



**NARROW GATE**

# BIBLICAL TIME MANAGEMENT SYSTEM

Narrow Gate EFL

## REFERENCES AND WORKS CITED

### Time Peace

By Ellen Vaughn

### Personal Disciple Making

By Christopher Adsit

### 7 Habits of Highly Effective People

By Stephen Covey

### Ordering Your Private World

By Gordon MacDonald

### The Time Trap

By Alec Mackensie

### The Time Breakthrough

By Dan Sullivan

By **Bill Lohnes**

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# Biblical Time Management System

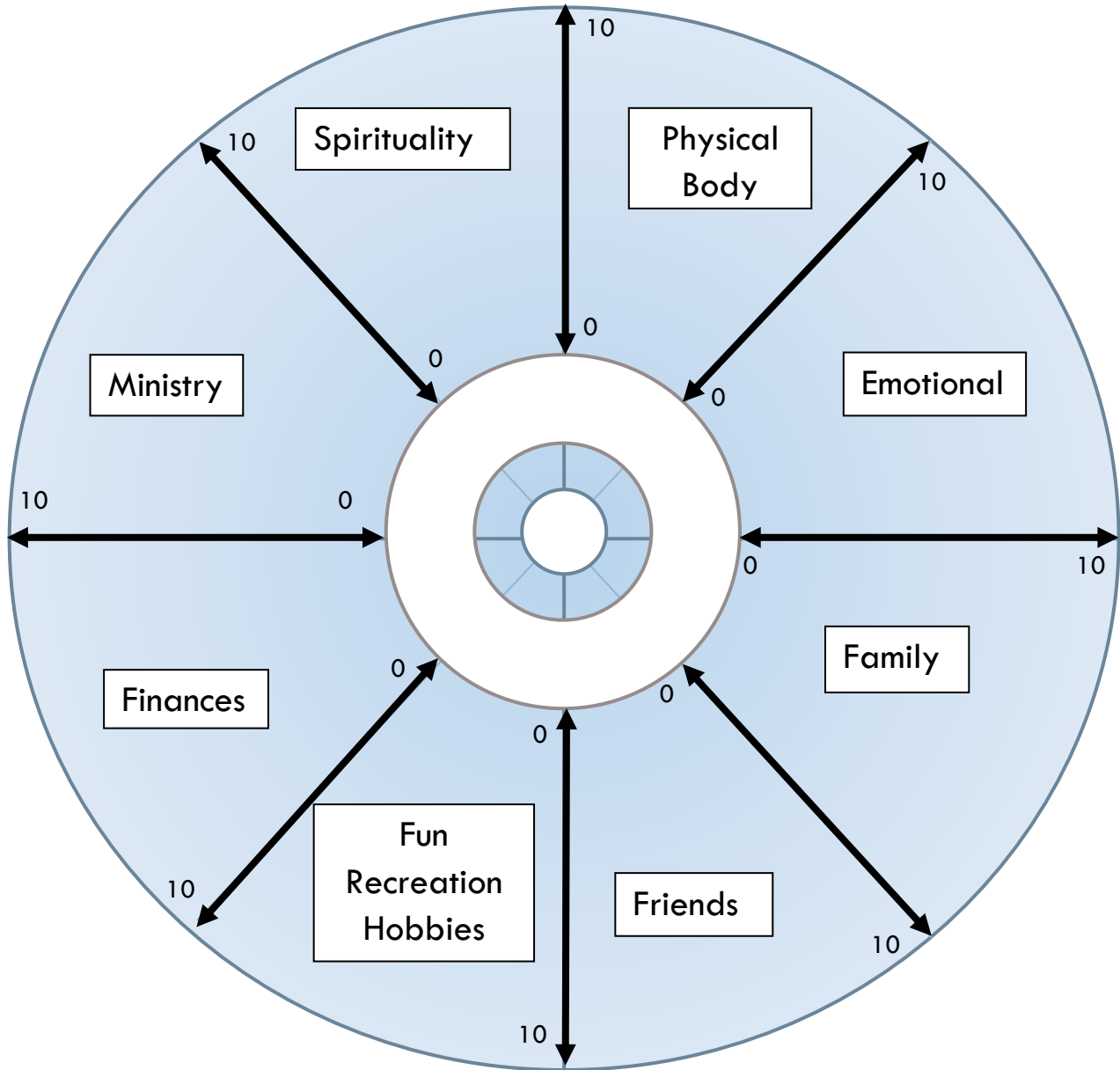
## NARROW GATE EFL

### 5 ENTREPRENEURIAL HABITS

- If we were meeting here three years from today – And you were to look back over those three years to today, what had to happen during that period, both personally and professionally, for you to feel happy with your progress?
- Time Plan Methodology
- Top 20
- Capability Exceeds Capacity
- Be Referable by Creating Value

**“Choosing Best vs. Good”**

# Wheel of Life for Spiritual Leaders



## 8 Key Areas of Life:

1. Spirituality
2. Physical Body
3. Emotional
4. Family
5. Friends
6. Fun | Recreation
7. Finances
8. Ministry



**On a scale from 0-10, grade your level of satisfaction for each category?**

**How balanced is your wheel?**

**Here is the critical piece, what has to be true or to happen in order for you to feel satisfied with your progress enough in each category to score it a 10?**

- 1. Spirituality**
  
- 2. Physical Body**
  
- 3. Emotional**
  
- 4. Family**
  
- 5. Friends**
  
- 6. Fun | Recreation**
  
- 7. Finances**
  
- 8. Ministry**

Vision | Mission \*\*

Values\*



Behaviors\*

Priorities\*

\*\* Mission and/or vision to be maximum 12 words

\* Minimum 3 and maximum 5

