

# TIME

## & TASK MANAGEMENT

*(Doing More With Less Time)*



**IFE ADETONA**

## **ABOUT THE BOOK**

This book is a life changing manual. Some years ago, I complained to God that 24-hours seem not to be enough for me to run the work of the ministry any more. I was expecting to get a pat on the back but what I heard from the Holy Spirit was shocking. He said, “if you claim that 24-hours is not sufficient for you then you are either doing doing what you are not supposed to be doing or you are doing what another person ought to be doing for you”. Those words launched me into a research and the applications of the principles of time and task management. This book is a product of that endless study, application and experience. you are probably in the same shoe I was or you have studied a lot about time management principles, I can assure you that more discoveries await you in this masterpiece.

There is a direct relationship between your reading rate and the probability of your success in life and career. It is the belief of the author that you can increase your time value and employability if you read the kind of books you ought to read and when you read more of them. The second part of this book will equip you with book reading skills that you have rarely come across thus improving your overall value in life.

The book is written in simple and clear language and all the principles contained therein are applicable, practicable, tested and trusted to the glory of God the Father. This is a book that you should read at the beginning of every Month or periodically to keep you in balance.

## ABOUT THE AUTHOR



Ife Adetona is an anointed preacher of the gospel, prolific writer, leadership and relationship coach, business consultant and a poet. He is the President of Sons and Daughters of Zion [SADOZ] Worldwide. An interdenominational discipleship ministry which has seen thousands of people baptized in the Holy Ghost with the evidence of speaking in tongues and helped people to develop a friend to Friend relationship with the Person of the Holy Spirit. SADOZ daily

discipleship & devotional manual called Daily Communion reaches and blesses thousands of households daily to the glory of God.

Ife Adetona is also the president of the Koinonia Bible Institute [KBI], an online training academy of SADOZ which offers various courses/schools: School of Ministry, School of Purpose, School of Leadership, School of Business, School of Prayer, School of Faith, School of Deliverance, School of Healing and more.

He is the husband of Elizabeth Ife-Adetona and their home is blessed with godly seeds.

**Time and Task Management: Doing More with Less Time**

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Unless otherwise indicated, all Scriptural quotations in this book are from the King James Version of the Bible.

## DEDICATION

Six years ago, I sat in that large auditorium with my eyes fixed on the altar looking at Dr. Myles Munroe in a live programme in Akobo area of Ibadan, Nigeria. I listened carefully as he spoke from his heart to us without looking at any note. He spoke about purpose, self-worth and the possibility of every soul to make it in life regardless of their background. He looked into my eyes, I mean; I looked into his eyes as he related the story of his childhood. He grew up in a family of eleven children, the son of a black American preacher living in



one of the poorest households in the poorest part of the Bahamas nation. At a stage in his life, he thought of becoming an atheist because he found it difficult to accept that God is good if his father who was also a preacher was as poor as a Church rat. That moment became the turning point of his life as he heard the voice of his Creator...

Leaving the service that day, I dreamt of a day that I would meet him again and tell him how much those words meant to me but it was the news of his tragic death that came to me few months later. He lived a good life and every of his writings and teachings are still alive and active. The content he poured out to me that day birthed a passion in me to bring all men to the discovery of their purpose and a relentless effort to fulfill mine. Today, our ministry has directly trained hundreds of people in this area to the glory of God the Father.

It's my pleasure and privilege to dedicate this revealing book to Dr. Myles Munroe, the black man that has made an impeccable and unmatched impact on the planet earth and especially to the Third World countries. I want to announce that according to his sermon, he died empty! He fulfilled all!

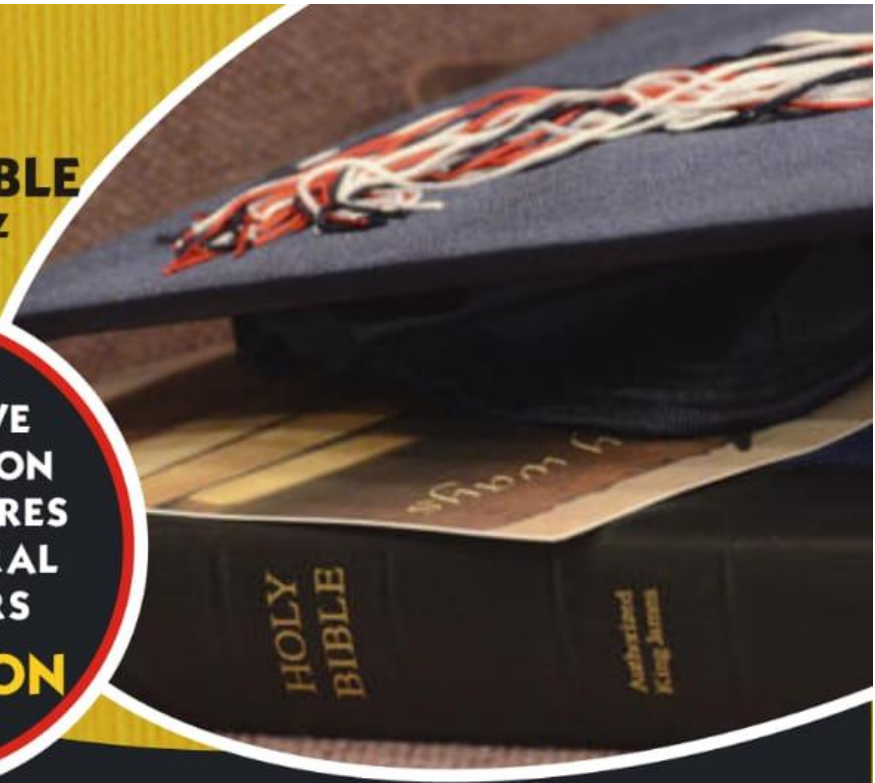




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## INTRODUCTION

Time is the means through which we get all our tasks done. The effective use of time will result to efficiency in our tasks as well. If we do not master the art of managing our time, we will drag the accomplishments of our tasks and at the same time, if we do not imbibe the required task management skills, we will spend a lot of time achieving little.

Management is defined as the judicious use of resources to achieve an end. It is the art of ensuring that there is no wastage and maximizing the available time to do all that is needed to be done and even much more than you expect. I have seen secondary school students and undergraduates complain that they are very busy and have no time to do important things. At the same time, I have seen married women who have children and husbands to care for yet, they are available to do important things. ***I believe that a man or woman who lacks a good sense of time and how to handle tasks effectively cannot be adequately used by God*** because they would either be too busy to be available or would be busy doing nothing.

Time as it is, is the unit of life. A man's life is measured by the number of years he spent on earth; a year is measured by months and a month is measured by weeks. A week is measured by days and a day is measured by hours. An hour is measured by minutes and a minute is measured by seconds. So, ***time management is life management.***

The Scripture affirms that every event on earth is dictated by time. Time is the only currency God created for man. It is with this currency that all human creative inventions were made possible.

This book is divided into two parts; the first part explains various techniques that can be applied for an effective time and task management while the other part talks about learning the culture of an effective book reading. It is the belief of the author that your reading rate and reading speed has a lot to do with your overall success in life and career and he want to help you achieve this.

May the communion of the Holy Spirit be with you.

## #1

### The Resource Called Time

We've always heard about time management. I believe those that manage time well should be called time managers. You don't manage anything that is not a resource; that means time itself is a resource which we must value and maximize as one. Unlike several other resources, time is something that comes everyday but you cannot keep or hoard it. It is just like the manna that the Israelite ate in the wilderness. It comes everyday in abundance so much that they couldn't consume everything yet they cannot keep it till the next day. You may not be able to consume all the 24 hours you have in a day and at the same time, you are not allowed to store it up for the next day. That explains that *no matter what you do, time passes but what you do with it is permanent.* Time flies and it is a non-renewable resource. The onus therefore lies on us to make a good use of each passing second of our life.

I see God as an exemplary time manager. He is the first time manager. The Bible, most especially the Old Testament is an interesting record of history marked with dates and times. The book of Genesis begins with time. In fact, Genesis simply means "The Beginning". A whole book of the Bible is called Numbers and two others are called Chronicles. These are some of the largest books of the Bible. They contain records and history marked with specific dates. Chronicle is defined as a written account of events and when they happened, ordered by time. That explains that God is not clumsy like many of us today. The last book of the Bible is called Revelation and it details the future including when time will no longer exist on earth. The Bible is the book of time. The book of Ecclesiastes says there is a time and season to every purpose under heaven. Everything means everything.

## #2

### Make Today Count

*It is disastrous to waste the good part of your day or the good part of your time because it will result to wasting the best part of your life.* The best way to be a good time manager is to spend each day very well. It is to spend each day accountably. It is to be accountable for every second and every minute of every hour of the day. In this book I will be talking about several principles which you can apply everyday of your life and all the time to really manage your time in order to be a good time manager. These principles will enable you to preserve this resource called time and to come out as someone great in life because it is my conviction that every great person you see out there knows how to manage their time. They use their time effectively. And every less person you see out there didn't use their time well. I can tell you as a fact that *many poor people are poor time managers and many great people are great time managers.*

You can quote me anywhere; you are a product of what you use your time for. No matter your family background or nationality, *you are a product of the process of how you have spent your time.* You are a product of what you use your time for and you are a product of those you spend your time with. Spending your time rightly and wisely is paramount to your personal development in life. I believe I am doing you a great favour in your business, career and in whatever you are doing by writing this book. *He that master time have mastered success.*

### #3

#### **Spare the Rats, Eat the Frog**

What are the rats? The rats are those tasks or activities that come up every day. *They are those little tasks that come up every day and all the time and never seem to end.* You keep pursuing and chasing them around but you never come to an end of them. Unfortunately, they are the first tasks that show up on the table as the day starts. Many people spend the most productive early hours of their day at home and at work chasing these little rats all around and before they know it, time is gone and they are exhausted. So, you must master the art of sparing your rats and how to eat your frogs firstly in the day.

These rats appear in the form of missed calls that you wake up to see in the morning. They could be SMS you need to read and reply or social media chats especially on WhatsApp or some calls you need to make. I have discovered that people are very active on the social media in the very early hours of the day from 6am to 9am and at late evening from 6pm to 12 midnight. These rats could also appear in the form of house chores such as plates that must be washed or clothes in the bucket or the garden that should be tendered. At other times, they appear in the form of pleasantries and greetings you have to exchange at work early in the morning. Many workers spend the first hour at work just to exchange greetings. Some even go from one office to the other doing so.

Rats are generally those small tasks that are neither productive nor do they directly contribute to the main tasks of our life yet they consume a great chunk of our time especially the early morning hours. The most painful thing is that we never seem to come to an end of it. They keep appearing before us every day and just like rats, once you start chasing

one, another will appear from another corner and they keep multiplying upon you every day

.

## #4

### **Eat the Frog, Spare the Rats**

You must learn to overlook those rats, you must learn to spare them especially in the early hours of the day (morning time) and start your day by eating your frogs. I first came across 'Eat Your Frog' from Brian Tracy before I saw it in some other places and I love that term so much. Mark Twain famously said that *"the first you do in the morning is eat a live frog, you can go through the rest of the day knowing the worst is behind you. Your frog is your worst task, and you should do it first thing in the morning"*.

What do I mean by eating frogs? Frogs are ugly animals that no one wants to eat especially in the live form. Frogs are the important, difficult or necessary tasks that you have to do in a day, in a week, in a year, in your business, in your career, in your academics and in whatever you do. They are the main schedule of the day. By the end of the day, can you say that all you achieved were the plates you washed and the people you greeted? What you want to achieve by the time the day ends are your frogs. Why not start the day by eating the head of that frog, eat it raw!

For instance, you may wake up in the morning and on your to-do list, you have a book to read, a meal to prepare, calls to make, WhatsApp chats to reply, Facebook notifications to check and so on. You will realize that you only have one live frog on your endless schedule. Why not start by eating that frog! Start with that book or the real task of the day. Personally, I see eating food as one of those rats. I prefer to eat my breakfast after I have started my main work of the day. When I was a bachelor, I often cook in the midnight. Eating some frogs or some parts of the frog could be very interesting while eating some parts like the head could be so tiring and boring. Someone said ***the world is run by tired***

*people.* At times, we are not even moved to do some tasks. We feel lazy and perambulate before we settle for them. The good news about those frogs is that *unlike rats, you can come to an end of them.* You can pick a book and finish it. You can start a project and come to an end of it someday with a great reward but you will always have a call to make every day and many other calls as you finish making one.

