Theme: RPA		Theme: Review and Clean Up		Theme:	
	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity
12:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
12:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
1:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
1:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
2:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
2:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
3:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
3:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
4:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
4:30 am	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine
5:00 am	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine
5:30 am	Recreational	Reading	Vocational		Vocational		Vocational		Vocational		Vocational	Edit Video	Recreational	Reading
6:00 am	Recreational	Reading	Vocational	**Writing Block**	Vocational	**Write Newsletter**	Vocational	**Prep for Video Recording**	Vocational	**Write Posts & Material**	Vocational	Edit Video	Recreational	Reading
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8:00 am	Relational		Relational		Relational		Relational		Relational		Relational		Relational	
8:30 am	Relational		Relational		Relational		Relational		Relational		Relational		Relational	
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12:00 pm	Relational	Lunch	Relational	Lunch	Spiritual	Lunch	Relational	Lunch	Relational	Lunch	Relational	Lunch	Relational	Lunch
12:30 pm	Relational		Relational		Relational		Relational		Relational		Relational		Relational	
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3:00 pm	Economical	Household Maint.	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Recreational	Play with Kids	Economical	Chores
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6:30 pm	Spiritual		Relational	Bed Time	Relational	Bed Time	Relational	Bed Time	Relational	Bed Time	Relational	Bed Time	Relational	Bed Time
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8:00 pm	Physical	Gym	Physical	Gym	Physical	Gym	Physical	Gym	Physical	Gym	Physical	Gym	Physical	Gym
8:30 pm	Physical		Physical		Physical		Physical		Physical		Physical		Physical	
9:00 pm	Physical		Physical		Physical		Physical		Physical		Physical		Physical	
9:30 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
10:00 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
10:30 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
11:00 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
11:30 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	

4. SCHEDULE YOUR WEEK

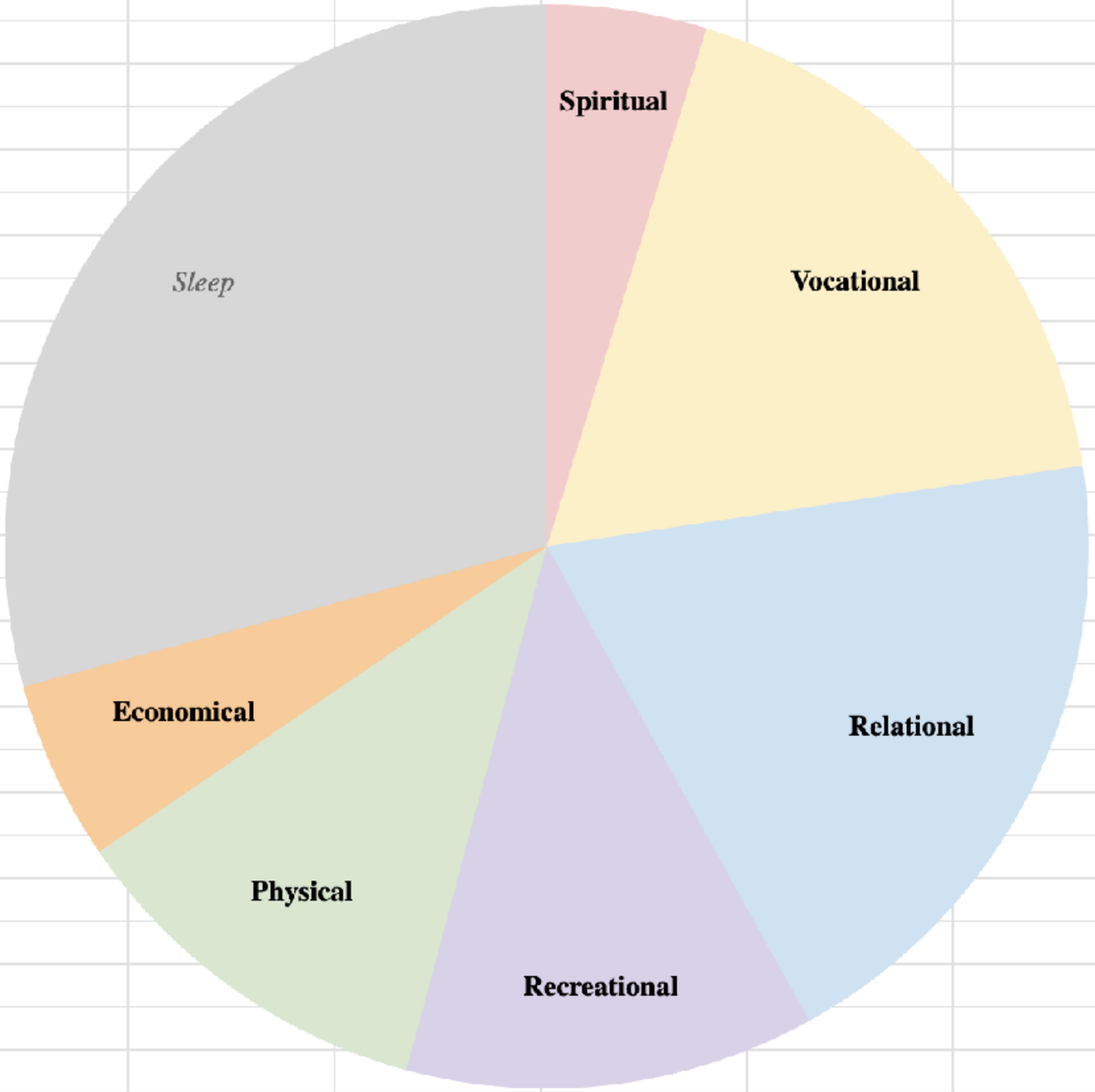
How to Create a Weekly Schedule

- ✓ Plan Your “Theme Days”
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- ✓ Fill Your Schedule from Most Important to Least Important
- ✓ Categorize Your Activities by Domain of Stewardship



	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
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	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity	Domain	Activity
12:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
12:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
1:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
1:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
2:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
2:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
3:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
3:30 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
4:00 am	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
4:30 am	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine	Spiritual	Morning Routine
5:00 am	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine	Physical	Morning Routine
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9:30 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
10:00 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
10:30 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
11:00 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	
11:30 pm	Sleep		Sleep		Sleep		Sleep		Sleep		Sleep		Sleep	

	A	B	C	D	E	F	G	H
1		Spiritual	Vocational	Relational	Recreational	Physical	Economical	*Sleep*
2	**Hours**	8:00:00	30:00:00	32:30:00	20:30:00	19:00:00	9:00:00	49:00:00



5 KEYS TO FAITHFUL TIME STEWARDSHIP

5. Prioritize Necessary Rest

“The Sabbath was made for man, not man for the Sabbath.”



MARK 2:27

5. PRIORITIZE REST

Principles for Rest

- ✓ Beware of Burnout
- ✓ Avoid the Myth of Perfect Efficiency
- ✓ Remember: Faithfulness Means Stewarding *ALL* Domains
- ✓ Get Comfortable with Your Creaturliness



“As a father shows compassion to his children, so the Lord shows compassion to those who fear him.

For he knows our frame; he remembers that we are dust.”

PSALM 103:13–14

FOUNDATIONS

5 Keys to Faithful Time Stewardship

- ✓ Start With Why
- ✓ Set Clear Goals
- ✓ Make Specific Plans
- ✓ Schedule Your Week
- ✓ Prioritize Necessary Rest

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More Resources

- ✓ Templates
- ✓ Worksheets
- ✓ App & Tool Recommendations

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