

GETTING THE JOB DONE – TIME MANAGEMENT – Nehemiah 3:1-32

Lesson 5

I. Nehemiah's time management skills

"Apathy can only be overcome by enthusiasm, and enthusiasm can only be aroused by two things: first, an ideal which takes the imagination by storm, and second, a definite intelligible plan for carrying that ideal into practice." Arnold Toynbee

A. Chapter 1- Nehemiah gets a burden.

1. He receives **word**.
2. He **takes** it **straight** to God.

B. Chapter 2:1-8 – Nehemiah waits for God to move.

1. It was **four** months!
2. God **orders** the **encounter**.

C. Chapter 2:9-20 – Nehemiah evaluates.

1. He **looks** over the situation **personally**.
2. He **challenges** the people to **join** him in the **task**.
3. He is not **distracted** because it is God's "blueprint".

II. The organization begins...THEN...

"I like work; it fascinates me. I can look at it for hours."

Jerome K. Jerome

A. THEN... The spiritual leaders begin.

1. It was **rare** for the high priest to engage in **manual labor**.
2. The Sheep Gate was where **sacrificial** animals **entered**.

B. THEN... Building is dividing work into manageable sections.

1. **Mistakes** we can make:
 - a. **Underrating** the work
 - b. **Procrastination**
 - c. Forgetting to do **first** things **first**
 - d. **Multitasking**

"Effective executives do first things first and they do one thing at a time." Peter Drucker

When we try to do too much at once, we won't do anything well.

2. **Prioritize!**

C. THEN... Building comes from rebuilding.

"For this restoration no new material was needed. In the debris of ruined masonry lay all the material required..."

George Morrison

1. Using the **basics**
2. **Repairing**
3. **Protecting** the work from the **enemy**