

WAYS TO GET A RAISE

WAY #4 - "YOUR TIME"

Ecclesiastes 3:1-11 (KJV) To every thing there is a season, and a time to every purpose under the heaven: A time to be born, and a time to die; a time to plant, and a time to pluck up that which is planted; A time to kill, and a time to heal; a time to break down, and a time to build up; A time to weep, and a time to laugh; a time to mourn, and a time to dance; A time to cast away stones, and a time to gather stones together; a time to embrace, and a time to refrain from embracing; A time to get, and a time to lose; a time to keep, and a time to cast away; A time to rend, and a time to sew; a time to keep silence, and a time to speak; A time to love, and a time to hate; a time of war, and a time of peace. What profit hath he that worketh in that wherein he laboureth? I have seen the travail, which God hath given to the sons of men to be exercised in it. He hath made every thing beautiful in his time: also he hath set the world in their heart, so that no man can find out the work that God maketh from the beginning to the end.

WHAT IS TIME.....

- an indefinite unlimited duration in which things are considered as happening in the past, present, or future
- every moment there has ever been or ever will be
- the entire period of existence of the know universe
- a finite duration
- a system of measuring duration
- the period between two events or during which something exists, happens, or acts
- a measured or measurable interval
- a period characterized by a prevailing condition or specific experience

ENEMIES OF TIME.....

PREOCCUPATION to occupy (take possession of) the thoughts of to the virtual exclusion of other matters

PROCRASTINATION to put off doing (something unpleasant or burdensome) until a future time; to postpone

ITS ABOUT TIME.....

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|----------|-----------------|-----------|--------------------|-----------|------------------------------|
| Ge 4:3 | process of time | 1Ch 9:25 | time to time | 2Ki 4:16 | time of life |
| 1Pe 1:11 | manner of time | | | Ac 11:27 | time of famine |
| | | Ps 37:19 | evil time | | |
| Ge 17:21 | set time | Ps 69:13 | acceptable time | 1Sa 12:16 | harvest time |
| Ezr 4:11 | such a time | Lk 12:1 | mean time | Lk 14:17 | supper time |
| Col 3:7 | some time | Lk 18:30 | present time | | |
| 2Ki 3:6 | same time | 1Co 16:12 | convenient time | Ro 13:11 | knowing the time / high time |
| | | | | Eph 5:16 | Redeeming the time |
| Ex 21:29 | time past | 1Th 2:17 | short time | | |
| Dt 2:20 | old time | Jas 4:14 | little time | Ge 43:18 | first time |
| Dt 32:35 | due time | | | 1Pe 1:5 | last time |
| 1Ki 1:6 | any time | Jer 14:19 | time of healing | Jn 7:6 | My time / your time |
| | | Jer 15:11 | time of evil | | |
| 1Ki 2:26 | this time | | time of affliction | Ge 18:14 | time appointed |
| 1Ki 8:65 | that time | Lk 8:13 | time of temptation | Job 14:14 | appointed time |
| | | Ps 27:5 | time of trouble | | |

HOW TO MANAGE TIME (from 'The Management of Time' by James McCay).....

- time is related to output - increase your output, and you will have more time
- to increase your output, you must increase your 1) alertness, 2) energy, and 3) knowledge and range of experience
- before you can recognize and remember something, you must first make a clear picture of it
- any moment you are preoccupied, acting habitually, is a moment you are not free to manage your time
- to overcome preoccupation, we must keep our energy level as high as possible
- always remember that a change in any activity will change all other activities
- keep developing your personal resources and you will have enough time to do what you want to do
- most opportunities for growth lie in the 'unfamiliar'. Study with interest the people, products, and methods that seem strange to you
- when you speak with alertness, you can both hear yourself and watch your listeners
- <practice> keeping your attention away from all extraneous thoughts and distractions
- always check your body for developing signs of tension, and remove them before they build up