You must learn to start your day by eating your live frogs first. You should start by sorting the ugly parts of your schedule in the day and start with the ugliest or the biggest. When you are done with the ugliest you can move to the uglier and then you come to the ugly. Then you can begin to bring in your rats one by one and eat them as well.

I must mention that there are some people who are internet workers. They do their most important tasks on the internet or the social media. They should start the day with those works without getting distracted by the rats on the several social media platforms.



## #5 Set A Rat Trap

No matter how little or how much your schedule may be, you will surely have more rats to deal with than frogs. *Ability to effectively handle those little and less productive tasks will make you an effective time and task manager.*

Setting a rat trap is a good way to handle your rats. You will observe that there is a particular task that keeps recurring on your schedule. You can simply set a solution that handles it every time it arises. You should come up with a method that you can always apply to it at all times. At a time, I discovered that many of our leaders in the ministry will always ask me one particular question every month. The question is, “what is the theme for the month?” The choir, drama and other departments need it to prepare for the month. What I did is to put the answer in our daily devotional and each time they ask I tell them “go and check, the first Friday of the month in the devotional”. After some time, I stopped receiving the question; they just go to check it on their own. Imagine that I put on my phone early in the morning and I have 20 chats with the same question. And they won’t just ask that simple question. They will start with “Good morning sir; how was your night?” Before asking, ‘what is the theme for the month?’ That means I have to answer two questions before answering the main one. The same thing applies if all of them have to call me on the phone to ask that same question. I will end up wasting up to 20 minutes of my precious time on it but by setting a rat trap, I have avoided such wastage.

If you have kids who will always ask you ‘mummy, where is this?’ or ‘mummy, where is that?’ Why not create a place for the item so that anytime they need it, they go there and must return it to the place. How many of us spend a good amount of time looking for a misplaced file or a

document on the computer? I know an engineer who will always look for his tools every time! You will be wasting a lot of time. My wife is very organized with the placement and arrangement of things in the house. Even if you have never been to house before, she can give you the key and tell you the exact place the tiniest object is. One day, we read a joke on the social media that “there is always an evil spirit that steals spoon in every house”. I asked her if we have ever lost a spoon. She said none! I queried that, despite the fact that we receive many visitors. She said, because we don’t leave plates and spoons in the rooms, we can’t lose them.

***We must learn how to preempt the rats or the problems that keep re-occurring and set a once and for all solution to it.*** In your own case, it could be that you always get late to work because you are always looking for your neck tie or it is hard to get through the traffic at a particular spot and time. You can just find a way to avoid that route or the time. I have discovered that most people who board commercial vehicles to work in Nigeria get late because they always find it difficult to get a cab or bike from the very first Bus-stop closest to their houses. The reason is, everyone in the community especially school children comes out at the same hour, probably around 7am. If you can make it out one hour before that time or one hour after, you won’t face the same difficulty.

In my own case, as a minister of God, people come with various questions and problems that require counsel. What I do is to write books, prepare audio teachings and even create specialized courses. For instance, if you have any question on Communing with the Holy Spirit, I will just ask you to get my book or download the audio teaching (free of charge). If you ask me questions on your purpose in life, I will simply tell you to go and apply to our School of Purpose or get my book titled “Beyond Purpose Discovery”. Today, our ministry has several resources

that can answer 80% of the questions anyone may have to the glory of God. I just tell people to get this and that, if they still have any question afterwards, they can come back. So, I am left with 20% of the issues to attend to on a daily basis. The truth is, many come back to tell me that they don't have any further question. While, some won't bother to go for those materials and would never come to me again. That saves me a lot of time because if I had spent my time with them earlier, they wouldn't make any good out of it.

## **#6 Batch Your Rats**

Still on the issue of rats; batching your rats means you can put all those petty things that consume your time together and sort them at a particular period of the day. You can decide that from 2pm to 4pm, you will return all phone calls or check all mails or chats. And it is best when you batch them for afternoon or evening time. Personally, I don't believe house chores should be done early in the morning. There is no law anywhere that says it must be done in the morning except that day is mainly dedicated for it. Also, there is no law that says Saturday mornings must be for house chores. It could be done in the evening or at nights. But if you prefer to attend to your rats in the morning, let it be that you have batched all of them to be done at that particular time.

I prefer to do those petty tasks in the afternoon or evening when I am already exhausted from the major tasks of the day. You will realize that you are naturally energetic when you wake in the morning and even when you don't do anything, your strength will naturally diminish as the day goes by. That's why you should not burn that energy on petty things; batch them to when you are less active and tired.

Another reason you must batch your rats is to avoid interruptions. At least, you know that when you are attending to it, you aren't doing any other thing and you are not getting off your work to see to it.

## #7

### **Fry Your Rats**

You see, rats could be very disturbing. They are attention seekers and they will always look for your trouble. You may be sitting gently on your own and one silly rat will run right in front of you. If you decide to ignore it, it will come again and when you decide to go after it, you will pursue and will not be able to catch it. The same way, when you are focused on a particular task, you keep remembering some little things or get calls that aim to divide your attention. One thing you can simply do is to fry them. Frying is still the fastest form of cooking. You don't need to skin or boil your rats, just put them in the oil, fry them within few seconds and eat them right there.

What do I mean? There is something that is called "gifts of time". You can simply use those times to fry your rats. Those times you get to the lecture hall and your lecturer is yet to show up or that time you are on a queue in the bank or the period you are in the cab or in an office waiting for someone. Those times can be used to quickly attend to your chats, calls, mails and so on. I usually have up to 56 chats to attend to if I didn't check my WhatsApp in 24 hours. I may also have to review my Facebook posts or comments. I use those gifts of time to quickly fry and eat them. Also, whenever I open a chat, I try to respond to it immediately and sort it. I developed the culture of not going back to a chat. Once I open it, I sort it even if it is to tell the person to remind me in the next 3-hours.

## #8

### **Master Your Phone and the Internet**

As beautiful and helpful as the technology of phones and internet are, they have become the biggest time wasters of all time. We can master it if we learn to spare our rats, batch them and fry them. What we do mostly with phones is to communicate with someone, surf the internet, play games or watch movies. If you batch such activities to a less demanding or productive times of the day, it will come as a profit to you rather than a loss. For instance, I found it fulfilling to check the news and trending topics when I am done with the major tasks of the day. It has become a reinforcement and motivation to me. At times, I tell myself, if I can finish this work by this particular time or stay on it for six uninterrupted hours; I would check what's happening on Facebook or check news headlines. At other times, I surf the internet at my break times. I just see it as a means of relieving stress or relaxing my muscles. In your case, it could be games or movies.

My phone is usually on silence and my data is usually off if I'm not online yet, I rarely miss calls except when it is deliberate. Those who are close to me can testify. And I also try my best to reply my chats promptly. You can effectively manage your phone calls. You can batch your phone calls. Create a time in the day that you will attend to all of them. You can also give people time to call you. Those who call me regularly know the best time to call. I love it when people who want to call me for the first time ask of the best time to do that. At times, I say, 'call me right now' so I can fry the rat immediately or I say call me at a particular time. If you call someone once or twice, the best thing is to wait for the time the person will return the call or send a text. You can also drop a WhatsApp message if it is not very urgent. I love those who do that, it shows they respect my time and I try to reciprocate as well. I usually ignore those who call me repeatedly especially when it is an unknown number. I

believe if it is important or urgent, they will drop a text. If the call is actually important, the person will send an SMS to you. You may see a call and not pick it but when you get a text, you know what to do. Thank God for the kind of phones we have today, you can read a text without necessarily opening it. I have read and treated many texts that way. When you are on an important task and pick a call randomly, you will surely get distracted and your flow of energy will be affected.

We need to stop getting angry at those who missed our calls and didn't call us back. The right thing to do is to drop a text or chat. The Whites made it possible to use an answering machine which is what we call voicemail in Nigeria but it is not effective here. It is also good to prepare what you intend to say when you want to call someone and save the long exchange of pleasantries except that was the purpose of your call. It is not about spending your money for the call; it is about respecting the person's time. When you also receive important calls, try to take the points down so there won't be a need to playback the recorded call or get the person again.

We must also master the way we attend to our chats. As a minister and the president of a large ministry, my WhatsApp is my virtual office. It is an important part of me. I try to reply my chats at least once in every eight hours and when I am engaged with other tasks; I attend to all, at least once in 24 hours. You must learn to prioritize people and discussions. That means when some people send messages to you, you must attend to them quickly. Also, when you have an ongoing discussion or a scheduled appointment, you need to attend to them first. When you have something important to discuss with someone, you can simply schedule a suitable time for it so that you don't spend three days over a discussion you can start and finish under one hour. At times, it is cheaper and more effective to call the person instead of chatting. I know



chatting is cheaper in terms of money but it is more expensive in terms of the time it takes. A 5-minute voice call may take up to 30 minutes chats and it can be longer when the network is bad. It could also save time to send a voice note instead of typing but it must be with someone you are familiar with or you took permission from. It is also effective to drop offline messages; the person can always get back. I usually reply to my load of chats offline.

When you are chatting with someone for the first time, it is very wrong not to introduce yourself properly. The reason I attend to some people is just for the sake of love and I intentionally abandon some for a later time. When you are chatting with someone who doesn't have your contact, you are expected to greet, introduce yourself and state the purpose of your chats at the same time. And some people require that you tell them how you got their contacts. You can drop every of those things offline also. I love to attend to unknown contacts quickly in order to create a right impression but I will ignore if the only thing I see is "good morning sir."

You must also learn to reduce the number of people that chat with you and your number of chats. I usually warn those who send broadcast messages especially when it's coming from an unknown person. Any serious and close person to me will not send unsolicited broadcasts to me anyway. If the person didn't take the warning, I will simply block them. I also leave and delete groups that are not beneficial to me. If you treat your WhatsApp as your virtual office, you will handle it well. Aside, attending to my prioritized chats, I look for a time in the day to attend to all my chats at once. I know that there are important people trying to get in touch with me and I must not take them for granted.

Another thing is, except you are making money off social media, you don't need to be actively involved on all social media platforms. For instance, I don't run an Instagram account and I am not active on Twitter.

I open my Messenger probably once in six months. I have an active Facebook account and WhatsApp is my virtual office. Our ministry runs an active YouTube channel and multiple Telegram accounts but I rarely use them personally. My priority may change tomorrow but it will be determined by a need not just for the fun of it. Some people want to chat with you on messenger, greet you on telegram and say hi to you on WhatsApp. That's choking! There are some youths who are actively involved on all social media platforms and it's highly devastating.

I have talked a lot about managing time on WhatsApp. I can't talk about all the social media platforms but you can easily apply the same technique to other platforms. I see some people on Facebook who take their time to reply every comment on their posts and I also see them commenting to every other posts. Maybe they have good reasons for it. Some people are actually seeking more followers and it's not bad if they truly need it. But you need to ask if that time can be used to do other important things.

Another thing people spend time with on their phones are games and movies. I enjoy reading Opera News or trending news to relax my muscles after feeding on my frogs or in between when I am tired. To some people it could be games. But to many people, they have become addicted to these things. ***The way out is to simply delete the applications.*** And talking about news, I read them when I have the time, sometimes, I don't have the time and I don't care. There are some who listen to news over the radio from 7am to 10am every day. I can't do it. I don't even listen to radio at all except for rare occasions on the phone. I have never used my money to buy a radio all my life. ***I believe if a piece of news is important to me, someone somewhere will tell me somehow.*** And in fact, the reason you don't get to hear some news is because they are not very important to you. You need to ask yourself if there are other good things that time can be used for. As good as news may be, at times, you may have to put it aside entirely.

## #9

### **Morning Time**

If you follow all I have been saying carefully, you will realize that I emphasize the morning hours of the day. There is no one who made it significantly in life that didn't place a priority on these hours of the day. ***And there is no one who wastes time that doesn't treat the morning period with utmost triviality.***

Morning time can actually be viewed based on various classifications. It could be seen as the early hours of the day before afternoon and that is between 6am and 12noon. If it is viewed from the perception of the week then Mondays, Tuesdays and Wednesdays are the morning period of the week. If it is defined by the month, the first 15days of the month will be the morning period and if it is based on the year then, the first four months is the morning period. If it is defined by the lifetime of a man, the youthful years between age 12 and 30 are the morning time.

The morning time is the most energetic period when you can achieve more with less time. The scripture admonishes the young man to remember his Creator in this morning period of his life. Many people spend the last 60 years of their lives to correct the mistakes they made in the first 30 years of their lives while some use those 60 years to enjoy and consolidate the gains they made in the first 30years of their lives.

