

# ***Time/Life Management Module*** **(Core Level)** **International Students, Inc.**

## **Module Description and Purpose**

Have you ever felt like you wanted your life to count for something but you weren't quite sure how to get there? This module is designed to clarify who God made you to be and how to manage your life so that you can maximize the gifts He has given you. Enjoy the journey as you equip yourself to maximize your time/talents for His glory and your joy!

## **Delivery Method**

This is a self-directed module. If you have questions regarding this module, please email your question to the ISI [Training Department](#).

## **Assumptions**

It is assumed that individuals beginning this module have already:

1. Completed the support development process
2. Been assigned a ministry position
3. Are assigned to a ministry team

## **Topics and Objectives**

***Module Overview – this module is divided into three (3) segments, or “units,” which include the following objectives and tasks:***

- Defining your life mission/vision
- Determining your spiritual gifting
- Setting personal faith objectives, goals, and activities
- Recognizing time management obstacles
- Learning to prioritize and schedule time effectively
- Caring for your “temple” to maximize your life and service

## **Materials Needed:**

- Notebook
- DISC personality test results
- Spiritual Gifts Inventory results

## **Unit One – Life Mission and Vision**

Definition of Mission and Vision Statements:

***Mission Statement:*** *A statement which briefly and clearly describes the “bottom-line” purpose I understand my life to be about.*

***Vision Statement:*** A statement which briefly and clearly articulates “how far or how much” of the mission I “envision” attaining within a given time (e.g. a year, my lifetime, etc.)

Reasons for developing personal statements:

- gives you opportunity to seek God regarding what He has for your life
- clarifies your priorities
- enables you to know what to say “yes” to and what to say “no” to
- makes you more effective and focused
- allows you to serve within your areas of giftedness and passion
- permits you to be a specialist rather than a generalist
- prevents the tendency to be pulled in many directions
- provides direction for developing goals and plans
- allows you, not others, to control your time and life

1. Write a brief response to each of the following questions:

About what am I passionate?

What’s important to me?

What are my greatest strengths? Have others affirmed these?

What are my gifts and talents?

Who has God made me to be?

What do I consider my greatest accomplishment to this point in my life?

What would I like to accomplish before I go to be with the Lord?

What fulfills the desire of my heart?

If I had unlimited time and resources and could do only one thing with my life, what would it be?

For what dreams am I willing to trust God?

2. Spiritual Gifts Assessment—In order to discern where to focus your time and your life, it’s important to know how God made you and sovereignly gifted you. Find the results of the Spiritual Gifts Inventory that you took during your pre-hire Module 2 completion. If you have not taken a Spiritual Gifts Inventory recently (within the past 2 years), go to this [link](#) to complete an online version.
3. Review the following mission/vision statement examples then take some time away where you can be alone to seek God and to pray for God to clarify what He has for your life. Write personal mission and visions statements.

### ***Example 1***

ISI's Mission—International Students, Inc. exists to share Christ's love with international students and to equip them for effective service in cooperation with the local church and others.

ISI's Vision—To see every international student befriended, led to a personal relationship with Jesus Christ, and disciplined for His service.

### ***Example 2***

**Mission**—I exist to worship God, love my family, and to encourage and equip the body of Christ to reach the world.

**Vision**—To influence during my lifetime reproducing believers who will minister on every continent, with particular focus on areas of the world where few or no believers exist.

### ***Example 3***

**Mission**—To make known the message of Christ's life, death, and resurrection to ALL people. To hear my master say: “Well done, my good and faithful servant. You have been faithful in handling this small amount, so now I will give you many more responsibilities. Let’s celebrate together!” (Matthew 25:23, NLT)

**Vision**—My vision/dream with the aid of the Holy Spirit is to see that ALL international students in America asking to have a Christian friend are matched up with one. I would like to see this friend love their student as themselves and share the love and message of Christ’s love and salvation with them.

### ***Example 4***

**Mission** —To fulfill the Great Commission by equipping and mobilizing God’s people to reach and disciple international students for strategic Kingdom advancements, both here and around the world.

**Vision**—To develop a globally-accessible, transcultural discipleship and ministry training program that reaches into every continent of the globe.

4. Make a specific list of individual steps/activities you must take in order to accomplish your life mission/vision statement goals.

