



Towards the Top

Winter Series 2018 – Class #10

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Introduction

- Our time is precious and this is our capital. Surah Al 'Asr it's telling us to complete ourselves by believing and doing righteous good deeds, and to complete others by calling them to the truth and remaining patient.

- With priorities, it will help us to use the best of our time to reach the best of goals.
- There's a relation between priority and justice. When a person puts his priorities in place then he will be a balanced person and give everyone his due right. **Hadith:** وعن أبي حبيفة و هب بن عبد (عن النبي صلى الله عليه وسلم بين سلمان وأبي الدرداء ، فزار سلمان أبا الدرداء ، فرأى أم الدرداء متبدلة فقال: ما شائك قالت: أخوك أبو الدرداء ليس له حاجة في الدنيا ، فجاء أبو الدرداء فصنع له طعاماً ، فقال له: كل فباني صائم ، قال: ما أنا بأكل حتى تأكل ، فأكل ، فلما كان الليل ذهب أبو الدرداء يقوم فقال له: نم ، فلما كان من آخر الليل قال سلمان: قم الان: فصلها جميعاً ، فقال له سلمان: إن لربك عليك حقاً ، وإن لنفسك عليك حقاً ، والأهلك عليك حقاً ، فاعط كل ذي حق حقه ، فأتى النبي صلى الله عليه وسلم " فنر ذلك له ، فقال النبي صلى الله عليه وسلم " صدق سلمان " (bu Juhaifah (May Allah be pleased with him) reported: The Prophet (ﷺ) made a bond of brotherhood between Salman and Abud-Darda'.

Salman paid a visit to Abud-Darda' and found Umm Darda' (his wife) dressed in shabby clothes and asked her why she was in that state. She replied: "Your brother Abud-Darda' is not interested in (the luxuries of) this world. In the meantime Abud-Darda' came in and prepared a meal for Salman. Salman requested Abud-Darda' to eat (with him) but Abud-Darda' said: "I am fasting." Salman said: "I am not going to eat unless you eat." So, Abud-Darda' ate (with Salman). When it was night and (a part of the night passed), Abud-Darda' got up (to offer the night prayer) but Salman asked him to sleep and Abud-Darda' slept. After some time Abud-Darda' again got up but Salman asked him to sleep. When it was the last hours of the night, Salman asked him to get up and both of them offered (Tahajjud) prayer. Then Salman told Abud-Darda': "You owe a duty to your Rubb, you owe a duty to your body; you owe a duty to your family; so you should give to every one his due. Abud-Darda' came to the Prophet (ﷺ) and reported the whole story. Prophet (ﷺ) said, "Salman is right".) – Riyad As Saliheen, Al Bukhari, Book 1, Hadith 149

- A person needs to give his rights to Allah (ﷻ), himself and family.

Discover Yourself

فَإِذَا قَضَيْتُمُ الصَّلَاةَ فَادْكُرُوا اللَّهَ قِيَامًا وَقُعُودًا وَعَلَى جُنُوبِكُمْ فَإِذَا أَطْمَأْنَتُمْ فَأَقِيمُوا الصَّلَاةَ إِنَّ الصَّلَاةَ كَانَتْ عَلَى (الْمُؤْمِنِينَ كَتَبَنَا مَوْقُوتًا) (When you have finished As-Salat (the congregational prayer), remember Allah standing, sitting down, and (lying down) on your sides, but when you are free from danger, perform As-Salat (Iqamat-as-Salat). Verily, As-Salat (the prayer) is enjoined on the believers at fixed hours.)

- Abu Bakr (ra) told 'Umar bin Al Khattab (ra): 'know that for Allah there are deeds of the day which are not accepted at night and deeds of the night which are not accepted in the day', and this is to show there are deadlines in life.
- Even when it comes to the five pillars of Islam, there are timings for the prayer, there's a time to give zakat, to fast Ramadan in the month of Ramadan, and hajj can only be performed in a certain time of the year.
- **Priorities in place:**
 1. Masjid Al Haram
 2. Masjid An Nabawi
 3. Masjid Al Aqsa
- **Priorities in time:**
 1. Night of decree
 2. Day of Arafah
 3. Friday
 4. Last third of the night
- **Priorities in deeds:**
 1. Belief in Allah
 2. Dutiful to parents
 3. Struggle for the sake of Allah
 4. Acceptable hajj
- **Priorities in utterances:**
 1. Dhikr
 2. (لَا إِلَهَ إِلَّا اللَّهُ)
 3. Quran
 4. (لَا حُوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ)

Organizing Priorities

- Previously we discussed different priorities, but now we will organize the priorities by the help of Allah (ﷻ).