***A Yoruba adage says morning is the window of opportunity for anyone that will make something out of the day.*** Your morning time, starting from the time you arise from the bed is the most important and expensive hours of your day. Although we have 24-hours in a day but each hour does not carry the same value. Some are more expensive and valuable than others. And some days of the week are more expensive than some. As a person, I don't usually receive visitors until it is 2pm

and my usual visiting days are Thursdays and Fridays. I stay at my work in the early hours of the days and the early days of the week. I may even decide to receive visitors on Thursday morning but that rarely happens between Monday and Wednesdays. If I set goals for the week, I love to finish it on or before Wednesday so that I can have time to review it before the week ends. I also love to batch some rats and attend to them from Thursdays. The same thing is applicable to the month and the year. Don't ever waste or joke with that morning period. ***You will find out that whatever you are unable to start on time; you will finish them late no matter how much you rush.*** Most times, I finish my targets for the months before the middle of the month then start working on the coming month's goal.

Some people have been advocating that people should be allowed to spend some of their office hours in the house before coming to work and I really support it. The time we spend in the morning battling with bathing, cooking, traffic and so on can actually be utilized to achieve a lot. Right from the time that I was working with an organization till this time as a full time minister, I have the grace to do some of my work from the house. Those hours between 6am and 11am are very productive. If you can spend just 30 minutes of it on your work, you will be amazed at the kind of progress you will make.

To have a very productive morning time requires that you have a sound sleep at night. Nature specifies 8-hours daily for sleep. That is up to one-third of the whole 24-hours. Some motivational speakers may discourage having a good sleep by telling you that some great men don't even sleep for more than 3-hours at nights. Well, that is in the night, some of them actually sleep more in the day time than they do at night except for those suffering from insomnia. I won't advise that you should spend up to 8-hours in bed but a good sleep should be up to 6-hours on the average if

you want to be productive. Many of the rich and great men have people to handle every other part of their jobs. They fly in private jets and first class flights where they have good sleep. Many of them have drivers and they take those traveling times to sleep. I agree that there are times when you may be working on some projects and need to skip sleep to attend to it but on the over all, good sleep is needed.

I discourage believers from too many vigils! A lady who failed at different times in the university told me she attends vigils all the time including on Sundays, Mondays and even at exam periods. She said she thought God would make her pass since she's serving well. What a mentality! Some will pray all night and sleep all day. They will get to their shops at 12noon and complain that they aren't selling well. I also advise students to ditch the idea of all night reading. Many students in tertiary institutions actually think being an all-night reader is what makes a good result and so they claim that they read all night yet, fail. The problem is that many of them go there only to doze off. Many went for night classes and have their phones stolen. That says it all. At night time, a very determined student will be able to spend two and half quality hours to read and spend the whole day sleeping or running high temperature! What if you read till 11pm, have a good sleep and read from 6am till 11am. That's up to 8-hours quality time. ***Some people might say it is one thing that works best for them but until you try this principle, you may not discover that it is a better way.***

## #10 Prime Time

Prime time is a household term among people. Prime time is simply that period of time in the day when you can do a task best. Your prime time is when you are most active and energetic. The advantage of prime time above other periods of the day is that you can do more with less time in those times. Another thing we need to know about prime time is that we have internal prime time and external prime time.

Internal prime time is your best time of the day that you can get a job done. I remember when I wanted to write an exam, I scheduled the morning time as the best time to study. That was my internal prime time to do that study. External prime time on the other hand is determined by an external factor. It is not about what you want but what the party you are involved with want. If your boss asks you to resume by 8am, you must comply because that is what he wants.

***Those in business always master external prime time because that is when they can serve their customers well and make more profit.***

I heard of a barber who doesn't take his bathe until 12 noon. The reason is that he opens his shop as early as 6:30am. He realized that many of his customers want to shave the hair on their face before going to work in the morning. Shaving can be done within 10-minutes and some would just stop by to get a clean shave before they drive to work. He would be there till 12-noon when everyone must have settled in their offices then go back home to eat, rest and return before evening. Then work in the shop till late evening. That 6:30am resumption time may not be convenient for him but he had to comply with it because that is the best time as dictated by the customers.

## Quality Time vs. Quantity Time

One of the biggest mistakes that I almost made in life was the fact that I didn't realize the difference between quality time and quantity time. Beforehand, I always ask myself what I have gained in the last 30-minutes. I still do that today but with a better discretion. I realized that *the time we spend at work is measured in quality while the time we spend with our immediate family should be measured in quantity.* We must not be in the pursuit of catching up with our tasks and goals at the detriment of wives and children.

You may have just one hour to spend at work in the day but you must maximize it and achieve much with it. And spend one hour at home later in the day, just staring into the eyes of your wife; that is why *we must work all the time we are at work and play all the time we are playing.* That way, you can maximize your time and save a good period to spend with your wife, children, family members and friends. I think that's why some professions permit a day off in the week or leave period.



## #12 Important vs. Emergency

The truth is, *things that are important are not always urgent and things that are urgent are not always important* so before you act on any emergency that you have never planned for, take some time to ask yourself three times, is it really important? Must I do it now? Can't it wait? Can I do it later? Can I go on by my plan for the day? Can I note it for later? If you don't remember all those questions, ask yourself: what will happen if I don't do it now? And if you must do it at all, include it by writing it down in your schedule before doing it. That is how to make sure emergency issues does not keep popping up or distracting you.

The first challenge I had when I started managing my time was that things I didn't plan for kept popping up and I get distracted but I am able to handle them better now. Many of these things are rats. They are petty things, you will think it won't take more than five minutes but before you know it another one will appear and you will end up spending up to fifteen minutes. By the time you want to get back to work, the energy is no longer there. Some people have closed a book they were reading due to distractions and never returned to it until after many weeks. You will realize that many of the things you successfully accomplished were possible because you ignored every other thing to face it alone.

## #13

### **Time is Money**

It is a common saying that ‘time na money’. It is very important that you value your time just as you value your money and even more than the value you place on money. We often ask ourselves that “how did you spend your day?” That means time is like a resource that is spent in exchange of some values or commodities. **Any money that is lost can be regained but a time that is lost is lost forever.** Whatever you are using your time for must be worth it. And whoever you are spending it with must deserve it. That is one reason I couldn’t involve myself in any dating relationship. I was not ready to waste that expensive period of my life.

In advanced nations, you are paid according to the number of hours spent at work. At the end of the week or after two weeks, your hours at work will be calculated and you will be paid accordingly. You can also divide your working time with your income and find out how much each of your hours is worth. If you do that, you may realize that you need to invest more time and resources in yourself so that your hour can worth more instead of spending it on frivolities. Some footballers earn up to one million naira per hour while people like Mark Zuckerberg of Facebook earn up to three billion naira per hour.

I was able to calculate what my time is worth and I worked towards improving it. So, when I spend 30-minutes of my time with you, I may be giving you something worth several thousands of naira. And like I said earlier, your morning time is costlier than any other time of the day. If for any reason, you will spend that morning time on something or with someone, it must be worth the value. The Scripture says, **woe is the**

*land that their kings and leaders eat in the morning* (Ecclesiastes 10:16).

## **#14**

### **Buy More Time**

It may appear that we all have the same 24-hours but some people actually use more than 24-hours in a day. For instance, Mike Adenuga is one of the largest private employers of labour in Nigeria. His company runs round the clock. There is work going on even in the midnight of each day, all year round. Let's say 1,000 people contribute 8-hours of their time to him every day in exchange of money. That is 8,000 additional hours per day. With that, you can see that he has far more than 24-hours to himself.

You may not be able to buy as much hours as Adenuga can buy but you can buy few minutes from here and there. You are buying more time when you allow people to do some things for you. There are some things you can do yourself but you can buy someone's help for just a token compared to the value of the time. For instance, cutting the grass around your house may not be of a big deal but if you are to do it yourself, you will spend a lot of time and energy and by the time you finish it, it won't look very neat and professional. You can give the same work to a boy in the street and pay him as little as five hundred naira. I remember buying a TV sometimes ago, a young man told me that he could bring it home for me and fix it. I asked for how much he was going to charge me and by my calculation, I realized that I would be able to save around #2,000 if I do it myself. This was a TV I bought for tens of thousands of naira. I turned him down and underwent all the stress of getting a bike to bring it home and fixing it all by myself. At the end of the day, I wished I had just paid him that money. It would have saved me a lot.

You can save some time by giving simple errands to people to do on your behalf. Many of them would be grateful doing it and you will be able to buy ten to fifteen minutes of their time with a token or a mere kind

gesture. Mike Murdock said that at a time, he always spend a lot of time re-arranging the Christmas light every December but at a point, he got someone to do it for him but after some time, he got a better solution. He throws it away and buys new ones every December. In many African homes, we believe it is wrong to get help to do domestic works like washing of clothes, cleaning the house and even cooking the meals. But I feel this mentality is really wrong. Whatever you can outsource in the home as much as you have the money and it would relieve the wife of stress and increase her productivity, should be done.

## #15

### Delegation

I remember a time in the ministry that I had to cry out to the Holy Spirit. I told Him that it seems 24-hours were no longer sufficient for me. At that time, we were running only two courses at our newly founded Koinonia Bible Institute (KBI) coupled with the long list of works that I had beforehand. We were running the School of Prayer and School of Faith. I was really overwhelmed and was expecting some pacification from the Holy Spirit but I wasn't prepared for His reply. He said ***if you say 24-hours is not enough for you, it is because you are either doing what you are not supposed to be doing at all or you are doing what another person should be doing for you.***

Delegation is the act of allowing another person do what you are supposed to do or when you allow another person to do what you used to do. The principle of delegation says: "work when it is absolutely necessary for you to do the task and when it is you and only you that can do it". ***When you allow others to do things they can do, you will be able to concentrate on what only you can do.***

I think every hardworking fellow finds it extremely difficult to delegate their works at first. It could be easy for them to delegate what they cannot do but to delegate what they can do or use to do can pose a big difficulty to them. Today, we run nine courses conveniently in KBI. I simply delegated the administrative duties and I was able to concentrate on other things. The fear of many is that those they delegate will not be able to do it as great as they have been doing it or as much as they want it. They feel that, the time they would spend delegating, they would have finished the task on their own. This is why I tell people that: ***“the time and effort you will spend doing the job yourself, why don't you spend it in delegating and monitoring the person you assign the***

**job to”.** You will only have to do that monitoring just once or twice then the person will keep improving. Brian Tracy says: ***we are to inspect what we expect.*** Take your time to explain what you expect to the person; don't assume they know it. Many times, the Holy Spirit will tell me, “how on earth are you expecting that person to do what you are thinking without telling him?” We expect people to be smart as we are but we are quick to forget that we have been the way we are for a very long time and they are just coming up. Besides, people are not that smart but when you spell out all your expectations, you will be amazed at the outcome. We must also be ready to ditch our perfectionistic attitude and learn to look away from minor errors that will ensue. It will surely take some time but don't keep up with someone who is largely incapable or irresponsible.

***When you delegate, be smart enough to give deadlines.*** You need to apply a little pressure which only deadlines can achieve. State the day and time you want the job to be delivered right from the moment you are delegating it. Tell them what should be done and how it should be done. After a number of years in leadership position, I believe that up to 90% of one's work can be delegated. All that you need to do is to train people to qualify in some cases because you may not be able to get an already qualified person but you can mentor them to fill in whatever position you hold. Bill Gates handed over the leadership of his company, Microsoft, to another person so that he could concentrate on his foundation. ***Delegation is the secret of expansion and multiplication.*** I wish I can say it louder.

## #16

### **Outsourcing**

Outsourcing is a term used in the business and career world. It is more or less like delegation. The difference is, while delegation involves sharing your tasks with those within your organization, outsourcing involves sharing with someone outside your organization or hiring another organization entirely and it often involves paying the people involved. While that is the definition of outsourcing, I believe, it can also include sharing some tasks with people within your organization but this time around, the work is outside the person's official work in which they were appointed in the first place so it may attract extra costs or show of kindness. For instance, when bosses request that their employees help them to wash their cars, it is a form of outsourcing because it is outside the scope of the person's official duty.

We teach this concept at our School of Business at length as a way of saving cost, time and maximizing profit. I know of a fashion designer who told me that she wants to stop running her shop. She said she is very good at securing contracts with schools and wants to focus more on that. She plans to purchase the materials and give the sewing part to other fashion designers at an agreed cost and tell them what she wants. She said that way, she won't have to pay shop rent or pay workers and when there is any mistake on the dress, she won't bear the loss, those she gave the jobs to will be the ones to bear it. That is exactly what outsourcing is.