## **Unit Two – Personal Faith Objectives, Goals, and Activities**

Definitions:

*Objectives: Distinct subsets of my life vision, which helps guide me toward intentionally fulfilling my life mission (Objectives should be specific, realistic, action-oriented, and measurable)*

*Goals: Specific and measurable subsets of my objectives, that help me track if and how I am moving toward my desired outcomes.*

1. Write life objectives and goals for:
  - the next three years
  - the next year
  - the next month
2. List activities needed to accomplish each of these objectives and goals.

## **Unit Three – Time Management**

### Managing

Review the following obstacles to effective time management and identify those which are evident in your life:

- Lack of clear purpose and objectives
- Poor planning
- Tyranny of the urgent
- No built in flexibility for the inevitable distractions
- Clutter
- Procrastination
- Continuing activities without evaluating if they are still necessary
- Allowing others to establish priorities for your time and life
- Working to your weaknesses rather than your strengths
- Too many meetings
- Perfectionism
- Busywork
- Not being in good physical shape
- Lack of delegation where possible (trying to do it all yourself or not trusting others with the ministry)

### Prioritizing

This goes back to clear mission, vision, objectives, and goals. Make sure you are in control of your life and others are not determining the course of your day. For example, what do you do when someone wants too much of your time? What about emergencies? How do you determine what is an emergency and what is not? Does your family take “back seat” to students? What about your spouse? Do you have “family only” time, date nights (with spouse and special one-on-one time with each of our children)?

1. How do you determine what to say “yes” to and what to say “no” to?
2. Pick one area in which you struggle and talk with a veteran ministry worker whom you respect to ask how they’ve dealt with this issue.

### Scheduling

1. Look at the monthly goals you listed earlier in this unit. Do they align with your annual goals? Are they realistic with the time you have?
2. Schedule your month according to your goals.
3. Make a “To Do” list for this week according to your schedule (you may want separate lists for ministry and personal items).
4. Make a “To Do” list for tomorrow.

## **Unit Four – Temple Care**

1. Write an honest assessment of where you are now in each of the following areas: spiritual, family, vocational, physical, mental, emotional, social, and financial
2. Ask your spouse and a trusted friend to also give you an honest assessment of these areas in your life.
3. Evaluate and prioritize areas of needed change in each area. Begin by asking yourself these questions:

*Spiritual*—Are you seeking God in your decisions, relationships, and priorities? Are your quiet times meaningful? Do you sense the Holy Spirit’s filling in your life? Do you consistently demonstrate the fruit of the Holy Spirit? Would you say you have grown closer to the Lord in the past year?

*Family*—Is the importance of family reflected in your attitude, activities, and time priorities? Does your family feel loved and valued by you? Do you know each family member intimately? Do you plan special time and focused attention with each? What do you have planned for family vacation this year?

*Vocational*—Are you in the right role? Does your job replenish or drain you? Are you faithful in your time worked? Do you feel equipped to do your job well? Are you multiplying yourself and mentoring others?

*Physical*—Do you maintain a healthy weight? Do you get enough sleep? Do you sleep too much? Do you exercise regularly? Do you have a healthy diet? Do you get annual checkups?

*Mental*—Are you growing in new areas? Do you challenge yourself? What new thing do you want to learn this year?

*Emotional*—Do you have fun in your life? Do you have relationships that “fill you up”? Do you have a hobby? When do you relax? Do you take “one day in seven” to be renewed and restored?

*Social*—Do you have a best friend (beside your spouse)? What do you do for fun? What do you have planned this month that’s totally unrelated to ministry?

*Financial*—Are you debt-free? Do you have a budget? Do you spend more than you make? Do you have a plan for consistently being funded? Do you faithfully give? Do you have a savings plan? Do you have a retirement plan?

4. Develop one year, monthly, and weekly goals for each area where change is needed.
  - a. Read *Managing Yourself* by Stephen B Douglass, Thomas Nelson Publishing, 1978. (Get it from your local library or from [Amazon](#)). After each chapter, write down one principle that you can apply to your life (and how you would do it). [Optional CD resource: Time Management, moderated by H.B. London. Can be obtained from Focus on the Family for \$15.00]

Remember: If you're to be in this for the long haul, then you must have balance or you will burn out and lose your joy. Pace yourself so that you endure. The sovereign God will care for the students. It's not up to you to reach them all alone or meet all their needs!