### Acts 6:1-4 NASB **Choosing of the Seven**

**6** Now at this time, as the disciples were increasing *in number*, a complaint developed *on the part of the Hellenistic Jews* against the *native* Hebrews, because their widows were being overlooked in the daily serving of *food*. <sup>2</sup> So the twelve summoned the congregation of the disciples and said, “It is not desirable for us to neglect the word of God in order to serve tables. <sup>3</sup> Instead, brothers *and sisters*, select from among you seven men of good reputation, full of the Spirit and of wisdom, whom we may put in charge of this task. <sup>4</sup> But we will devote ourselves to prayer and to the ministry of the word.”

**“It is easy to be seduced by the good and neglect the best, until both good and best perish.” ~ E.M. Bounds**



Values

Accountability  
 Achievement  
 Adaptability  
 Adventure  
 Altruism  
 Ambition  
 Authenticity  
 Balance  
 Beauty  
 Being the best  
 Belonging  
 Career  
 Caring  
 Collaboration  
 Commitment  
 Community  
 Compassion  
 Competence  
 Confidence  
 Connection  
 Contentment  
 Contribution  
 Cooperation  
 Courage  
 Creativity  
 Curiosity  
 Dignity  
 Diversity  
 Environment  
 Efficiency  
 Equality  
 Ethics  
 Excellence  
 Fairness  
 Faith  
 Family  
 Financial stability  
 Forgiveness  
 Freedom  
 Friendship

Fun  
 Future  
 Generations  
 Generosity  
 Giving back  
 Grace  
 Gratitude  
 Growth  
 Harmony  
 Health  
 Home  
 Honesty  
 Hope  
 Humility  
 Humor  
 Inclusion  
 Independence  
 Initiative  
 Integrity  
 Intuition  
 Job security  
 Joy  
 Justice  
 Kindness  
 Knowledge  
 Leadership  
 Learning  
 Legacy  
 Leisure  
 Love  
 Loyalty  
 Making a difference  
 Nature  
 Openness  
 Optimism  
 Order  
 Parenting  
 Patience  
 Patriotism  
 Peace

