

Time Management and Priorities: A Biblical Approach for Managers



CAPACITY: LEADERSHIP

BATON EXCHANGE

Time is one of the most precious resources a leader has. Unlike money or material resources, time cannot be replenished. How a manager allocates time reflects priorities, values, and ultimately, stewardship. From a biblical perspective, time management is not simply about efficiency; it is about aligning our daily actions with God's purposes, serving others, and advancing His Kingdom.

Ephesians 5:15–16 admonishes us: *“Be very careful, then, how you live—not as unwise but as wise, making the most of every opportunity, because the days are evil.”* This passage highlights the importance of discernment and intentionality in managing our time. Leaders are called to prioritize wisely, focus on what matters most, and invest in activities that honor God, build others up, and advance organizational goals.

BIBLICAL PRECEPTS FOR TIME MANAGEMENT AND PRIORITIZATION

1. Stewardship of Time

Psalms 90:12 teaches, *“Teach us to number our days, that we may gain a heart of wisdom.”* Time is a gift from God, and leaders are stewards of every hour. Prioritizing responsibilities wisely reflects faithful stewardship.

2. Seek God's Guidance

Proverbs 16:3 reminds us: *“Commit to the Lord whatever you do, and he will establish your plans.”* Prayer and discernment are essential in determining how to spend time effectively.

3. Prioritize Eternally Significant Tasks

Matthew 6:33 emphasizes seeking first God's Kingdom. Leaders should invest time in tasks that have lasting impact spiritually, relationally, and organizationally, rather than being consumed by trivial matters.

4. Avoid Procrastination

Proverbs 6:6–8 commends the diligence of the ant, who works proactively rather than delaying important tasks. Effective leaders act decisively and manage their schedules to prevent unnecessary stress or chaos.

5. Rest and Sabbath

Exodus 20:8–11 instructs the principle of Sabbath rest. Proper rest is essential for maintaining clarity, energy, and focus. Time management includes balancing work, rest, and spiritual renewal.

6. Serve Others Wisely

Galatians 5:13 reminds leaders to serve one another. Time should be allocated in ways that support and empower team members, building trust and cultivating servant leadership.

BASIC PRINCIPLES OF TIME MANAGEMENT FOR MANAGERS

1. Clarify Roles and Responsibilities

Understanding your core responsibilities ensures that time is spent on tasks that align with your leadership mandate.

2. Set Priorities

Not all tasks hold equal weight. Use biblical wisdom and organizational objectives to distinguish between urgent, important, and less critical tasks.

3. Plan and Schedule

Leaders should structure their days, weeks, and months with intentionality. Planning reduces wasted time and enhances focus.

4. Focus on High-Impact Activities

Concentrate on tasks that contribute most significantly to organizational and spiritual goals, rather than becoming mired in minor details.

5. Delegate Effectively

Exodus 18 demonstrates Moses learning to delegate responsibilities under Jethro's guidance. Delegation frees leaders to focus on strategic priorities.

6. Minimize Distractions

Eliminate unnecessary interruptions and time-wasters. Establish boundaries for meetings, communications, and personal focus.

7. Evaluate and Adjust

Regularly review how time is spent, assess effectiveness, and adjust priorities to align with God's calling and organizational needs.

BEST PRACTICES FOR BIBLICAL TIME MANAGEMENT

1. Begin with Prayer and Planning

Each day should start with intentional time in prayer, asking God to guide priorities and grant wisdom in allocating hours.

2. Use Biblical Goal-Setting

Apply principles similar to SMART goals—Specific, Measurable, Achievable, Relevant, and Time-bound—but integrate spiritual priorities. Ensure objectives honor God and contribute to Kingdom work.

3. Block Focused Time

Allocate uninterrupted time for critical tasks, spiritual growth, mentoring, and strategic thinking.

4. Implement Delegation Strategically

Identify tasks that others can do effectively and entrust them responsibly, empowering the team and freeing time for higher-priority responsibilities.

5. Leverage Tools for Organization

Calendars, task lists, project management apps, or notebooks can help track commitments, deadlines, and progress.

6. Reflect on Alignment

At the end of each week, evaluate whether time was spent according to Godly priorities and organizational impact. Adjust plans for the coming week accordingly.