We may not realize it but we all outsource every day. For instance, you pay the bank to keep your money because you don't want to keep it yourself. You pay a cab driver or a motorcyclist to take you to your destination. Even when you send a boy in the neighborhood to buy something for you, you are outsourcing. The only mistake is, we think the things we should outsource are things we cannot do by ourselves but



this is not true. You should outsource whatever that is outsource-able as long as you have the money to pay and people to do it. Even if you don't have something better to do with that time, something meaningful will come up. Let's concentrate our energies on things that solely require our attention. I believe house chores and some activities like driving should be outsourced. At times, you don't need to employ a permanent staff; it could just be a casual staff that comes whenever you call for it.

Several parts of this book were outsourced. Thank God for the internet, I have a team of great hands working with me from the comfort of their homes. The transcript that serves as the basis was transcribed from my audio lectures. The editing, printing and marketing stages are also outsourced and delegated. The only things I have to do are to read, write and review. And I'm looking forward to the time that some parts of what is left for me will even be outsourced or delegated. That is how to be an effective time and task manager. We must also ensure that those who work with us are handsomely rewarded in the best applicable manner.

## #17

### Work from a Book

This involves having an outline of your schedule before you start working in the day. Many of us love to be spontaneous but the result is that we often forget important tasks or appointments and we end the day with a lot of confusion and stress. You may be driving home when you suddenly remember something you need to attend to or someone may bump into you and give you some works to do. They often come with a sense of urgency that you can't refuse meanwhile you have forgotten that you have something that you must do as well just because you didn't take the pain to write it down. *It takes few minutes to write our schedule but it can save us several hours.*

There are various tools you can use to schedule your activities. Starting from the calendar on your android or apple phone, you can mark specific days of the month on the year's calendar and even years ahead. The beauty of it is that, you can share your schedule with anyone over the internet. For instance, if I mark a schedule on my calendar right now, it will appear on my wife's phone because I backed it up with my G-mail account which is also on her device. We must try to use technology to our advantage. You can also get a year planner. Year planners are broadsheets which outline every day of the year and allow you to write and mark special days. You can easily spread the year planner on your office table.

Another good tool is a diary. I think everyone should keep a diary or at least, a notebook where you can plan your week and days. You can also use your phone's calendar to enter activities for the weeks and days including the starting and finishing time. You can also set a reminder with it.

In arranging your tasks for the day, you are to take note of those things that you usually do every day or at certain days of the week. For instance, if you must read a page of a book every day, you can simply write it in a corner with the inscription 'R' which means regular. And if there is a schedule that you do only on Tuesdays, you can write it in a place with the inscription 'W' which means weekly. Your phone calendar and some other apps can make it easier for you by asking you to mark if it is something you do every day or weekly or monthly. That way, you don't need to keep re-entering the details but when you are using a diary; you need to mark it either at the beginning of the week or month or on the particular days.

To-do list is essentially the full list of all the activities you plan to do for the day. This includes your regulars as well. *I usually advice that you should try to write everything, starting from your 'must do' to the 'may do'.* The must dos are your frogs that must be eaten while the 'may do' are the rats or some frogs that can be done another day. After writing down all you plan to do, you can therefore arrange or label them in the order of importance. You can mark them by A, B, C.... or 1,2,3.... Where you have more than one A, you can use A1, A2, A3 or 1a, 1b, 1c.... You should also mark things that you don't necessarily need to do except for the purpose of kind gestures or socialization. This includes phone calls, birthday greetings or checking on a friend. Your to-do list should also reflect things you are planning to delegate or that you have delegated but the person needs to be reminded.

There are several challenges that arise with keeping a planner or diary. Some find it difficult to wake in the morning and spare a little time to write out all they plan to do but the truth is; it shouldn't even be done in the morning. It should be done in the night before you sleep or before you leave the office. If you write out your entire schedule before you go to

bed, you will have a sound sleep, free of worry and you are likely to wake with fresh ideas and strength to go about the day's tasks. Your schedule for the week should be planned on Saturday nights or Sunday evening. It is from the weekly schedule that you will write out your daily schedule.

Another challenge people face is that they forget some items and remember later in the day or someone bump into them with an emergency request. Actually, it will appear difficult at first and if you fail or veer off from your planner at any point, don't be ashamed to come back to it. It may take you weeks to master this act but it will save you a lot of time and stress. If you plan your schedule a night ahead like I said, you will hardly forget to include some things and if you forget at all, write it down, label it appropriately before you do it. ***If it is not worth writing, it is not worth doing.*** People call you out for emergency because they know you don't have a schedule. An uncle can just pick up his phone and ask you to see him on your way to work that day because he knows you aren't the disciplined type. When emergency situation arises, remember what I said about important vs. emergency.

I have heard people who tell me they start the day with a schedule but end the day without it. My answer is simple, "try again". And the truth is, planning your day and time can be delegated or outsourced if you need it. That is what some people call Personal Assistants. You don't really need a person you have to pay or follow you around as a PA. The first PA I had wasn't even living in the same state with me. We interacted over the internet. Your PA or task master (someone who puts you to remembrance of your schedule) could even be your wife or anyone close.

## #18

### Speed Rate

Your speed rate has a lot to do with how quick you start and finish a project. For instance, writing this book is a project to me and reading it is a project to you. When we talk about speed rate, we mean how quick you are in completing a task. *There is a relationship between your speed rate and your success rate.* The longer you spend on a project, the more it gets boring to you and you will begin to lose interest in it. The truth is that, you lose more energy and waste more time and resources on a task that takes too long time to be completed. The quicker you are able to finish, the more the sense of fulfillment and ability to move to other things. I always say that *those who fail always fail and those who win always win.* I don't mean to say that if you fail today, you will always fail but when you imbibe the winning and success culture, it clings unto you and you are likely to win again and again.

There are a number of things that you can do that will help your speed rate on a particular project or task. No matter how much you love a work; there is a part of it that poses more challenge to you. The quicker you are able to get pass that stage, the faster you can get your job done. As an author, the part that poses the biggest challenge to me is the area of editing. Because this is a part I can't do alone, I have to outsource and delegate to at least two other people and it often drags my speed of completion. If I can find a way to hasten the editing stage, I can publish an e-book in a week and of course this e-book in your hands took only four days from the moment I started working on it till completion. It is my fastest ever anyway. I didn't believe it could be done but God enabled it.

To a sales person, the most challenging part may be getting a customer that is interested in hearing what he has to sell. The sooner he is able to

get clients, the faster he is sure that he will make sales. Finding a way around the most difficult or boring part of your job is pertinent to your speed of success.

In my own case, I had to send an advert across our formation that we needed editors. I stated what is required and I got a number of volunteers from which I selected the best hands. That was how I breakthrough from a challenge that has cost me time and other resources over the years. In your own case, you may need to read books or ask people who are into the same career as you. Successful people are very generous with experience and information even though they may be stingy with money. And if in your own case, your problem is finances, we have materials that can tell you how to raise funds or find a way around it. Our School of Business has liberated a lot of people.

Most of the time, the solution to that major problem is 80% internal! You may only need to adjust or change or re-strategize. You may even pray and let God direct you. I was amazed when I realized that the solution to the most challenging part of my work was actually right in my pocket. With a single memo, I got up to ten volunteers and picked only the best!

## #19 Sense of Urgency

In another situation, we may find ourselves bored doing a particular aspect of our work. For instance, whenever I am preparing the lectures for our Koinonia Bible Institute, the hardest part for me is writing out the outlines. The faster I am able to do that, the quicker I can get the lectures recorded. I am always in the mood of recording even if I have to shout behind the microphone in the studio but I am not always in the mood for outlines. I thank God that has improved. I will tell you some of those things that you can do to improve and overcome the boredom of those tasks.

The first thing is that, *you should have a culture of starting and finishing a project before moving to another one.* What some people call multi-tasking is multi-distractions. While I am working on this book, it is the only major project at hand. I have to complete it before moving to another thing. I give it my whole attention and focus with a sense of urgency. Where you have complex projects, you may divide it into segments or phases and ensure that until you finish a phase, you won't move to another task. For instance, in reading a book, you may decide that until you read 50 pages, you are not going to do any other thing. You can also outsource or delegate some part of the project or a part or the whole part of the difficult stage of the work. *And at times, it may be wise to eliminate that part entirely if it is possible.* Since I stopped taking some of my books to the press for printing, I could easily publish them faster as e-books. That has saved me a lot of money and time. It also motivated me to work on more new books.

*Motivation and reinforcement are often very helpful even to the young and adults.* I motivate myself with the fact that if I can finish the outline on time, I will soon be doing what I enjoy doing which is

recording the lectures. At times, I promise myself to read the news or take a walk if I can spend some hours on the job without distraction. Anytime I accomplish a major project, my wife always give me a treat like eating out or make a special dish for me. I always look forward to that as well. You may even promise to buy yourself a bottle of coke or a favorite drink if you can finish that task or a phase of it within a frame of time.

You also need God's help. As at the last time, my interest in outline has improved by the help of the Holy Spirit. I also realized that doing that task often has helped my attitude towards it. We all have that part of our career or academics that forms the most difficult, it is the ugliest frog and we can get better on it. ***Always apply a sense of urgency to all you do.*** Cultivate the habit of moving and walking fast. This will reflect in other areas of your life as well.



## #20

### Personal Deadlines

I have applied this principle all my life. I started applying it when I was in the higher institution. I observed that whenever our lecturers gave out assignments and ask us to submit in two weeks, many of us didn't get to work on it until it is a day or two to the deadline. And when the lecturer said we should submit in a week's time, we wouldn't still work on it until it was very close. So, there was no real difference whether the lecturer says one week or two weeks. I believe you can testify to that as well. ***It seems that human beings don't function well when there is no pressure applied.*** If people are asked to pay a fee or register for a course, the first question they will ask is, "when is the closing date?" 80% of people will not obtain that form until it is very close to the deadline. It was from that discovery that ***I decided to always have a deadline to every work I am set to do or delegate anyone.***

I started with my school assignments, if the lecturer gave us 7 days for submission; I would give myself three or five days. I would ensure I am done few days to the closing time. I developed that culture back then and it has permeated every area of my life today. I don't get to meetings late or fall behind my schedules because I already allotted time for contingencies. More often than none, if I get to a meeting or programme beyond the starting time, it is deliberate and not a mistake.

***Have you realized that it is the same set of people that always arrive late to a place and it is the same set of people that always come early?*** It is not because of the traffic of anything, that is simply who they are. They don't do things until it is the dying minute. ***You must have also realized that those that always come late are always rushing and sweating while those that come early are always calm and cool.*** It pays to be timely and set personal deadlines. ***Set a***

***personal deadline that is a little bit before the general deadline, that way, unseen circumstances will take care of itself.***

There was a time I was forced to take a break away from work for two weeks due to an emergency that was beyond my control. For the first one week, I couldn't do a thing and in the second week, I was only able to oversee. At that time, our KBI students were in session and we were offering two new additional courses but nothing was affected. I had already prepared everything that was needed across our organization even though I didn't preempt what happened. Even leaders who were very close to me didn't notice that anything was wrong until I told them because nothing was lacking. Always get the job done before the last minute. That way, you will have time to review, perfect it, move to other tasks and even have some fun which you have denied yourself of earlier.

## #21

### **Always Wear a Wrist Watch**

Someone said he can never employ a person that does not wear a wrist watch. Make sure you always wear a watch and set it at least, 7 minutes ahead. Some set their own for up to 15- minutes ahead. The first time I saw someone who did that, I thought it was self-deception. I felt if I knew it was 7- minutes faster, what's the point? I could even take my time claiming I still have extra minutes. I know some of you feel that same way but you need to do it and see that it works effectively.

***Our mind can be tricked!*** Have you seen any movie where you were so emotionally attached that when the lead actor died, you were literally crying? You knew the death was not real, yet you cried! It means your mind was easily tricked. You get so emotionally attached to some movies that you detest some actors forever just because of an evil role they played in a movie which you knew was only make-believe. That same way you can trick your mind by wearing a watch and setting it some minutes faster.

