

The 25-Hour Day – Pre-Conference (*Wednesday, 5:30 – 6:20*)

Foundational Changes in Perspective:

First Perspective Change: Shift your perspective from *time management* to *time stewardship*.

Second Perspective Change: View yourself as a professional.

Tips for Time Stewardship:

1. Set Priorities:

“The calendar never lies. You can claim something is your priority, but if your calendar doesn’t reflect it, you’re lying to yourself.” ~ Tom Peters, *In Search of Excellence*

Start with prayer!

Ask God what He has called you to do? Then schedule the time to do it. If He’s called you to write, then honor that call by scheduling the time to do it!

2. Planning and Goal setting

“If you don’t know where you’re going, any road will get you there.”
~ Lewis Carroll, *Alice’s Adventures in Wonderland*

Are your goals S.M.A.R.T.?

3. Identify Time Thieves:

- Telephone
- Email
- Social networking
- People pleasing
- TV
- Procrastination & Rabbit trails

4. Work Smarter, Not Harder:

We don't have the ability to **create** time, but we can reveal available time by working smarter, not harder. For example:

A. Be aware of your own personality.

B. Keep a diary for 1-2 weeks recording how you spend your time in 15- or 30-minute increments. You'll be surprised at how much time is wasted.

C. Delegate:

D. Invest in learning the ins and outs of the software program you use

E. Trade off responsibilities.

F. Type on a laptop that's NOT connected to the internet.

G. Use a kitchen timer.

H. Organize!

We all have 24 hours each day. How we steward them is a choice. What are you choosing?