Day	Week	Month
24 hours a day	168 hours a week	720 hours a month

How do you spend your time?

Priority	Very Important	Important	Not Important
Urgent	1	3	5
Not urgent	2	4	6

- In this diagram, we will find the tasks we're doing in our day fall under these six categories which are a combination of tasks from very important to not important, and urgent to not urgent.

Priority	Very Important	Important	Not Important
Urgent	1	3	5
Not urgent	2	4	6

- Category 1:** This is an emergency task which if a person doesn't do then it will cause harm such as a sick child, putting out a fire, etc. These are matters which are not in our hands but we need to submit to the decrees which are not planned.

Priority	Very Important	Important	Not Important
Urgent	1	3	5
Not urgent	2	4	6

- Category 2:** A person's progression and success is found mostly in category 2 – very important and not urgent (there is no deadline). Successful people are always in this category.
- Example: planning / strategy, diet, exercise, going for a check-up, learning new skills.
- The one who's not thinking about this category will fail in fulfilling his responsibilities. All of us have much room for improvement.

Priority	Very Important	Important	Not Important
Urgent	1	3	5
Not urgent	2	4	6



- **Category 3:** This is a task that's important and has to be done such as dropping-off kids at school, serving guests when they come over.

Priority	Very Important	Important	Not Important
Urgent	1	3	5
Not urgent	2	4	6

- **Category 4:** This is a task that's important but is not urgent such as planning a holiday, but beware that categories 2 and 4 are similar because they're important but one is urgent and one isn't.

Priority	Very Important	Important	Not Important
Urgent	1	3	5
Not urgent	2	4	6

- **Category 5:** is not important at all but it's urgent and this can waste our time. For example, we want to visit a sick person which is good, but we end up getting caught in watching a video that will not be shown again.

Priority	Very Important	Important	Not Important
Urgent	1	3	5
Not urgent	2	4	6

- **Category 6:** is a complete waste of time and we need to reduce categories 5 and 6 in our life.
- In general, we need to take care of our categories 2 and 4 because these are areas of success. Both are not urgent so this makes us relaxed but it needs inner-motivation because there's no one on top of us pushing us to do it.
- Categories 1 and 3 need to be taken care of as well since they come as decrees. When there's too much of 1 and 3 then it will make us restless. But we can reach our goals when we're pleased with the decrees and submit and act in the best way.

Tasks and Activities

1. **High priority:** these need to be done which are categories 1 and 2



2. **Middle priority:** it needs to be done but is not so important which are categories 3 and 4
3. **Less priority:** these are not important which are categories 5 and 6

Number	Name of Activity	High priority	Middle priority	Low priority
1	Grocery shopping			
2				
3				

- Fill this chart for the week and it can be customized according to your tasks.
- Within the priorities are:
 1. **Fixed:** this includes the worships such as the five prayers and fasting Ramadan
 2. **Variable:** this is customized for yourself depending on your social and working life.
- We have to always be ready for change in our life and to develop ourselves.
- What tasks do we need to do know in order to come closer to our goals? Surely we all want Allah's pleasure and paradise, but what are some small goals we want to achieve? For example, to complete reading 5 pages of the Quran per day, to complete an assignment per week.
- We cannot do two things at the same time such as something urgent and not urgent. We can't be working on a task but watch TV at the same time.
- What is the best way to utilize our time? It's important to write down our tasks and categorize its priority. The best time to write our to do lists are at the start of the day or end of day.
- Now we will write five goals we wish to achieve in the next five years and think big such as building a house, writing a series of books. May Allah (ﷻ) prolong our lives and help us achieve it. Ameen.

Number	Goal	High priority	Middle priority	Low priority
1				
2				
3				
4				
5				



- Similarly make goals you wish to achieve yearly, monthly and daily.

How do we apply what we learned and change for the better?

- لا حول ولا قوة الا بالله (Lَا حُوْلَ وَلَا قُوَّةَ إِلَّا بِاللهِ)
- Have the inner-drive to change and get yourself organized with the help of Allah (ﷻ)

May Allah (ﷻ) help us to be efficient and productive in our lives. Ameen.