***The habit of wearing a wrist watch makes you time conscious and setting it few minutes faster will give you a sense of urgency.*** There are some wrist watches that would beep every fifteen minutes. I once used an application on my phone that beeped every thirty minutes. You can use that beep as a signal to ask yourself if what you have been doing in the last fifteen to thirty minutes is worth your time. When you are also having a meeting with someone, you can set a timer or stop watch for 30-minutes. It will beep when 30-minutes is over then you can begin to round-up your discussion. Of a truth, ***any conversation that last beyond 30-minutes has included some details or discussion that is not really important.***

**#22**

### **Deliberate Procrastination**

Procrastination they say is the killer of time but we all procrastinate at one point or the other. The fact that you are reading this book right now means you have deliberately procrastinated every other things and chose to focus on this. There are events or tasks that keep knocking on the door of your mind but you just chose to stay on this book right now.

***Ability to know when to deliberately pend a task for another in the order of relevance or importance is a great skill towards time and task management.***

### Avoid Procrastination

***Ability to understand two seemingly contradictory ideas is a great show of emotional intelligence.*** You don't have to be confused that I said you should procrastinate deliberately in the previous page and here I am telling you to avoid the same. We often procrastinate important tasks just because they are staring at us right in the face like an ugly live frog in a plate of food. You will realize that, ***it is the same kind of tasks that you always find yourself procrastinating.*** That is because they bore you or you hate to do them. But leaving it undone is not the best solution. I have mentioned tips that can help you enjoy those activities. ***There are no better times to do them than now.***

Our mood fluctuates and I have discovered that some people have irregular mood swings. There are times they feel so energetic to work and in the next moment they are dull and uninterested in the same work. This can be very serious among people who are melancholic. If you are ever going to wait till the time you are in your best mood to do a thing, you may have to wait forever. Did you realize that the same book you try to read three months to the exam that you claim you didn't enjoy is the same book you picked two weeks to the exam and whether you enjoyed it was not a question. You just made sure you read and passed the exam. Again, our mood comes from the mind and it can be tricked. ***You can create an atmosphere to improve your mood or get down with the work anyway.*** As you are into it, your mood will be back.

Someone like me loves to work the more to avoid sliding into sadness or depression but I have realized that some people love to sleep and eat more at those times. If you are in a serious depressive state, you may need to trace the root cause and more often than none, the root causes are not issues that happened that very day, it is likely to be unpalatable

events that happened few days or nights ago. Just trace it and once you reach the point, your mind will tell you. You should do something about it immediately.

When you write down your schedule, it will also help you to avoid procrastinating. I think one of the things I do procrastinate is making phone calls. I want to be in a certain kind of mood and situation to speak to some people over the phone but when I write it down or already batched all my calls, whether I'm in the mood or not, I just go ahead to make the calls. I also make good use of the gifts of time to fry those rats.

Before you choose to procrastinate a task, ask yourself if what you are doing at the moment is more important than that thing. If not, leave it and start the other task immediately. How many times have you remembered an important task and you tell yourself, I will do it later? Or I still have some time or it won't close until next week? ***Some things are better done right there and now that you remembered or asked to do it.***

Another thing I learnt from the Holy Spirit about procrastination is to reduce the promises I make to people. When people call me on phone, I often tell them, "I will get back to you". Holy Spirit told me: "why not get back to him right now". At times, I will assure the person, 'I will check on you in two hours' time. He would tell me: "better not to promise at all and do it as a kind gesture since it wasn't compulsory to check back in the first place". When it is important to get back to the person, He advised me to always ask them to remind me. That happens often when people want to book an appointment with me. Initially, I used to tell them, I will get back to you on Monday but now, I tell people to remind me on Monday. I usually fix the week's appointments on Mondays. That way, I have cut down on the number of people I have to get in touch with. The same thing applies when I open a chat, I try to sort it and end it right there. ***The more things you postpone, the more you forget other things.***

## #24

### **The Future is Now**

Please tell me, when is the future? Some people really believe that their future is tomorrow but *the truth is that today is the future of yesterday and so the future is now.* Tomorrow is now! I have seen life that way since I was a child. That's why the statement 'I will do it tomorrow' barely exists in my dictionary. I just want to finish everything right now.

There are people who like to start things at the beginning of the year or at the beginning of the month or on Mondays. They shift what they should start right now to another day for no cogent reason rather than for the fun of it. You have to stop living that way. Today is actually a New Year day because it is the beginning of another 365 days. Today is a new month, it is the beginning of another 30-days. Today is a new week because it is the beginning of another 7 days. So, stop deceiving yourself and start right now. In fact, this moment, is the beginning of another 24-hours!

When you set goals, don't set unrealistic long term goals. Make them short, measurable and achievable. I once said something: if you realize that when you set New Year resolutions, you always relapse before the end of three months, why set a 12-month resolution when you can set a 3-month resolution. So that every three months you can review your goals and set another one; in cases where it has to be long term, break it down into short term or phases and measure your advancement over time.

## #25

### **Multi- Tasking & Creativity**

Learn how to multi-task. What many people do is multi-distraction or task-shifting. To multi-task is very good especially when you can do it very well. For instance, you can chat with multiple people at the same time. You can use your leisure time or gifts of time to fry your rats. You can listen to the news or the radio or even sermons while you are doing your house chores or manual labour. You can do the same with an earpiece when you are in a moving vehicle or taking a walk. But we must understand that you cannot multi-task on all tasks. Some tasks demands full attention. The same thing applies with our family members or friends, when we are having a heartfelt discussion with them, we should give our full attention.

Creativity is another skill that is highly important in time and task management. One way to get creative is to always ask yourself: how better can this task be done? This simple question is at the root of every technological invention and development the world has seen today.

***There is always a better way that a thing can be done.***



## #26

### **Meeting Wastes Time**

By my own deduction, nothing wastes time like meetings. Starting from executive meetings to committee meetings and to adhoc committee meetings, they are all time consumers. As large as our formation is, I try to limit the number of meetings and the duration spent on them. I have attended several meetings and I can tell that only 20% of all that was discussed was useful. That means only 20% of the time used was worth it. There are executive meetings where they have elongated session for praise and worship, opening prayer and exhortation. I think it would be fine if some of those things can be done at the end of the meeting. The truth is that the most active period of people attending a meeting is the first 40minutes. Here are some tips that can help save time at meetings.

The meeting must have a starting and finishing time. The starting time must be so strict that you don't have to wait for those who come late. Use the first 40-minutes to attend to the bone of contention and not to prayers and exhortation except that is where the bone of contention is. The agenda of a meeting and the minutes of the last meeting must be circulated ahead. That would prepare the attendees with ideas to contribute; it will refresh them of previous discussions and serve as reminders to those who had assignments. I think minutes shouldn't be too long or comprehensive like a report. I prefer minutes should contain mainly the agenda, the resolutions and the action plan. If you write your minute that way, you will be able to measure if your meeting was worth it or not. The truth is, some meetings that last for four hours may not have up to one page of minutes if it is written as I specified.

What takes most of the time in meetings is the period when people have to contribute their ideas. The way some people manage the agenda is

very poor. They move from one point to the other without reaching a meaningful conclusion on one and digress into various illustrations. I have been to meetings where only few people contributed to the agenda and I have been to places where everyone wants to talk. I can remember a man who can conveniently talk for 30-minutes even when he doesn't know the agenda. He just wants to talk. I was at a place where they argued for hours over an idle issue and at the end of the day, they couldn't execute their decision. You will be amazed if I tell you the category of people in attendance.

I believe that the management of people's time in a meeting is the duty of the presiding officer. The chairman or whoever has more time to work on the agenda before it is discussed at the meeting. He has the time to ruminate, research and consult over the main agendas. He has more days and even weeks to do that compared to those who will be hearing the agenda for the first time at the meeting and have only 60 seconds to think and contribute. The presiding officer should come with informed options and outcomes of his findings and consultations. That way, the committee will have limited options to explore and reach a quick and good conclusion.

Some people can be very distractive at meetings. They hung on their mobile phones as if that was the only time they had to attend to it. Some people will even be responding to 'call flashes' in a meeting! If some people whose phone never rang in a meeting are to show you the number of calls they have missed in 2 hours, it is more than that of those going out and coming in combined. Stay off things that waste your time as much as possible and don't waste other people's time.

When you go to visit people based on appointments or counsel, write out all your questions or points and jot important points as you discuss. Some of my leaders hold personal meetings and discussions with me

from a list of items. I love to take my time to go through their list from the first to last. When you are to hold important discussions over the phone, you should note the points before you make the call and jot as you discuss so you can act on it. ***You will rarely forget what you write down but would quickly forget what you never write.***

## **Socialization Wastes Time**

Having friends and hanging out with them or having fun together anytime you wish to unwind is not bad but make sure you are not leaving something more important undone. Personally, I don't keep friends or associations that don't respect my time or that is not beneficial to me. I have mentioned earlier that times spent with friends and family is measured in quantity but some people and activities are not worth a fragment of your time. You can't read and digest all the points in this book and still spend your hard valued time on frivolities. As a person, I don't do casual visits! Some are very good at walking around visiting one hostel to another hostel or shop to shop or house to house or from one office to the other and they are the ones that will tell you how very busy they have been all day. You won't hear real busy people tell you they are busy. Some are only busy saying they are busy like bees. The only thing a bee announces to you is "bussssssy". That is the sound that always comes from bees. If you ask what they have been busy doing, they will still tell you 'I was just very busy'.

If you have a sanguine friend you really need to be careful and if you are one, you need to respect your time and that of others. I have a very good friend like that. He will always say that he is very busy. This friend of mine may be out early in the morning and return late at night. I went out with him for some time and I can tell that only 20% of all the day's activity was worth it. There was a point that he talked for a long time at a place and slept off in an opened shop! I also know a good brother on campus who would always stop to greet everyone he met on his way to lecture halls. He can't just greet and pass, he must stop to greet them. I walked with him for a day and backed off.

You may be wondering if I am not social but those close to me can testify to the fact that I am a free-spirited person only that I stay within the comfort of meaningful and purposeful associations and visits. Before I became a pastor, I had never fully attended more than three weddings even though our church was a stone's throw to our house and it was always busy with weddings on weekends. Today, there are youngsters who attend the weddings and parties of the friend of the elder sister of their friend. There are really better things to do with this single life of yours.

***You may not be a time wasters but you must learn to avoid time wasters.*** When you have drop-in visitors at office hours, either someone from the same office or outside, one good thing to do is not to offer them a seat. And you must respect them by standing up so that they will understand that they should just say hello and go. You also need to learn how to avoid engaging in a conversation with a talkative and how to cut them short.

## #28 Be Ambitious

I think the reason many people don't place a good value on their time is because they are not ambitious. They don't have so much to do with their time and lives. They just want to graduate with a fair grade, get a good job where they can earn salary and settle down with a lady or man who is rich or has 'some change' or at least a job. They just want enough to get by, eat, send their children to school serve their God and hope for one lucky day that they will become a millionaire but if that never happens they just want to make heaven.

Above every other thing, serving God and making heaven are very important but besides it, none of what I mentioned is worth the value of your God given life. You **are** worth so much that He sent His Son, Jesus Christ to shed His precious blood for you. Why did He create you like a god and you wish to die like an ordinary man (Psalms 82:6-7)? ***Success is intentional and deliberate and it takes the discipline of time management to begin the journey of success.*** I know men who are sufficient as long as they have what they can feed their bellies with for the day. There is no sense of purpose in them except for wishes of an accidental breakthrough. They don't mind to pray and fast but they are not set for anything that looks like discipline especially in the aspect of time. Yet, ***the only currency God created on earth is not dollars or naira, it is time.*** Like I said earlier, poor people are largely poor time managers. When you have enough to do, you will not waste your time.

When I accepted to serve God as a full time minister, one of the questions I asked Him was that, "do You have enough work for me?" If not, I am going to back down and get some jobs to do. He told me that He had more than enough work for me. I had to create many of the works I am doing today. God did not force them on me. I invented them under His authority! While I was working with a ministry, in addition to my job description, I invented more works to be done that got me more engaged! If you have no additional work to do, pick a book and start reading!

## **PART II**

# **LEARNING BOOK CULTURE**

**Book Culture**

In the second part of this book, I will be introducing you to the book culture. You must have heard the saying that *working hard is not enough but working smart*. One of the ways to be effective in your job and even to increase the value of your time is by reading books in your field. If there is any skill that you need to develop today, what you should do is to read more about it. That way you will become a man of great resource in various fields. You may not be able to sit with great mentors in those fields but you can pick their books and learn a great deal from them. That is one way to work smart and avoid spending a lot of time with lesser results.

