

Berean Christian Church
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Bible Study

February 28, 2023

“Being a Good Steward of Your Time”
Ephesians 5:16

Nehemiah 9:3 reads, *“They remained standing in place for three hours while the Book of the Law of the Lord their God was read aloud to them. Then for three more hours they confessed their sins and worshiped the Lord their God.”* (NLT) This verse records how the children of Israel spent a portion of their day during an assembly gathering. One element that many individuals desire to manage better is their time. Failure to do so can often lead to many blown opportunities and responsibilities. This lesson is designed to share tips and techniques that believers can embrace and adopt to be better stewards of their schedules.

I. Principles for Being a Better Steward of Your Time

Listed below are basic fundamentals for managing your time wisely.

1. **Analyzing** _____ how you currently spend your days can help you manage your time more wisely.
Haggai 1:5
“Now therefore thus saith the LORD of hosts; Consider your ways.” (KJV)
2. **Maximizing** _____ your time off for rest, relaxation, and recreation can help you manage your time more wisely.
Colossians 4:5
“Live wisely among those who are not believers and make the most of every opportunity.” (NLT)
3. **Realizing** _____ all projects can’t be finished in one day can help you manage your time more wisely.
Nehemiah 6:15
“So on October 2 the wall was finished—just fifty-two days after we had begun.” (NLT)
4. **Recognizing** _____ every person gets 24 hours a day can help you manage your time more wisely.
Ecclesiastes 9:10, 11
“Whatever your hand finds to do, do it with your might; for there is no work or device or knowledge or wisdom in the grave where you are going. 11) I returned and saw under the sun that— The race is not to the swift, Nor the battle to the strong, Nor bread to the wise, Nor riches to men of understanding, Nor favor to men of skill; But time and chance happen to them all.” (NKJV)

5. **Verbalizing** _____ you can't do everything by yourself can help you manage your time more wisely.
Exodus 18:17, 18
"This is not good!" Moses' father-in-law exclaimed. 18) "You're going to wear yourself out—and the people, too. This job is too heavy a burden for you to handle all by yourself." (NLT)

II. Practices to Being a Better Steward of Your Time

Listed below are actions that you can take to manage your time wisely.

1. **Declination** _____ -Learning to say no to requests and tasks that are non-essential.
Nehemiah 6:1-3
"Sanballat, Tobiah, Geshem the Arab, and the rest of our enemies found out that I had finished rebuilding the wall and that no gaps remained—though we had not yet set up the doors in the gates. 2) So Sanballat and Geshem sent a message asking me to meet them at one of the villages in the plain of Ono. But I realized they were plotting to harm me, 3) so I replied by sending this message to them: "I am engaged in a great work, so I can't come. Why should I stop working to come and meet with you?" (NLT)
2. **Delegation** _____ -Assigning some tasks to others.
Exodus 18:24, 25
"Moses listened to his father-in-law's advice and followed his suggestions. 25) He chose capable men from all over Israel and appointed them as leaders over the people. He put them in charge of groups of one thousand, one hundred, fifty, and ten." (NLT)
3. **Elimination** _____ -Minimizing non work distractions such as social media, notifications, etc.
I Corinthians 7:35
"I am saying this for your benefit, not to place restrictions on you. I want you to do whatever will help you serve the Lord best, with as few distractions as possible." (NLT)
4. **Organization** _____ -Creating a daily schedule and sticking to it.
II Chronicles 32:4
"They organized a huge work crew to stop the flow of the springs, cutting off the brook that ran through the fields. For they said, "Why should the kings of Assyria come here and find plenty of water?" (NLT)

5. **Prioritization** _____ -Classifying tasks based on its level of importance.

Genesis 33:1, 2

“Then Jacob looked up and saw Esau coming with his 400 men. So he divided the children among Leah, Rachel, and his two servant wives. 2) He put the servant wives and their children at the front, Leah and her children next, and Rachel and Joseph last.” (NLT)

III. Privileges from Being a Better Steward of Your Time

Listed below are positives of you managing your time wisely.

1. Managing your time wisely can lead to

Less Agitation _____ .

Ezra 4:5

“They bribed agents to work against them and to frustrate their plans. This went on during the entire reign of King Cyrus of Persia and lasted until King Darius of Persia took the throne.” (NLT)

2. Managing your time wisely can lead to

Less Procrastination _____ .

Exodus 8:8-10

“Then Pharaoh summoned Moses and Aaron and begged, “Plead with the Lord to take the frogs away from me and my people. I will let your people go, so they can offer sacrifices to the Lord.” 9) “You set the time!” Moses replied. “Tell me when you want me to pray for you, your officials, and your people. Then you and your houses will be rid of the frogs. They will remain only in the Nile River.” 10) “Do it tomorrow,” Pharaoh said. “All right,” Moses replied, “it will be as you have said. Then you will know that there is no one like the Lord our God.” (NLT)

3. Managing your time wisely can lead to

More Production _____ .

John 15:1,2,5

“I am the true grapevine, and my Father is the gardener. 2) He cuts off every branch of mine that doesn’t produce fruit, and he prunes the branches that do bear fruit so they will produce even more. 5) “Yes, I am the vine; you are the branches. Those who remain in me, and I in them, will produce much fruit. For apart from me you can do nothing.” (NLT)

4. Managing your time wisely can lead to

More Recognition _____ .

Matthew 25:19-21

“After a long time the master of those servants returned and settled accounts with them. 20) The man who had received five bags of gold brought the other five. ‘Master,’ he said, ‘you entrusted me with five bags of gold. See, I have gained five more.’ 21) “His master replied, ‘Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master’s happiness!” (NIV)