7. Practice Rest and Renewal

Intentional rest, Sabbath observance, and spiritual replenishment prevent burnout and enhance leadership effectiveness.

BENEFITS OF EFFECTIVE TIME MANAGEMENT

1. Increased Productivity

Intentional planning and focus allow leaders to accomplish more meaningful tasks efficiently.

2. Better Decision-Making

Clarity about priorities enables wise and strategic choices, reducing reactive or impulsive decisions.

3. Enhanced Team Effectiveness

When managers allocate time effectively, they model discipline and enable team members to flourish, minimizing bottlenecks and confusion.

4. Improved Work-Life Balance

Prioritizing and delegating appropriately allows leaders to maintain spiritual, relational, and personal well-being.

5. Greater Organizational Alignment

Time management ensures attention is given to initiatives aligned with mission, vision, and God-honoring goals.

6. Strengthened Spiritual Life

Incorporating prayer, reflection, and God-centered priorities fosters spiritual maturity and Christlike leadership.

7. Reduced Stress and Burnout

Managing time wisely reduces overwhelm, enhances focus, and cultivates peace in leadership roles.

ASK A MENTOR

1. How do you balance urgent tasks with long-term priorities in alignment with God's purposes?
2. What strategies help maintain focus and discipline amidst distractions?
3. How do you determine which tasks to delegate without losing accountability?
4. How do you integrate prayer and spiritual reflection into daily time management?
5. What methods do you use to evaluate whether time spent aligns with organizational and biblical priorities?

6. How can I avoid overcommitment while serving others effectively?
7. How do you model Sabbath rest and personal renewal as a leader?

Creative Connection

Think of a song, character or person from a book, word picture, movie or history, or an everyday item that personifies the main idea of this lesson and share it. What if anything came to mind?

PERSONAL INVENTORY

Self-Evaluation

Rate yourself 1–5 (1 = rarely true, 5 = consistently true):

How intentional am I in planning my daily, weekly, and monthly schedule?	
Do I prioritize tasks that have lasting spiritual and organizational impact?	
How often do I delegate tasks to empower my team?	
Am I disciplined in minimizing distractions and focusing on high-impact activities?	
Do I set aside time for prayer, reflection, and rest?	
How effectively do I balance work responsibilities with personal and spiritual life?	
Do I regularly review and adjust my priorities in light of God’s guidance?	

Alignment: To what degree do these principles align with the world view of where you were raised?

Context: Are there any cultural expectations or values back home or in your current cultural context (family, work, community, etc...) that may be contrary to these principles? How would you then try to apply the principles? What is the cost to applying them?

Alignment: To what degree do these principles align with the world view of where you were raised?

Lingering Questions: Were there any words or concepts that you need clarified? Do you have any lingering questions about the topic?

Take-Away: What’s your main take-away from this article?

DO

Reflect and Journal

Ask, “Lord, how do I currently manage my time as a leader. Are my daily actions aligned with Your priorities and organizational goals? Which activities take time but have little eternal or organizational significance? How can I better steward my hours to honor You, serve my team, and accomplish meaningful work?” Journal specific observations, lessons, and actionable changes for the upcoming week.

Action Step(s)

1. Conduct a time audit for one week, noting how hours are spent in work, meetings, personal development, and rest.
2. Pray for wisdom to prioritize effectively and identify God-honoring uses of time.
3. Categorize tasks by importance and urgency, focusing on high-impact and strategic responsibilities.
4. Delegate at least one task that can be entrusted to a capable team member.
5. Schedule uninterrupted blocks for prayer, reflection, mentoring, and critical work.
6. Review the week's progress, celebrating accomplishments and noting areas for improvement.
7. Repeat the process weekly, adjusting priorities and practices based on God's guidance.

Practice or Role Play

If applicable to this lesson, role play a practice from this article with your mentor.

Sources & Resources

- Holy Bible (NIV, ESV)
- Maxwell, John C. *The 5 Levels of Leadership*
- Covey, Stephen R. *The 7 Habits of Highly Effective People*
- Blanchard, Ken & Hodges, Phil. *Lead Like Jesus*
- Hunter, James C. *The Servant*
- *The 5 Choices: The Path to Extraordinary Productivity* – Kory Kogon, Adam Merrill, Leena Rinne