Reverend Sam Adeyemi once said he found it difficult in those days to see Bishop David Oyedepo. Even though, he was able to secure an appointment when he met him at a certain place but he was not granted entrance to the Bishop's office. He said he had to buy many of Bishop's books. He read all and practiced the principles. Few years later, both of them met at the airport but at that time Sam Adeyemi was not at the level he used to be. He had changed levels by the knowledge he got from reading those books. Today, our ministry runs specialized courses in the areas of Business, Ministry, Faith, Prayer, Purpose, Deliverance and the Prophetic. To God's glory, I recorded all the lectures. That was possible because I am studious.

*It is either you learn by experience or you learn by information. But if you want to wait till the time you will experience everything that you need in life, you can't live long to experience all.* That you are reading this book demonstrates to me that you are a good reader. Here, I want to challenge you more on books, expose you to how you can spend less time on them and make good selections. The word Bible is derived



from the Greek word- '*Biblos*' which simply means Books. So you can call the Bible, the Book of books. If God places so much importance on books, you should agree that your success rate is in proportion to the books you read.

### **Why books?**

The act of reading or developing love for books can be learnt. I don't think anyone was born with it, we all learnt it at one point or the other in life. I learnt it from my childhood; I attended a private primary school where we were told to read anything we see. It could be signposts, billboards, cartons, papers, books and so on. We were counseled that way so we can develop expertise in English language but the effect on me was that I developed interest in reading. Another thing that helped me back then was that, I always won prizes on the 'Prize Given Day' for the best three students in each class and the prizes were always story books. It was my practice to read those books and when I'm done, I felt like reading more. My dad always bought more for me and I do save my lunch money to buy more as well. This continued all through my secondary school days. I was also an Art student in my senior secondary school which made it possible for me to offer Literature-in-English as a subject. My only regret was that it took me a long time before I got exposed to spiritual and career books, I was only obsessed with literatures, novels, classics and poems.

You may not have the same background as mine but it is not too late for you to develop passion for books. I do tell people that they may not have the time and capacity to read as much as I do but they should also increase their reading rate. For instance, I always start the year with a stark of books. Between January 3<sup>rd</sup> and 9<sup>th</sup> of 2020, I read 14 books that cut across ministry, leadership, career, business and marriage. You may not be able to read as much as that within that short period of time

but you must desire to improve your skills and build a book culture. In fact, you can be better off than I am. Many people reading this book even have more time on their hands than I have. You can use this time well especially if you are young or a student. That doesn't mean adults cannot develop a good book culture as well.

## The Place of Books

*Many believers today prefer audio teachings and live messages to books. While that is very good, it doesn't in anyway replace books.*

Books are very important and you need to pay more attention to them. I can tell you this from my heart as a preacher that you can't compare what I will say in a 2-hours live message to what I will put down in books. This is my 8<sup>th</sup> book and I'm working on more to the glory of God. I have helped people put books together as well and I am a vast reader of books. I have realized that no matter how good a preacher may be in preaching, when he sits down to write a book, by the time he exhausts all he has in mind, he may just have written 20 pages. If you think you are good at preaching, you can try what I just said. Since it is too small to publish a 20-page book the preacher has to research and dig more to add more pages to it. But the same thing he wrote down in 20 pages can be preached in a live sermon for 3 hours.

In recorded live ministration, there could be use of mannerisms, repetitions, feedbacks, illustrations, movements and gestures like: 'hummm' 'ahhhh', 'Praise God', 'Do you understand?' and so on. The preacher may even stop half way to lead worship and prayers. You can't put all that in books and that is what takes the chunk of time in recorded live ministrations. I have not said listening to live ministrations is bad, I have a lot of them and I listen to that of others as well but to say you prefer it to books or you think that since you do that, you don't need to read books anymore is absolutely a misplaced priority and a sheer demonstration of laziness. Many Christian youths go about listening to these messages but they cannot sit for few minutes to read books. What you will get from the audio series of a preacher on 'faith' for instance

cannot be compared to what you will get from a complete book of that same preacher on 'faith'.

## #31 Compressed Ideas

*Another beautiful thing about books is the fact that each book is a compression of experiences, several studies, researches, discoveries, tested and trusted principles of the author over the years.* It actually takes more effort to write a book than to preach a message or give a seminar. What I put together in this book for instance is a product of years of experiences and exposures. I have tried and tested all of those principles on time and task management. I have taught it in different places and got wonderful feedbacks. Anytime I read a book from Brian Tracy, he would say, the book is a product of decades of experiences and hundreds of books he had studied. He can't possibly preach all that is in a book at a seminar no matter how many hours it takes but he could compress it together in a single book.

I have read books written by Kenneth Hagin and found him saying that what he wrote in the pages of the book took him 50 years of ministerial experiences. That is how much value a book holds. *Books can be defined as a compressed idea.* To understand what I am saying clearly, try to write an article on a subject you love so much and see how many pages you could go. Then imagine what it will take you to write up to 100 pages.

## Mentorship by Books

***If there is anyone you choose as a mentor in your field or in the things of the spirit and you cannot access them physically, go for their books.*** Even if you can access them physically, the best channel to learn from them is still through their books. The reason I wrote my very first book was that several people were asking the same question but I was giving them different answers. Some were lucky to ask at a time that I was less busy so I took my time with them. Some asked at a point I was tired, I only gave them few tips. So, I decided to put everything down comprehensively in a single book so that everyone can have access to the same answer. That is what a book does. I have mentored many people into giants through my books.

I was mentored into what I am today through books. Bishop Oyedepo says that he is a product of books! All my spiritual mentors built me up through books. I tried as much as possible to read up to 80% of all their books and for those who have written only few books, I try to read all, I mean all.

***A good author tries to pour his entire mind into a book including the secret of his success.*** Mike Mudrock visited Bishop David Oyedepo in Canaanland, Nigeria at a time; he was amazed at the wonderful things that were happening there. He asked Bishop how he got all those things done very fast. Bishop answered and said, I have read all your books. I know everything that is on your mind except the ones you are yet to put down in books. That means ***reading from an author is a way of having the same mind with them.*** You can imagine what Bishop could have achieved with the combination of Mike Murdock's mind and his own mind! Bishop went on a trip to America and with all the money he had,

he bought several books. His wife asked for what he brought from his trip and as they opened the boxes, all that was inside were books. Bishop said if he could imbibe all the knowledge in those books, he will be a producer of all other things he is supposed to buy. As a person, I have invested a lot of money and time on books and I have made a lot of profit off it. ***Imagine the kind of man or woman you will be if you have the minds of those great men you have heard of inside of you!***

Scientists and inventors appreciate books more than many other professionals on earth. They are all trained to write down their trials, findings and discoveries. The writings of Albert Einstein is still being explored today. His brain was removed within seven and the half hours of his death. Developed nations of the world and serious companies spend more on researches than the salary of a good number of their workers. Universities and higher institutions in the world are ranked in the order of the researches they make. Several people were into the race of building and flying an aircraft but the Wright brothers got hold of the secret through books and they were widely acknowledged as the first people to fly an airplane successfully.

Reverend George Adegboye said ***if you are a pastor and you want to preach a wonderful message, go and look for what others who have preached that same message have preached about it and add your own.*** That is, combine their thoughts with yours. The same way, ***if you want to make it big in your field, look for what experts in that field have written down in books.*** Bishop Oyedepo would say if you add my own 100 to your own 1, you will become 101, that way; you will even become better off than me. ***To have an edge in your career, you need books!***

There was a period in my ministerial career when I found it impossible to baptize just one person in the Holy Ghost with the evidence of speaking

in tongues. Luckily, I stumbled on a Kenneth Hagin's book titled "Tongues, Beyond the Upper Room". That book was a compendium of Kenneth Hagin's five decades in the ministry. Before reading that book, I hardly got one person baptized in the Holy Ghost but after reading it, I hardly fail to get one person baptized in the Holy Ghost to the glory of God the Father. The encounter changed the course of our ministry entirely and I have gotten many invitations just on the basis of that. I can tell you that if I never read that secret in the book, it could take me 50 years to learn the same. That's why it takes many years for many to breakthrough in their careers.

Another encounter I had with books was in the area of divine healing. I used to be a school missionary working with the Scripture Union at that time. My duty was to conduct and oversee fellowships in secondary schools. One challenge I had was that there was always one student who was not feeling fine in many of the schools I went to. I felt embarrassed telling them to use drugs or go to the clinic. I believed that as a minister, I should be able to pray for them and heal them. I decided to pray hard for the healing anointing. I stood up one midnight and told God that we must settle our scores. I want the healing anointing and nothing else. The Holy Spirit told me to sleep and that when I wake up, I should go for a book on divine healing. That was all. I got a book titled 'Healing Anointing' by Kenneth Hagin. When I finished the book, I went to a school and I saw a young girl who said she was tired of living because she has been suffering from asthmatic attacks. I was almost jumping and shouting that day because I was ready to do as I have read in the book. I prayed with the girl and she was delivered. I checked back on her several months after and she said she had not had another attack.



### **Impartation by Books**

*Aside the fact that books imparts knowledge; it also imparts the Spirit of God* especially when you read spiritual books. Many people have testified of experiencing the raw power of God while reading my books. Some have felt the fire of God literally landing on them. Many had dreams and got their deliverances. That is the spiritual dimension of books. It doesn't only impart ideas, it also imparts power. There is a spirit in every book you read and those spirits literally come into you as you read. If you read a romantic novel, you will surely have increased sexual urge which may last for days and even lead you into sins. I have seen and heard of people who read demonic books and the demons entered into them. Have you realized that anytime you read a novel or literature text, your spoken English always change and gets refined for a period of time? Even though you didn't read about spoken English in the novel but you contacted it. That is the simplest form to explain to you that it is not only the knowledge that comes into you but the spirit.

Jesus said the words that I speak unto you, they are spirits, and they are life (John 6:63). When the same words are written, they become spirits as well. Daniel was one of the wisest men that lived on earth. The Bible attested to his wisdom. He served three kings as their counselor in the famous ancient 'Babylonia Empire'. In history, kings do not keep the counselors of their predecessors but Daniel who was even a foreigner could not be ignored! They all kept going back to him. The secret of Daniel's extensive success can be traced to books. Daniel was a man of great revelations and encounters with God yet he was highly studious.

There are many Christians today who claim they don't read books because they have the Holy Spirit who teach them all things in their

'secret places'. I wonder if they are as wise as Daniel or they can pray and fast like him. I wonder if they have seen the kind of revelations Daniel had or similar angelic encounters. Yet, Daniel was highly studious! The wisdom of Daniel came from no man or any other source; it was a gift from God yet Daniel said, he understood by books (Daniel 9:2). No matter how many spiritual virtues or revelations you have, it will never be refined if you are not a reader. In church history, many of those who made grave mistakes were those with much anointing but little knowledge. Many of them died before they died. They were living but not relevant. There is no great name in Christendom today that does not invest in knowledge.

Some believers will say that their Bible is enough. Besides the fact that those who are vast at reading books study their Bibles more than those that do not, there are many scriptural references that you can't fully understand until you read them in books. There are passages that I have not seen in a certain light until I read them in books. Imagine the kind of message I will preach if I combine the understanding of three great ministers on a Bible passage with mine?

The scripture says 'iron sharpeneth iron' (Proverbs 27:17). God explained to me that it is only a sharp iron that can sharpen another iron; a dull iron cannot sharpen another dull iron. And if a sharp iron associates itself with a dull iron, it will also become dull, very dull. ***The only way to rub your mind with great men in the ministry or in your field is to read their books.***

Nothing can sharpen you as good as books. Paul told Timothy, his son: "till I come give attendance to reading..." (1 Timothy 4:13). Paul was a studious man. Paul was a man who saw Jesus Christ. He was not among the 12 disciples but his teachings came directly from Jesus yet, He gave preference to books. He told Timothy to ensure to bring along his books

and jottings from books (2 Timothy 4:13). I believe that it was the study habit of Paul that gave him an edge above other disciples and writers of the New Testament. Even Peter gave credence to the teachings and wisdom of Paul (2 Peter 3:15). One special thing about Paul was that He didn't only read the scriptures or spiritual books; he also read quality secular books. When he got to Corinth to preach the gospel, he gained an entrance into their hearts by quoting a popular poet (Acts 17:28). It is like quoting Aristotle or Shakespeare today. The poet he quoted was Aratus who was famous at that time and even lived several years before Paul was born. He didn't gain their attention by speaking in tongues or quoting the Scriptures. It's like speaking to scientists by quoting Albert Einstein or speaking to lawyers by quoting Aristotle and Socrates. Or speaking to the military and you gained their attention by quoting Napoleon. Paul was able to win the Corinthians and had huge followership so much that the letters to the Corinthians is a major part of the New Testament today.