Perseverance  
 Personal fulfillment  
 Power  
 Pride  
 Recognition  
 Reliability  
 Resourcefulness  
 Respect  
 Responsibility  
 Risk-taking  
 Safety  
 Security  
 Self-discipline  
 Self-expression  
 Self-respect  
 Serenity  
 Service  
 Simplicity  
 Spirituality  
 Sportsmanship  
 Stewardship  
 Success  
 Teamwork  
 Thrift  
 Time  
 Tradition  
 Travel  
 Trust  
 Truth  
 Understanding  
 Uniqueness  
 Usefulness  
 Vision  
 Vulnerability  
 Wealth  
 Well-being  
 Wholeheartedness  
 Wisdom  
 Write your own:  
 -----



## Bill & Paula Lohnes

### Decision Filter

# MISSION

Invest in Disciples and Equip Disciple Makers  
By Mirroring the Methods of the Master

## VALUES

- Jesus as Lord
- Be Trustworthy
- Honor Commitments
- Generosity
- Simplicity



## BEHAVIORS

- Relationship with Jesus
- Accountable Relationships
- Serve in Love with Spiritual Gifts
- Stewardship
- Share the Gospel

## PRIORITIES

- Personal Worship
- Paula & Family
- Personal Health
- Intentionality
- Pastor/Teacher

Bill & Paula Lohnes  
Narrow Gate EFL  
2018

Wisdom  
↓  
Gentleness

Passion  
↓  
Grace

Strong Willed  
↓  
Tenderhearted



# Narrow Gate Decision Filter

- Ability to say “No”
- Ability to discern Best from Good
- “Martha, Martha, Mary has chosen the better.” Luke 10:38-42

**Vision:** Developing Responsible, Resilient, Reproducing Disciples of Jesus.

**Mission:** Personally investing in men and women to live out Jesus’ Great Commission.

**Strategy:** Discipling, Coaching, Mentoring

**Values**

- Intentional
- Relational
- Holy Spirit Led

**Priorities**

- Personal worship
- Spiritual health of family
- Self care
- Disciple/Coach/Mentor
- The Body of Christ

**M & M  
Decision Filter  
Good vs. Best**

**Behaviors**

- Personal Relationship with Jesus strengthened through Spiritual Disciplines
- Small Group for the purpose of loving accountability
- Serving in your area of spiritual gifting
- Stewarding time, talent, resources, relationships, & truth
- Sharing the Gospel & reproducing disciples of Jesus

*“May all my actions be spirited by zeal, zeal regulated by wisdom joined with integrity of heart. Keep us faithful to the purpose inspired by You.” ~John Wesley*

## Jesus’ Vision | Mission | Strategy

**Vision – The Gospel to All Nations**

**Mission – Seek & Save the Lost**

**Strategy – Disciple to Maturity**



# Biblical Time Management Assessment

168

Sleep \_\_\_\_\_

Eat \_\_\_\_\_

Work \_\_\_\_\_

Family \_\_\_\_\_

Health \_\_\_\_\_

Church \_\_\_\_\_

Misc. \_\_\_\_\_

Total \_\_\_\_\_

## 3 Years from Today...

### “5 Crucial Goals”

	<b>Goal</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				



## 2 Week Time Audit – Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5-6am							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1pm							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							



**Week 2**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>5-6am</b>							
<b>6-7</b>							
<b>7-8</b>							
<b>8-9</b>							
<b>9-10</b>							
<b>10-11</b>							
<b>11-12</b>							
<b>12-1pm</b>							
<b>1-2</b>							
<b>2-3</b>							
<b>3-4</b>							
<b>4-5</b>							
<b>5-6</b>							
<b>6-7</b>							
<b>7-8</b>							
<b>8-9</b>							
<b>9-10</b>							
<b>10-11</b>							



# Biblical Time Management System

## **Free Days:** “OFF = OFF”

- No text – No work calls – No emails
- The purpose of a Free Day is Rejuvenation by a complete separation from work-related activities and obligations.
  - Exodus 20:8 <sup>8</sup> “Remember the Sabbath day by keeping it holy.
  - Mark 2:27 <sup>27</sup> Then he said to them, “The Sabbath was made for man, not man for the Sabbath.”
  - Hebrews 4:9-11 <sup>9</sup> There remains, then, a Sabbath-rest for the people of God; <sup>10</sup> for anyone who enters God’s rest also rests from their works,<sup>[a]</sup> just as God did from his. <sup>11</sup> Let us, therefore, make every effort to enter that rest, so that no one will perish by following their example of disobedience.

