

Time Management

(Fr. Santan Pinto SOLT)

Time is a gift the Lord gives you. If you use every moment profitably he will give you more. God gives us sufficient graces every moment.

Sanctify your day and night and offer every moment and every breath for the glory of God and salvation of souls.

Start your time management in simplicity. Do not try to do everything all at once. It requires humility to be simple and also to continue making efforts even if you fail.

List daily duties. Prioritize them. Realistically put them in order.

Manage yourself well and be consistent.

To manage yourself you must seek the Lord at all times and know His Word in your heart, mind and soul.

Reading and reflecting on the Word of God must begin your day.

Reading and reflecting on the Word of God must end each day.

All things must begin and end with Jesus.

Set up times. For example: 6:00 a.m. - wake up, rise from your bed, spend time with the Lord.

Read Scripture, pray and listen to Him as He speaks to you.

Spend a few moments planning your day. Try to keep a balance for work and for fun. If you have a full time job, during your break, refresh yourself; walk outside or sit down in a quiet place and listen to the Lord speak to you.

Work on your plan of life, pray a rosary.

Set time for exercise, a walk, a run or some kind of physical activity. Remember to ask the Lord to accompany you.

Schedule time to relax, have some fun, laugh at something.

Always plan your day to include a smile. A disciple who does not smile but only grumbles and complains will only disturb and turn away those who are lost and are seeking the Lord. They do not know how to ask for help, they do not know what they are searching for. If you welcome all with a smile, a kind look, a compassionate heart, then God will welcome you with a smile, a kind look and a compassionate heart. "Whenever you did this for the least of My brethren, you did this for Me", says the Lord.

Be humble and accept all who come to you. Never turn anyone away.

Time management consists of a detailed itinerary; a schedule where you put into practice those things God has taught you and wants to continue teaching you. Remember, you must seek His will in all things. So that time is not wasted.

Look to St. Joseph, to Our Lady, to the Lord and His Apostles. Seek their care and protection and ask for the divine grace of time management to come forth and to bestow upon you healing, order and purpose. All for the glory of God and the salvation of souls.

Be respectful in all things and ask God for help. Remind yourself to live in eternity. If you need time for anything ask the Lord who created time and he will give you time in abundance!