We thank God today that to learn some things, you may not even have to read books of unbelievers and atheists. There are good books that are written by good believers. To learn about finances as a Pastor, I had to read thousands of pages on it. Bishop Oyedepo says 'remove book from me and I am nothing'. Anthony Robinson decided to become a man of solution so, by the time he finished college, he had read 700 books in different applicable fields. He is not a professor but professors of some of those fields pay to attend his seminars. Yonggi Cho said his wife will pile up books beside his bed at the beginning of every month and say to him; 'Darling, I want you to read all this books, I am not putting pressure on you but if you don't finish reading all these books, you will hurt me.' Yonggi Cho is the pastor of the world largest church. Some pastors have few hundred congregation and they say they are too busy to read. **To earn more you have to read more.**

## #34

### Choice of Books

Many people have asked me how they can determine the right book for them to read. If you enter a bookshop or library today, you will find an array of books across different subjects and areas. You might have bought some books and get disappointed while reading them because you made a wrong choice. After years of experiences with books, I can rarely get disappointed in any book because I won't make the wrong choice in the first place.

There are books in the form of literatures that are mainly meant for leisure such as novels and poems. And there are books that relates with your area of interests or curiosity. They may not have so much to do with your career or spiritual life but they contain knowledge, discoveries and researches you wish to read about. It could be books on technology, automobile industry, wars, histories and so on. I read those materials as well especially in magazines or articles over the internet. But when you read too much of them, you are putting your strength in the wrong place. You must understand that doing a thing means you are not doing another thing. For instance, reading this book right now means that you are not sleeping or doing any other thing. When you read more of leisure books, it means you are not paying attention to other books and materials that can help your spiritual life and career. It is a misplaced priority when you are yet to read enough books on important areas of your life but you spend a lot of time on literature books or other junks over the internet.

***There is a higher probability that you will succeed in your career if you read more books on it.*** There is a higher probability that you will become a better engineer if you read more books on engineering, there is a higher probability that you will succeed as a teacher if you read more

on the psychology of teaching and other related topics. You will be better off in your spiritual life if you read more of spiritual books. As a Pastor, my first career is ministering but I am not limited to spiritual books. The word Pastor only appeared once in the Bible, other words were used in its place. Pastors are called shepherds, so I have to read books on human relationship and discipleship to become a better shepherd. The office of the Pastor is called 'Government' in the book of first Corinthians. That means I must read books on leadership and management. I am also expected to have an oversight on the finances of the ministry, so I need to read on finances as well. I also need to read about business so I can guide my members and run the business arm of the ministry well. There was a financial year when the business arm of our ministry yielded more money than all the offerings remitted from all our chapters. We were able to achieve that because of my study on business and financial management.

***There are different ways you take care of your bodies and souls but the one way to take care of your spirit is by reading spiritual books.*** The Bible says bodily exercise profits little (1 Timothy 4:8). ***There are people who prefer to pray and fast than to read books. Books cannot take the place of prayers and prayers cannot take the place of books but if you rate books higher than prayers, you are in shape.*** When you read books on prayer, your prayer becomes more effective. Imagine if I had exiled myself to a mountain to pray and fast for anointing instead of settling down to read that book on healing by Kenneth Hagin. Human beings are wired in such a way that we love to spend more time and resources on things that will bring little or no profit. God lamented: *wherefore do ye spend money for that which is not bread? And your labour for that which satisfieth not?* Isaiah 55:2. If you don't know how to approach things strategically, you will not only lose time

but you will lose money. I am not ashamed to say that I am a product of books.

There was a Nigerian footballer that was very skillful at dribbling but couldn't score many goals. He got several nominations as African footballer of the year but he was never awarded. There was another who was less skillful and barely dribbles but could get more goals for his team. He won the title of the African footballer of the year twice. We have many goalless Christians. We have Christians who can pray; blast in tongues, fast and even read the Bible but a lot of them lack the reading culture. That's why many struggle for things that should have come to them easily.

***I can tell you of a fact that some inspiration will never come to you from God until you discover some certain truths in books.*** Before Daniel had his angelic visitation, he read books (not one), then caught a burden from those books, prayed about it and then had an angelic visitation. When many of my mentors say they got a leading from God, I could trace that leading to the bedrocks of insight they garnered from books. Are you ready to also go up by learning?

## Selecting Books

There are a number of factors that can guide you in the process of selecting books to read:

### **Immediate Need**

*It is said that adults learn well when they learn things that they can apply immediately.* When we were younger we were taught things like Almighty formula, Pythagoras theorem, Simultaneous equation and so on but many of us have never applied them in real life up till this time. But we were taught those things and those who later went into fields where they can be applied have found them useful later in life. But as young adults and adults, it is better you read books that give information you need at the moment. That way, you can easily relate with it and apply the principles. If you wish to know more about healing, get books on it. And if you want to learn more about finances or management or public speaking, you can pick up titles on them. Anyone that is about to marry or expecting a child can read on marriage and child bearing.

### **Titles**

Another factor that can determine the kind of book to select or read is the title of the book. There are things you don't know you need until you see them. For instance, many of us never knew we needed a 'selfie' stick until it was invented. Today, people go for fancy magnetic or wireless earpiece, they never felt a need for it before they first learnt about it but when it was they came across it, they developed an interest for it. In the same vein, it will do you good to go through titles of books when you don't have a particular one in mind and make your selections. Even when you have a subject in mind but you don't know of a particular one,

you can do well to scan through a bookshelf or catalogue to pick your choice.

### **Authors**

You can also select a book based on the author. Bear in mind that selection of books can be determined by two or more factors. The factors can go hand in hand. The other time that I selected the books I wanted to read at the beginning of the year, I put a number of factors into consideration one of which was the name of the author. There are times that you are already familiar with an author so it is very easy for you to trust any of their books. There are books that you love the title but it is the author's name that actually convinced you to read them. You can also pick a book because the author is famous as a renowned author even when you haven't read any of his books before.

There was a book I mistakenly picked because I thought the author was Kenneth Copeland. The book was on prosperity and I had read a lot on it already. Besides, I don't read just any author on some subjects. When I opened the book, I realized that it was written by a pastor that was unknown to me. He mentioned that the book was a compendium of lessons and sermons he had together with Gloria and Kenneth Copeland. With that statement, I decided to read it and I was not disappointed. That author also won my heart in the process to the extent that that if I see his books elsewhere, I am going to read them.

You can also decide to read all the books written by a certain author. This time around, you are not concerned about the title or the content but just the name. You want to get everything they had on their minds. I used to do that a lot of time. There was a period of time when I read a lot from Kenneth Hagin. At another time, it was David Oyedepo and at



another time it was Dag Hedward-Mills. If you say someone is your mentor, it means you have read all of his books or almost all.

You can decide to read some authors based on fame. There are famous ministers that I have not read their books and I look forward to reading them. At the time I read books of great ministers like Pastor Adeboye, Watchman Nee and Smith Wigglesworth, it was because of their popularity. You may read some famous preachers and not like their books for one reason or the other. When that happens, I advise that you should try read from them again after some time. I have seen good readers who told me they don't enjoy Kenneth Hagin's book. When I hear that I wasn't surprised because I have had similar experience but going back to his book after some times, I fell in love with him.

### **Proximity**

We get to read some books by proximity. It could be that the author is your pastor or someone close to you. It could also be that you got the book free of charge. After your first encounter, you may decide to read more on that subject or other books of the author.

### **Recommendations**

In the process of reading this book, you have come across some authors or titles to you. You may want to pick up the books and read because you trust my recommendations. In the same vein, when you go for counselling, you may be referred to some books. Your spiritual father, mentors and friends can also recommend to you. I usually publicize the titles of some of the books that I read and my spiritual children would go for them.

## **Paperback or Bestseller**

There are books that are called paperback series due to the fact that they have enjoyed large sales. Any book printed in paperbacks version must have been printed in hardcovers and enjoyed a very high patronage. Many of them are bestsellers. Some have hundreds of thousands of sales already. Some have even enjoyed millions of sales. Whatever someone writes in a book that makes it becomes a bestselling in hundreds of thousands is worth reading. I am talking about good books not occultic or demonic books anyway. In other cases, some books are not in paperbacks but they would write something like “Over 100 Thousand Copies Sold” or “10 Million Copies Sold” on it, such books are worth reading especially if it addresses your area of immediate need or interest.

I have showed you the guiding principles of book selection. It is possible that you pick some books and you don't enjoy them. I have had my own share of experience too but the situation surrounding it determined the kind of approach I applied. There was a famous man of God whom I decided to read one of his books. I managed to read only one. I couldn't read more of his books because it seems to me that someone just put some things together from his messages and put his name on the cover page. There are some preachers that were popular during their time on earth that I don't enjoy their books due to the use of English. May be later in life, I would enjoy reading them. They were great men of God but many of them didn't write those books, people transcribed their audio messages and put them together as books. Somehow, I don't find them enjoyable as such. I actually tried to read some of those authors' books but not as much as I would have loved to.

Also, you may pick some books with a beautiful cover or title and be disappointed right from the first page. You don't have to continue reading the book except if you have a nudge in your spirit to do so. The first

Hagin's book that I read was 'Healing Anointing'. I didn't enjoy the book. I was expecting him to talk about anointing and the power of God but he was busy talking about faith. I felt so bored but because of what I was looking for and the nudging in my spirit, I managed to read everything. Though the book was helpful to me at the end, I vowed not to read his books again. Some years after, I stumbled upon another book authored by him titled 'Tongues Beyond the Upper Room' which I read and enjoyed so much and ever since, I have been addicted to his books and style of writing.

Also, in reading spiritual books or any book, no matter how interesting it may be, you will have high and low moments. You will have dull and heightened moments. ***Don't just throw away the book because it is boring at some points, persevere and you will have a lot to gain.*** It's all about discipline. You may not even understand what the author is saying at some points but continue reading it. At least, consider the fact that it is not every grain of rice that you put in your mouth that you chew, some are swallowed wholly.

### Sourcing for Books

How do you get books to read? The first channel is by purchasing. *It is advised that if you want to increase your career value and employability, you must invest up to 3% of your income on books.* If you spend what you spend on car maintenance or data and airtime on books, you will reap the fruits. Many times, you don't buy books just because you want to read them immediately but for the purpose of stocking your library. You may be traveling and stop by to buy one or two books from a salesperson or when you attend programmes, seminars and workshops. You are stocking up today so that you can pick them up to read tomorrow. When you buy books, you can make jottings and inscriptions in it as you read. Magazines and newsletters are also good source of information; you can purchase them as well. You can also borrow books from friends or from the library and put your jottings in a separate notebook.

Luckily, we are in a digital world where you can buy e-books or download free copies. There are virtual libraries as well that you can subscribe to. There are some of my books that are distributed freely in soft copies. If you get to download many e-books, you can easily browse through them anytime you want to select the books to read over a period of time. You can also get articles over the internet that could be very helpful to your spiritual life and career. There are many occultic books over the internet but there is no fear, you will only get what you look for. Moreover, you should be guided by the spirit of God in you.

### **Maximizing Technology**

I am a lover of technology. I try my best to use it to my advantage. Many people are quick to condemn technological inventions without even trying them out. Someone like Bro. Gbile Akani made good use of the technology of tapes and audio CDs. Many of us got to know him through that means. Great men like Pastor W.F Kumuyi and Bishop Oyedepo also took advantage of cable transmission. Apostle Joshua Selman maximized the digital world of making his messages available on mobile phones. Many of us got to know him through that means. Kenneth Hagin maximized the printing technology; he sent books to Africa and gained the followership of the whole continent. Several people left the African continent to meet him in America with gifts. Many people are also taking advantage of the social media to promote their skills, business and careers. Our ministry is making good use of the WhatsApp social media platform. Our Koinonia activity in the form of weekly Bible Study and daily morning devotion attracts thousands of audience across the globe. We have more than 100 active groups at the moment. Many are making good use of every technology to advance their course. In this century, software developers earn more than engineers because we are no more in the industrial age but in an information age.