## **Focus Days:**

- The purposes of a Focus Day is to maximize concentration on an individual’s capabilities on the most important activities, relationships, and opportunities.
- Complete freedom from non-productive tasks and details is required.
- 75% of the day is scheduled to utilize your unique abilities and gifts and 25% is left unaccounted for.
- The mind cannot be at maximum productivity by mixing Free – Focus – Buffer activities in a day.

## **Buffer Days:**

- The purpose of the Buffer Day is preparation for Free Days (and rejuvenation) and Focus Days (and maximizing productivity)
- Buffer Days to schedule in the tasks you personally need to do that are outside your unique abilities and gifts.



## Maximize Productivity

- Free Days = 1 Day/week  
= 3 long weekends/year  
= 2 weeks in a row vacation/year
- 40 Focus Weeks/Year = 4 Focus days  
= 2 Free days  
= 1 Buffer day
- 12 Weeks = 7 with holidays and typically can find 14 Buffer Days  
= 5 weeks available to use as Free/Focus/Buffer
- The objective is to make progress toward 40 Focus weeks per year and 1 month free. “Business and Ministry Leaders are not paid by the hour but for results. If you pay me by the hour, I’ll show up more.” ~ William C. Lohnes



# Ideal Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM 5:00am- 12:00pm							
Afternoon 12:00pm- 5:00pm							
PM 5:00pm- 11:00pm							



# Ideal Week

## Bill Lohnes 2021

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	PW Buffer Day	D-Group FOCUS	PW Mentoring DAY	PW CMI	PW Europe	AAC Free Days	PW Worship
Afternoon	Buffer Day		Mentoring	CMI	Off	AAC Free Days	SABBATH
PM		D-Group					SABBATH



# Biblical Time Management System

## 1<sup>st</sup> Lay out The Year

- Holidays
- Vacations
  - 2 weeks in a row
  - Long weekend per quarter
- 40+ Focus weeks

## 2<sup>nd</sup> Lay out The Quarter

- 3 months at-a-glance
- Preparation time/Buffer days
- Focus days
- Free days = OFF/OFF
- How to say “NO”
- Book in repetitive tasks

## 3<sup>rd</sup> Lay out Two Weeks at-a-Glance

- Protect the red zones
- Protect 20% of your day
- Helps others know when you are reachable
- Planning and prep time
- Follow up time
- Leave 25% available for the Holy Spirit



# Creating Value

## Top 20

- Top Relationships to Steward
  - Ask 3 Years from today?
  - Meet 3 times per Year
  - Intercessory Prayer

**Every Truly Great Organization is the  
Product of the CEO's Top 20**



# Top 20

## Visit Dates

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			



## Time Tips

- Personal Worship is Priority #1
- Educate key people on your system
- Always view 2-week calendar when setting appointments
- When urgent responsibilities pop up, don't lose track of what was scheduled for that time.
- 75% booked daily
- Audit time quarterly
- Refine calendar quarterly and bi-weekly
- 7 holiday weeks = Found days

\* Know your time wasters



# Iron Sharpening

“As iron sharpens iron,  
so one person sharpens another.” Proverbs 21:17

## Time Audit

### Quarter

	Month	Month	Month
Sabbath Days			
Personal Worship			
Free Days			
Focus Days			
Buffer Days			
One on One with Top 20			



# Biblical Time Management

## The Master's Account

We all will be judged by the same standard whether we live 60 or 100 years.

- By our mission and purpose
- By establishing priorities and boundaries
- By the goals we set
- By the schedule we determine

As stewards of our #1 asset – **Time!!**

***God owns it all***