

**'Choose  
Life'**

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**Using  
Your Time  
Wisely**

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## **Preface**

Everything you do and become depends on how you learn to think and the way you use your time. To be well organized and focused is a great mitzvah to make the most valuable use of your time.

Reading this booklet may help you revise your thinking to make some daily changes to improve your time, control, and efficiency. We need to learn to be more productive, get more done and accomplish levels of higher value.

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One of the meanings included in the Mishnah, Avos 1:14, "If not now, when?" is that each moment of now should be used to connect with Hashem in the best way possible.

## 1. Clarity

The first line of the *Mesilas Yesharim* speaks of gaining clarity of the truth of our obligations in our world. As we develop 100% clarity in our goals and objectives, we become more efficient and effective to achieve.

We can even say that the three keys to achieving the most are clarity, clarity and clarity.

How clear are you about what you really want to accomplish?
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When you establish clear goals today and every day, you will be ready with your prayers for Hashem's help, for amazing growth in your life.

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Setting clear and accurate priorities for your time will determine the quality of your daily life. Would you waste your precious time on doing something well if you knew that it was something that should not be done at all?

## 2. More Important

What is the most significant mitzvah in the world that you can fulfill that will contribute the greatest value to your life?

Torah study!

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What is the most valuable use of my time, right now?

What can make the greatest difference in my life?

What is the key quality that can make all else possible?

Torah study!

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Every morning we say in the Mishnah Peah 1:1, "Torah study exceeds all." We need to accept upon ourselves the yoke of Torah which is a dedication to the lifelong learning of Torah. Continuous daily learning is a minimum requirement for a Jew to connect with Hashem who is the Author, Creator and Provider of all.

### 3. Unlimited Capacity

You can always continue to learn and improve. You have more brain potential than you can imagine, and you can choose to develop it by working at it on an ongoing basis.

Your ability to study Torah is thus your most valuable asset. It can help you continue to enjoy one of the highest standards of living in the world. This would translate into you enjoying a better life, nicer home and happier family.

You need to keep maintaining and upgrading your learning skills to a higher quality of producing and performing.

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The secret to ongoing learning is described in the Shema:

- To teach others,
- To keep speaking Torah,
  - At home,
  - On the road and
  - In the evening and morning!

#### 4. Goal Planning

Every minute we spend in planning and setting goals can increase the returns on our equity by leaps and bounds. When does a Jew do most of his planning?

When saying the Shema!

We plan our day reading the Shema from a written form:

- Hashem our G-d is the One and Only
- He is the One blessed source of all..
- Love Him wholeheartedly with all of your resources,
- Teach and share His Torah always,
- Get your hands and eyes involved...
- Put a 'post-it' message on every door...

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The ultimate goal can be summed up by a verse from Dovid Hamelech - "Oh how I love Your Torah, all day long it is my conversation."

## 5. On the Road

Why does the Shema teach us to learn Torah even “on the road?”

There is a famous line of Gemara in Makos 10b, “Hashem leads a person in the way he wants to go.” If you walk along with Torah study, you will be training yourself to live and love Torah.

When you strive to do more, to go an extra mile, Hashem assists more. Avos 5:23 proclaims, “According to the challenges, the rewards increase.”

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By reminding ourselves every morning and evening and every time we pass a mezuzah which contains the Shema, we keep our eyes and mind on our goals. We get to choose what we do first, that which is most important.

## 6. Quality Wins

“There is no comparison between one who studies his lessons 100 times and one who reviews 101 times!” Chagigah 9b.

It makes such an extraordinary difference to the point we say, “There is no comparison even!!”

The value is dramatically increased and there is a tremendous impact in many ways. We need to add all this to the basic teaching in Sanhedrin 99a where we learn the amazing power of review.

“One who learns without review is like one who plants without harvesting the crop.” This seems to be a waste of time. All the work effort but no results.

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Review is the key to greatness. Super review is the super key to unlimited achievements.

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The more we practice, the better we get at it. Our skills improve and we will produce higher quality. Our input and output will increase.

## 7. Time Pressure

There is a healthy balance of mitzvah time pressure that we should utilize to become more efficient.

Avos 2:21 explains:

- 1- You are not expected to complete everything,
- 2- but you are not free to waste time,
- 3- if you study more and more Torah, you will receive great rewards,
- 4- you will surely receive the greatest eternal rewards.

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There is always time to do that which is most important first.

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You cannot do everything but you can do one thing, the most important one, and do it now.

### Good News

As we do a mitzvah or study words of Torah, which is a great mitzvah, we experience a surge of energy, enthusiasm and self-esteem. This is included in the Mishna, Avos 4:2, "One mitzvah brings on another..."

## 8. Joy of Torah

Torah Study done properly should cause you to feel happy and elated. You feel like you are connecting with Hashem's instruction for how to live successfully. You feel like a winner. You feel terrific about yourself.

You should think of verse 72 in Tehillim 119:  
"The Torah of your mouth is better than thousands in gold and silver."

Also think of verse 162: "I rejoice with Your sayings like one who found a great treasure."

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These are some of the reasons why making a siyum upon completing a Torah section is such a great mitzvah.

## 9. Key Question

This key is, we need to review every month or so in our lives. Which one skill can we develop to do in a better way to have the greatest impact on improving our service to Hashem? What may be holding us back? What particular skill, ability or quality may need improvement?

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“On the path one...

- Desires to go...
- Decides to go...
- Determines to go...”
- Discipline...
- These are the four Ds that we can utilize to have Hashem follow through to help us succeed.

## 10. Start Now

It is an error to wait for a few days, months or years...now is the best time.

Hashem has given you life right now and He has brought this booklet to your attention to read this now. You can do your best with who you are and have now, right where you are.

Take action now.

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We have a Pshat as to why Hillel is the great Teacher who would always say, "If not now, when?" in Avos 1:14. [If you would like to hear this insight you may contact us.]

Set goals that inspire and excite you and ask Hashem for His help now.