The technology of e-books or softcopy books have come to stay and it is highly advantageous. It is left to us to adapt it for our personal developments. Many PDF books can be downloaded online or shared across various platforms. They can also be purchased on websites like Amazon, Jumia, Okada books and so on. Some digital vendors allow you to buy and download while some only permit you to read on their sites or mobile apps. Before now, people invest a lot in building physical libraries in their homes, schools and offices but today, the focus is beginning to

change to digital or virtual library. I have a physical private library with a number of books but my focus has also changed. For instance, the last 20 books that I read are all e-copies. Some people say they don't like e-books but the truth is they are not good readers of book. I believe every lover of books who is not too old to read on a screen will enjoy e-books.

***The fact that we are getting more attached to our mobile devices further facilitates the enjoyment of softcopy books.***

The advantage people believe that hardcopy books have over e-books is that you can easily fold a page, highlight and glance through when you are looking for information in it. That is a valid point but e-books can also be highlighted depending on the application you use in reading them. You can even save your highlights and notes and easily go back to it later. I have e-books that I had read over four years ago and the highlights are still intact. I can even share the books with people with the highlights and notes in it. The only challenge I have observed is that PDF books can easily duplicate themselves on your mobile device when you share it with people but you can secure the particular copy you read by keeping it in a specific folder.

### **Speed Rate**

Naturally, I believe it is faster to read an e-book than reading a hardcopy book. The fact that you can read them from your mobile device is an added advantage. I talked about 'gift of time' earlier. *It is believed that everyone has about 300 to 500 hours gift of time in a year which is equivalent to a university semester.* That includes the time you spend in cars or waiting for someone or standing on a queue. It is easier for you to read from your mobile devices at those times.

### **Voice Reader**

The most amazing technology in the book reading world today may be the 'voice reader application'. It is an application that reads out the content of the book to you. There are a lot of them that can be downloaded on the apple or android play store. It is more effective because it allows you to read with an earpiece just like you do with audio messages and at the same time, you can follow the speech with your eyes. I prefer to use the app alongside with the PDF app so that I can highlight and even make notes.

The voice reader app allows you to set the volume as well as the speed rate. The speed rate is the part that I love most about it. Naturally, when you are reading a book, your speed rate may be high at first but after spending some minutes on it, your speed rate will start dropping. You may start with 200 words per minutes and drop to 100 words per minutes after 2hours but with that technology, you can maintain your pace. That you are even hearing a voice will enhance your concentration and increase your attention span because you want to keep up with the voice. Also, the moment when the book becomes boring will not pose a lot of challenge to you as much as when you read without the voice reader. There is way it also trains you and develops your speed reading

rate. *I believe that there is a relationship between your reading speed rate and the capacity of your brain.* Many of us have the habit of verbalizing the words while we read but a good reading habit requires reading only with the eyes and that's what this application helps you to achieve.

## **Book Reading Techniques**

There are tips that can help you read more books over a period of time.

### **Read one hour per day**

When you read one hour per day, you will read up to 50 books in a year. If you do that for three years, you would become an expert in your field, a national authority in five years and an international authority in seven years.

### **Rip and Read**

You can tear off few pages of a book or magazine and put it in a file or folder to read while you are on a trip or as you go by your daily activities. You can return the pages, tear new pages and bind the book with a rubber-band or rope.

### **Prime Time**

I always love to approach books as a project that I must start and finish within a specific period of time. That pressurizes me to invest my prime time and gifts of time on it.

### **Divide Large Books into Parts**

I don't really like to read some large books because many are filled with transcriptions from the author's audio messages which were not properly captured into appreciable book volumes. That's why they usually contain a lot of repetitions and illustrations. Meanwhile, that doesn't mean you shouldn't read them at all and not all large books are like that. To



effectively read a large book, you can divide it into parts and read it one at a time.

### **Set Targets**

Apply a little pressure on yourself by setting a target and try hard to meet up. Announcing to one or two people or on social media may also help with your commitment to the task. You can as well celebrate your success after reading one or two books. You can celebrate it on your social media status. There are times that I do a review of the books I read or post quotes from them. Somehow, it helps me to keep going back to the table and read more.

### **Join a reading club**

Positive peer pressure always works. If you join a reading club, you can challenge one another to read some books and come together for a review. In this age, you can even setup a group chat that functions as a reading club.

### **Retaining More**

When we talk about reading rate or reading speed, I think the question of how much you retain shouldn't be a major issue because that is bound to happen naturally. *I always compare the mind with a dirty basket and books with water. If you take a dirty basket to the river to fetch some water, it may not retain any water but it will surely get washed by it.* In the same way, *our mind may not be able to retain everything we read in a book but what matters is the change of attitude and behaviour that results from reading the particular book.* There was a time I took a lecture and people were wondering where I learnt what I was saying. I told them I can't say precisely but I know that I had read a lot of books on the subject matter and gained experience on the concept over time.

However, there are things we can do to increase our retaining ability, one of it is the application of the OPIR method. *It is still my conviction that the more you read books and the faster you read them has a lot to do in enhancing the capacity of your brain to retain the ideas.*

## **OPIR Method**

This method may be discussed in various ways in articles and textbooks but I have written what I believe is the more applicable way to enjoy reading.

**Overview:** this talks about reading the front cover, back cover, table of contents, about the book and about the author. You can also open the book and read any flap that may be in it.

**Preview:** this has to do with going through the pages of the book briefly and reading the headlines, subheadings, quotes and all highlighted parts. This can also be done with one chapter at a time. That is, when you want to commence reading a chapter, you can read all the headlines and highlighted phrases first. That way, your mind is prepared and you will look forward to when you will come across those points. This method can be used alongside the voice reader app as well.

**In-view:** this is an in-depth reading of the whole book from cover to cover. As you read, you are expected to make your own highlights or underline some words and phrases. You can also make a note in the book or in a separate place.

**Review:** this is simply going over every page of the book that you have highlighted, underlined and the points you have written down.

I believe this method will increase your retention up to 80%.

### **Audio Programme**

At the beginning of the second part of this book, I talked about audio messages but an audio programme is a different thing entirely. An audio programme is a specialized course of study that is communicated to the students through a series of recorded audio lectures. With the help of the internet and social media, those lectures can easily be uploaded online for the students.

I don't know many of such programmes in Nigeria but in our ministry we run one of such and an effective one at that. Lectures in our Koinonia Bible Institute is delivered entirely as audio programmes. As of today we run nine specialized courses namely: School of Purpose, School of Business, School of Ministry, School of Leadership, School of the Prophetic, School of Prayer, School of Faith, School of Deliverance and School of Healing.

A quality audio programme is an equivalent of 30-50 books which may take you up to six months to read and cost you up to #30,000 in purchasing those materials yet, the lessons won't be sequentially arranged or effective like the audio programme. When you see an available and accessible audio programme that relates to your area of quest, you should take good advantage of it because somehow, you will be able to save 300-500 hours of study. That doesn't mean you don't have to read about the concept again but at least, you would have gained a comprehensive knowledge already and can direct your strength to other areas. I believe more of this programme will spring up in Nigeria and in the African continent as a whole. Meanwhile, there are tutorial videos over the internet that can help in the improvement of certain career skills as well

## INDEX

### Receiving Salvation

*Except the LORD build the house, they labour in vain that build it: except the LORD keep the city, the watchman waketh but in vain. Psalms 127:1*

You were born a condemned sinner to hell but Jesus Christ died for your sins, gave you power to sin no more and enjoy life here on earth and hereafter. All you need to do is to believe and accept His works by declaring Him as your LORD and Saviour. Did you believe this? Say: Lord Jesus Christ, I accept your death and resurrection for the remission of my sins, I declare you as my LORD and Saviour. Amen.

### Steps to Receive the Baptism of the Holy Ghost

1. You are not to ask or beg God for it, just expect it.
2. Believe He has given you and you will manifest it.
3. Don't hate tongues. That some people misuse it doesn't mean it has lost its power.
4. Don't pretend as if you don't need it. Holy Ghost baptism is not just about tongues, it is about empowerment but tongues is the initial sign that you are baptized.
5. Clear your minds of doubts, God will give you, if you think any sin can hinder you, ask for forgiveness now and now. (**Isa 1:18** *Come now, and let us reason together, saith the LORD: though your sins be as scarlet, they shall be as white as snow; though they be red like crimson, they shall be as wool*). And forgive everyone in your heart.
6. As I pray for you, you will be baptized and you will speak in new tongues.
7. As I pray for you, the Holy Spirit will give you utterances and you will speak it out. Note that utterance means any sound produced with the mouth. That means the utterance could be one syllable or two. It could

be one word or more. Understand that you are the one that will pronounce the utterance in anyway it comes to your mind as the Holy Spirit gives you utterance.

8. When I pray for you, the utterance would come. Don't think you are the one thinking it, it is not you. Don't think you will be unconscious or lost, it is not so. Don't be bothered if you don't know the meaning just speak it. And keep repeating whatever comes to your mind.

9. Daddy thank you because you are a faithful God, you always hear me and you are eager to give us than we are eager to ask. I pray for you: receive the Holy Spirit right now in Jesus Name.

10. Open your mouth and began to speak those tongues out.

### **Steps to Receive Healing:**

1. **1Peter 2:24 says:** *He personally bore our sins in His [own] body on the tree [as on an altar and offered Himself on it], that we might die (cease to exist) to sin and live to righteousness. **By His wounds you have been healed.***
2. You have been healed. You have been healed even before you had that illness, what I'm about to do by praying with you is to proclaim your healing.
3. As I do that, the pains and symptoms will be no more.
4. After I pray for you move that of your body just as though it was healed already because it is an instant healing.
5. I proclaim you healed and whole right now in Jesus Name. The last time you had that illness is the last you will ever have in Jesus Name.
6. Check it out and share your testimonies.

## **BOOKS FROM FOUNTAIN PUBLISHERS:**

1. Mocking the Devil
2. The Pentecost Volume: Speaking in Tongues
3. The Communion of the Holy Spirit
4. Prayer that Works
5. Roaring Faith
6. Beyond Purpose Discovery
7. CDA: Unlocking the Supernatural
8. Time and Task Management
9. Understanding the Call and the Five Fold Offices
10. Money and Human Management
11. Impartation for the Gift of Prophecy
12. Impartation for the Spiritual Gifts
13. Healing Mantle
14. Healing Power
15. Living Without Drugs
16. Anointed to Heal
17. Ultimate Purpose Finder
18. Discover Your Purpose in 2 minutes
19. You Are Not A Bonus
20. Clarifying Purpose And Ministry
21. Purpose Fulfillment Guidebook
22. Human and Resource Management
23. Christian Leadership
24. Arousing the Leader in You
25. Developing the Leader in You
26. Exceptional Leadership
27. Secrets of Successful Business
28. Understanding Business and Capital Management
29. Tithing Testament

- 30. Biblical Business Sense
- 31. What Can I Sell: How Can I Sell

**Books by Elizabeth Ife-Adetona**

- 32. You Can't Pay the Price of Missing God's Will by Elizabeth Ife-Adetona
- 33. Breaking the Yoke of Wrong Relationship
- 34. Dream Spouse at your Doorstep
- 35. Proper Relationship Approach
- 36. Finding God's Will
- 37. The Opposite Sex and I

**Books by Abegunde Damola Samson**

- 38. Fortified Health
- 39. My Bible, My Friend
- 40. Prayer Energia

**Fountain Series (Mini Books)**

- 41. Romantic Romans (Exposition on the book of Romans)
- 42. Ojuju (Dealing with Bad Dreams)
- 43. Immortal Kombat (Understanding Christian Warfare)
- 44. Every Name Named (Unveiling the Power in the Name of Jesus)

**KOINONIA BIBLE INSTITUTE- KBI**

We offer specialized courses in:

- 1. SOP- School of Prayer
- 2. SOH- School of Healing
- 3. SOD- School of Deliverance
- 4. SOF- School of Faith
- 5. SOM- School of Ministry

6. SOPP- School of Purpose
7. SOB- School of Business
8. SOL- School of Leadership
9. SOTP- School of the Prophetic
10. SPG- School of Spiritual Grooming
11. SFS- School of Financial Success
12. MSE- Masterclass on Sex Education
13. MCR- Masterclass on Relationship
14. MCC- Masterclass on Courtship
15. SOX- School of Sex (for the married)
16. MED- Marital School for the Engaged
17. MEC- Masterclass on English Communication
18. MBM- Masterclass in Business Marketing
19. TOTM- Training the Trainers Against Masturbation, Pornography  
etc
20. FSC- Foundation School for Believers and Muslim Converts
21. SMH- School of Mental Health
22. SMC- School of Music

Classes and lectures are held online and it is highly interactive and efficient. Course registration is affordable and we also have free courses as well as scholarship programmes. Contact Peace for details: 09024430243.



