Introduction:
A leader must be efficient with the use of their time. Professional, family and personal time is essential in being a well-rounded individual. Knowing how to organize and plan your time is crucial. Being appreciative of the time of others will encourage them to value your time, as well.

1. Time Management:
As a leader at BYU-Hawaii, you are responsible to manage your own time. Others will depend on your ability to manage your time and complete asks in a timely manner.
   a. Prepare a To-Do-List:
      1) Write down all your tasks.
      2) Break them into small parts that take 1-2 hours to complete.
      3) Prioritize in order of importance.
      4) Tackle important jobs first.
      5) Don’t waste time on trivial tasks.
      6) Work around fixed commitments.
   b. Be “Fully Engaged:”
      1) Avoid multi-tasking.
      2) Give your full attention and focus to current task.
   c. Be Flexible:
      1) Don’t waste time forcing a task into your schedule.
      2) Re-evaluate your priorities as the day and week progress.

Time management is a lifelong skill. Teaching it to others will help you to apply it more effectively in your own life.

2. Task Management:
We can spend a lot of time managing our time and not actually get things done.
   a. Don’t Procrastinate: It’s important to have a schedule and keep to it, but if you see an opportunity to get something done, just do it!
   b. Do the Hardest Task First: Getting the most difficult thing out of the way gives you a sense of accomplishment and makes the remaining tasks seem easier.
   c. Delegate: Learn which things are good to delegate and which are not.
   d. Manage Quality vs. Time Spent: Learn to recognize when you are just spending more time on a task but not improving the quality of the outcome.

Faith is a principle of action. Planning is vital. Inspiration is the key, and we will be blessed as we move forward in doing.
3. **Lesson Planning:**
   It is important that lessons and meetings are well organized. Planning a lesson requires the right mix of prepared material and spontaneous discussion.

   a. **Prepare More Material Than You Need:**
      1) Have more material than you can present in the given time.
      2) Have references to additional information.

   b. **Follow the Spirit:**
      1) Let the Spirit guide you in determining what material to present.
      2) Monitor the conversation and customize the content to fit the mood of the meeting.

   c. **Foster Participation:**
      1) Plan specific activities to involve others.
      2) Ask questions.
      3) Use effective follow-up questions.

   *Effective lesson planning doesn’t mean that you say everything you had planned on. It means you are prepared to keep the lesson on topic but still customize the experience.*

**References:**
2. Blanchard, Kenneth, *The One Minute Manager*.
3. “**To Do Lists,**” by mindtools.com.