

THREE SECRETS TO MANAGE YOUR TIME

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I think most will agree that we all live busy lives these days, often finding ourselves running out of 'time' and finding ourselves not getting all the things done that we wish to get done. We then walk around wishing there were more hours to the day, praying to God for more strength and energy to manage all the things that we have put on our plate. However, the secret to getting things done, is simply time management. You would most likely have heard the term 'time management' before, and maybe you have even engaged in the practice of time management, with varying success. What you might find interesting however, is that most people have only engaged in one level of time management, and may have missed the next two levels, and particularly the role of God in time management.

The first secret to time management, which most people have tried at some time or other, is to make a list of your to-dos and then prioritize them. Simply put, do first things first. The key to this first level of time management is of course that you actually make a to-do list with items prioritized by importance, whether mentally in your mind, or physically on paper. It is then important that we follow the list and do the 'difficult' things first. Interestingly, the things that we usually put off in our day, are the difficult but important tasks. These are the ones that we must attend to first.

The next level of time management is a secret a few people know: Your mind can work on some of your to-dos while you do other ones. In other words, make a list of things you need to do today. Work on the ones that are the most urgent, as you would be doing according to the first secret to time management. However, while you work on those, allow your unconscious mind to work on other ones. This may seem somewhat ethereal, but it is a truth in psychology. Turn over as many tasks as possible to your unconscious. For example, when I decided to write this particular article some time ago, I allowed my unconscious mind work in the ideas I had for this article, while I was attending to other things, such as running errands. And yes, we do have an unconscious mind that can work to our advantage. The entire human mind, conscious or unconscious, is a gift from God, so we might as well appreciate this gift and put it to good use, wouldn't you agree?

However, there is an ever deeper secret to time management: God designed the world and universe around us to help us do some of our to-dos for us, as long as we allow Him to do so. On our to-do lists, we have things that we plan to do, but there are also things that we want God to move the universe to do for us as well. For example, we will make our phone calls, write articles, pay bills, run errands and so forth, however, we may also ask God to allow the universe to move into place to find the right buyer for our car we put up for sale, or to bring us the right team members for our new project at work, and so forth. You don't have to stress over finding the right buyer for your car, or tracking down the right team members. Simply put your Faith in God, and allow His Divine Will to unfold. Everything was planned by God, for His purpose, and according to His great design, so if we simply put our Faith in God, events will unfold the way it was supposed to. And so will the things on our to-do list. And this is truly life's greatest secret to time management: God will help you get things done, if you let Him.