



10 BIG IDEAS from *The Renegade Pastor's Guide to Time Management*



"Renegade pastors acknowledge that time is their most important resource, because there is only a finite amount of it. You can always make more money, but no matter how hard you work you can't make a day last longer than twenty-four hours."
— Nelson Searcy

30-second Summary

Renegade pastors are no less busy than average pastors (in fact, most are busier); they simply manage their days in such a way that they accomplish everything more effectively. They make and take time for family, time to rest, and time to take care of their bodies and minds. They are fruitful in their personal and professional lives. God blesses them with peace and productivity because they steward their time well.



Big Idea #1: Time is the most important resource.

You have only a finite amount of time. You can't make more of it. Once a moment is gone, it's gone forever – whether you used the time well or not. Renegade Pastors manage the time they have effectively.



Big Idea #3: Time management requires both efficiency and effectiveness.

As Peter Drucker once noted, "Efficiency is doing things right. Effectiveness is doing the right things." Any time we can institute procedures that will help us make better use of the resources God has given us, we should do so. Effectiveness is a byproduct of working efficiently on the right things.



Big Idea #2: Invest your time in ways that align with your values.

This requires determining what is most important to you. We should all value obeying God, spending time with God, and reaching the lost, but other values vary by person. Ask yourself: "What makes you happiest? What are you good at? What makes you feel most fulfilled or satisfied? What would you like your legacy to be?" These are clues to your values.



Big Idea #4: Focus on the important things of ministry rather than the urgent.

Important things contribute to your own or your church's long-term health and happiness. The better we are at accomplishing important tasks now, the fewer urgent tasks we'll have to deal with later.



Big Idea #5:

For you to remain effective in the long term, you must take a Sabbath day of rest.

This act of obedience to God's Ten Commandments also carries practical benefits. You'll enjoy a more fulfilling family life while also increasing your productivity.

"Give your memory a break. It can't possibly handle all that you have going on in your personal life, family life, and ministry. Start writing down everything right away. When you do, you'll increase your productivity, your peace of mind, and your standing as a leader. That's more than worth the few seconds it takes to jot down a note!"



Big Idea #6:

Little tweaks to a routine can make a big difference.

To become more efficient in your routine tasks, focus on one thing at a time, plan ahead, monitor your down time, organize your desk, and delegate.



Big Idea #10:

Make the most of your time.

Use wait times in lines or on an airplane to make phone calls, review your calendar, respond to email, etc. Also, structure your life to cut down on wait times by living off peak — travel during slower seasons, eat out before the dinner rush, and shop or do other errands during the afternoon hours when others are chained to their desks. Take advantage of every moment possible.



Big Idea #7:

Commit to being early to all appointments.

Develop a ten-minutes-early habit. Leaders who are consistently late are viewed as weaker and less effective. They appear disorganized, unreliable, and disrespectful of others. This also applies to arriving to work early.

Five Quick Practices to Start Today

Starting to manage your time can feel like a daunting undertaking, but it doesn't have to be! Here are five quick practices you can start today:

1. Get up one hour earlier.

Build it up 15 minutes at a time. Do that for a week, and then get up 15 minutes earlier than that the next week. Do this until you're regularly up an hour earlier.

2. Pray the "time management prayer".

Pray, "God, what is the best use of my time right now?" God will answer.

3. Plan your day before you start your day

Schedule out your day before you begin and check your list regularly.

4. Keep one calendar

Merge your work, church, and personal calendars into one single written or digital calendar.

5. Organize your desk

Every minute you spend organizing your desk will result in 10 minutes of increased productivity. Taking a little time regularly to clean up and organize will be well worth the effort.



Big Idea #8:

Make a to-do list with deadlines.

Anything that's important, anything you need to do, and anything you want to remember about a person or a conversation needs to be written down. Don't try to keep everything in your memory. Put tasks on a to-do list and assign a deadline to each task.



Big Idea #9:

Don't do everything yourself.

Automate and delegate everything you can. Automation saves you time, aggravation, and embarrassment. Delegation does all of this while also empowering those around you.



IF NOTHING ELSE — REMEMBER THIS

Time management isn't just a good leadership skill. It's a spiritual discipline. The local church pastor has the most important job in the world, and time is the most important resource God gives each of us. As such, our time needs to be used in the most effective way possible.

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