

SUCCESS!

VOLUME 1 ISSUE 2 MARCH 1999

TIPS FOR SUCCESS: TIME MANAGEMENT

ARE YOU A GOOD STEWARD OF TIME?

God has given you a very precious gift, a priceless resource: time. Defining "time" proves illusive—it cannot be seen and yet it can be measured; it cannot be felt and yet it can have a profound impact on individuals and the world. Time is something we value, need, and cannot live without. Time cannot be reused; once it is gone, it's gone. However, time is renewable in that each day, God gives you a new 24 hours to use, knowing that at the end of the day it too will be gone. Further, time is an equal opportunity resource, a great equalizer. No matter how important, how rich, how intelligent, or what race, color, or creed you are, you will have the same amount of time in a day as everyone else. Time is your slave, completely available and cooperative. Time hasn't a lazy streak in its entire makeup. Twenty-four hours a day and 168 hours a week are yours to use, in whatever way you choose. That's the catch—how will you use *your* time? Paul expressed it beautifully in Ephesians 5:15-16: "Be very careful, then, how you live—not as unwise but wise, making the most of every opportunity, because the days are evil."

Is it possible to be too busy? When we think we're busy, think about the life of Christ. Think back on all the things He did in a few years—that puts things in perspective. Now *He* was a busy guy! Also think about what a short time we are here. Our life spans are like a flash in the pan. Trying to keep things in perspective may help you to have a more balanced view of your life.

Your goal, however, is not to find more time but to use time more wisely. You are responsible for the strategic investment of your time—the literal rendering of Ephesians 5:16 is "redeeming the time." That's worth thinking about: time must be purchased. You pay for it through the activities and occupations you choose, whether or not they are important. The great difference between one person's success and another's lies largely in his or her use of time. This doesn't mean that we are to go faster, get in a hurry, rush through each day. Nor does it mean we are to refuse to relax, never

take a break, or stop to look up. Jesus never told us to be in a hurry. He didn't labor continuously without proper refreshment and rest. That would not have been "making the best use of time."

God has given you, as He gave His Son, sufficient time in each day for you to fulfill His perfect plan, including dealing with interruptions. If you are short-changing your sleep or becoming a frantic, nail-biting, hurried Christian, then you are adding many things to your day that simply are not His will for you. Paul goes on to say in Ephesians 5:17, "Therefore, do not be foolish, but understand what the Lord's will is."

One of the first steps in time management is to prioritize the commitments in your life, deciding what is really important to you. To do so, first make an honest appraisal of your week. Sit down right now and make a priority list of the most important tasks you want to accomplish in the next 24 hours. Do you need to practice giving an unqualified, unexplained "no" more often? Do you need to sift the trivia from the priorities? Do you need to make a simple plan to organize your day? Remember, planning includes starting early and pacing yourself when working on a project.

Often it's easy to forget that time is our slave, not our sovereign. Any day Time could vanish from your life and Eternity will take its place, when you meet your Redeemer face-to-face and time ceases to exist. Ephesians 5:15-16 applies whether God's timing for Christ's return happens today or five years from now. Each day, dedicate yourself to Him, tell Him you are His and His alone, that you want each and every day to be His through and through. A phrase that sums it up is, "God's part . . . the time of my Redeemer. My part . . . the redeeming of my time" [Charles Swindoll]. Remember, time is a gift from God; maybe that's why "now" is called "the present"!

Read the following verses for further study on wise use of time: Proverbs 6:6, 13:4, 21:25-26; Hebrews 6:12; and, 2 Peter 1:3-11.



SUCCESS! is published monthly by the Office of Student Success at Northwest College of the Assemblies of God. For more information, please contact Dana Kennedy, Director of Student Success, at P.O. Box 579, Kirkland WA 98083-0579; voice mail: (425) 889-5310; e-mail: dana.kennedy@ncag.edu. The mission of the Office of Student Success is to assist students in fulfilling their goal of earning a degree, and in the process, support them in developing spiritual, intellectual, social, and physical areas of their lives, thereby becoming more effective servants in the church and the world.

TIME-EATING TEMPTATIONS

College has lots of deadlines. Time goes quickly, particularly if you yield to "time-eating temptations." Use the following checklist to determine if you are losing valuable time. *None of these activities is inherently negative.* However, if you allow them to consume too much of your time, and thereby limit your study time and time with God, you may need to reevaluate your goals and work to bring a better balance to your college life.

1. Talking on the telephone
2. Sleeping
3. Watching T.V.
4. Listening to the radio
5. "Partying"
6. Daydreaming
7. Playing games / doing hobbies
8. Procrastinating / worrying
9. Goofing off
10. Visiting
11. Hanging out in the local gathering place
12. Playing recreational sports
13. Going home on weekends [for those on-campus students]
14. Reading material not related to your goals



REMEMBER THE ACRONYM FOR SUCCESS:

- S: BE SUBMISSIVE.
—James 4:7
- U: BE UNIFIED.
—Ephesians 4:11-13
- C: BE COURAGEOUS.
—Joshua 1:7-9
- C: BE COMPASSIONATE.
—1 Peter 3:8-9
- E: BE AN EVANGELIST.
—Matthew 28:18-20
- S: BE SPIRIT-FILLED.
—Galatians 5:16, 22-26
- S: BE A SERVANT.
—1 Peter 4:10-11



SPOTLIGHT ON . . .

JENNIFER FETTERS, Northwest College Senior Financial Aid Counselor, says she came to work in the Financial Aid office because she "really loves helping students and families. That may sound hokey, but it's really true." Her work here is literally a continuation of her college studies—she graduated with a B.A. in Sociology from one of our sister colleges, Southern California College in Costa Mesa. Jennifer is a perpetual observer of people, of human institutions and social problems. Her love of travel nurtures this thirst for knowledge of what makes people tick. She has traveled to Nepal, Taiwan, Canada, Mexico, several of the States, and will be visiting Italy and Greece this May. Further, she spent six weeks in India on a missions trip, where she not only met new people, but also catalogued books for the Bible school library in Hyderabad.

Jennifer's sociological perspective helps her greatly in her duties at NC. She meets with prospective students and their families, and with returning NC students, assisting them in obtaining the best possible financial aid packages. Her level of caring for the students is quite evident in the time and energy she spends with and for them. For instance, in an effort to provide as much financial aid information as possible, Jennifer put together a brochure of current financial aid websites. You can find further information in the "scholarship notebook" in her office—it lists scholarship opportunities from outside organizations.

In addition to her Financial Aid counseling duties, Jennifer is NC's yearbook advisor. As such, she oversees the publication of *Karisma* and works closely with four student editors.

If you need financial aid information, stop in and see Jennifer in the Davis Administration Center, Room #109 (889-5243). She's very approachable and personable. She is one of the many people who can help you on your road to success here at NC. She's not a miracle worker, but she'll do her best!

THOUGHT FOR THE MONTH

WINNERS & LOSERS

THE WINNER is always a part of the answer.

THE LOSER is always a part of the problem.

THE WINNER always has a program.
THE LOSER always has an excuse.

THE WINNER sees a green near every sand trap.

THE LOSER sees two sand traps near every green.

THE WINNER says, "Let me do it for you."

THE LOSER says, "That's not my job."

THE WINNER says, "It may be difficult, but it's possible."

THE LOSER says, "It may be possible, but it's too difficult."

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