**First Things First:**

**How to Make Your Priorities Happen Daily**

We all have priorities. We know what are our most important tasks and projects. But still, how can we actually spend our time in the best way possible, with all the distractions, requests, and unexpected things we face daily? In this workshop with Andrea Aresca, you will see that time management is not “only” about time. We will explore the key factors that influence your productivity and see how better practices and more effective tools can help you invest your limited time on what really matters.

**Andrea Aresca** is a management consultant and trainer based in Turin, Italy. He holds a Master’s Degree in Management Engineering and he is currently pursuing an Executive Master in Digital Transformation. He has been working for 13 years as a manager in manufacturing and he now helps companies, professionals, and non-profit organizations to define their strategy, optimize their processes, and manage their projects. He believes that time management is the starting point for effectiveness in both professional and personal life and a crucial skill for every leader, so he frequently speaks and coaches about that. Andrea has been preaching and speaking in various churches, camps, and students gatherings. He has been volunteering for Christian organizations for many years, and he is now a member of the board of the Italian branch of an international mission. He is married to Marta and they have three children.

1. Introduction: why do we need to use our time well? (Ephesians 5:15-17)
2. We need to acknowledge our responsiveness to our personal condition and external stimulus
	1. We don’t act in a vacuum (2 Samuel 11:1-5)
	2. The heart is the very center of our being (Proverbs 4:23)
3. We need to know what are the key factors that influence our productivity and how can we manage them with effective practices and tools
4. Attention (Hebrews 12:1-2; Colossians 3:2; Philippians 4:8)
	* 1. *External* distractions
		2. *Internal* distractions
5. Planning (Proverbs 21:5; 24:27; Isaiah 32:8; James 4:13-16)
6. Defining *what* to do
7. Defining *when* to do it
8. Energy (Exodus 20:8-11; Mark 6:30-31)
9. *Overall* level of energy
10. *Variable* level of energy
11. Network (Psalm 1:1; Proverbs 13:20; 1 Corinthians 15:33)
12. The people we *spend time with*
13. The people we *listen to*
14. We need to put this knowledge into practice with an attitude of prayer (Proverbs 3:5-6; John 15:5)
15. Stop and reflect on your days
16. Choose one single action you can implement today
17. A final word: don't fall in the "productivity trap” (Luke 10:38-42; 12:13-21)
18. Efficiency vs efficacy
19. What will remain at the end of this “season”?

***Suggested Readings:***

Hyatt, Michael. *Free to Focus: A Total Productivity System to Achieve More by Doing Less*. Baker Books, 2019.

Challies, Tim. *Do More Better: A Practical Guide to Productivity*. Cruciform Press, 2015.

Perman, Matt. *What's Best Next: How the Gospel Transforms the Way You Get Things Done*. Zondervan, 2016.

Chester, Tim. *The Busy Christian’s Guide to Busyness.* Inter-Varsity Press, 2006