



IN THE NAME OF ALLAH THE MOST GRACIOUS, THE MOST MERCIFUL

### TIME MANAGEMENT IN ISLAM - 2018

Time is an element which all of us are taking for granted. We are not merely talking about the time which must be devoted for the akhirah....but we should also be focussed on organising time in order to manage the dunya. It is very much understood that many of us are poor at managing our time for dunya matters, that eventually the akhirah is affected. So, a simple example is when we are preparing ourselves for the exams at school. If one is studying last minute, he or she will be so stressed and focussed on last minute preparations for the exam, that the time devoted for salah, reciting the Qur'an, doing dhikr in the morning/evening, etc will be compromised - and this eventually affect the quality of worship. So, in general,

- you may delay the prayer, or even missed the Fajr prayer because you slept at about 2-3 in the morning.
- The ability to have khushu' in the prayers will be affected because you are continuously thinking about your revisions/or the lack of it.
- You start NOT to have time to recite the Qur'an because day and night you are focussed on your last minute revisions for your exams.
- You do not have time to go to the mosque to seek knowledge, or even to pray the obligatory prayers, especially for the brothers.
- Some people resort to smoking due to the stress
- Your relationship with your parents or loved ones may be affected - you may get frustrated with your parents or siblings due to the stress you are facing because of your last minute preparations.
- Health and hygiene may be affected

So, a poor management of time on the dunya matters will eventually affect the akhirah. How can you rush through the prayers, allocating only a mere 3 minutes for the prayers, knowing that Allah will be the one who will be the final determination for the dunya and especially for the akhirah.

## EXAMPLES OF TIME MANAGEMENT FROM VARIOUS HADEETHS/SEERAH

### 1. Be an Early Riser

The Prophet ﷺ said: "O Allah, bless my nation in their early mornings (i.e., what they do early in the morning)." [Ibn Majah]

Schedule your important tasks earlier in the day, especially those which require mental exercise, and watch the barakah (blessings) from Allah ﷻ do the magic. If you have problems staying up after Fajr, here's an article that discusses tips on how you can do just that. In a nutshell, they are:

- Go to bed early and rest
- Untie your three knots
- Perform the prescribed dhikr (remembrance of Allah ﷻ) after Fajr
- Aim to pray Duha
- Recite/reflect on/memorize Qur'an
- Exercise
- Have a list of tasks ready

### 2. Schedule Your Day Around the Five Daily Prayers

It was narrated that 'Abdullah bin Mas'ud said: "I asked the Messenger of Allah ﷺ which action is most beloved to Allah? He said: 'Establishing prayer on time, honoring one's parents and jihad in the cause of Allah.'" [Sunan an-Nasa'i]

Narrated Al-Aswad bin Yazid: I asked 'Aisha رضى الله عنها "What did the Prophet ﷺ do at home?" She said, "He used to work for his family, and when he heard the adhan(call for the prayer), he would go out." [Bukhari]

No compromises. The discipline to give up all your work and life's distractions to perform salah strengthens your willpower to live a purposeful life. Just as you

endeavor to be punctual for meetings with your colleagues or project team mates, you should perform your salah on time.

While some of us who are students or working professionals may find it difficult to pray on time, we can overcome this by discussing the issue with your colleagues or friends. If you find yourself constantly finding pockets of time to perform your salah, your khusyu' will be affected. Performing your salah on time will energize you – once you have fulfilled your most important obligation, the rest will become easy for you.

### 3. Prioritize and Be Consistent

If we look into the seerah, we can deduce that the Prophet's صلى الله عليه وسلم day was divided into three main parts.

- Spiritual development: This was the time he dedicated solely to Allah سبحانه و تعالی.

It was typically the late part of the night when the Prophet صلى الله عليه وسلم would recharge himself spiritually for the next day and boost his resolve to face the challenges in his mission. It was during the night that he engaged in intimate communication with his Lord, the Source of all strength and empowerment, through qiyam (night prayer), dua (supplication) and dhikr.

- Family affairs: The prophet صلى الله عليه وسلم was consistent in making time for family matters.

*Anas ibn Malik said: "The Prophet, may Allah bless him and grant him peace, was the most merciful of people towards members of his family. He had his son (Ibrahim) suckled in part of Madina and the husband of his wet-nurse was a blacksmith. We used to go to him and the house would be full of smoke from the bellows. He would kiss the child and take him in his lap."* [Al-Adab Al-Mufrad]

*Narrated 'Aisha: that the Messenger of Allah صلى الله عليه وسلم said: "The best of you is the best to his wives, and I am the best of you to my wives, and when your companion dies, leave him alone."* [Jami' at-Tirmidhi]

- Personal/Social affairs: He consistently made time for his followers so no one felt neglected or had their affairs swept under the carpet. This was the time when men and women would come with their personal, marital, financial, spiritual and

even health problems. This is when he would receive delegations from other nations and faith group or attend to nerve-racking issues of politics, conflicts and leadership.

Figure out the real priorities in your life. What is worth spending an hour on? What comes first? What is a must-do and what is good-to-do? Allocate time consistently to activities that matter. Unless you plan for and schedule time for community work, studies or attending to parents, your spouse or children on a daily basis, they are not considered important enough to you. Chances are, you will eventually start neglecting these high priority actions.

#### 4. Hasten in Doing Good

Prophet Muhammad <sup>صلى الله عليه وسلم</sup> had a sense of urgency in doing good and warned others against procrastination.

Narrated 'Uqba bin Al-Harith: Once the Prophet <sup>صلى الله عليه وسلم</sup> offered the Asr prayer and then hurriedly went to his house and returned immediately. I (or somebody else) asked him (as to what was the matter) and he said, "I left at home a piece of gold which was from the charity and I disliked to let it remain a night in my house, so I got it distributed." [Bukhari]

Abu Huraira reported Allah's Messenger <sup>صلى الله عليه وسلم</sup> having said: Hasten to do good deeds before six things happen: the rising of the sun from the west, the smoke, the Dajjal, the beast and (the death) of one of you or the general turmoil. [Muslim]

Procrastinators do not appreciate time nor the means and the opportunities that

Allah <sup>سبحانه وتعالى</sup> gives them to be productive. Each day has its own share of work and

each time has its own share of obligations. Therefore, in the Prophet's <sup>صلى الله عليه وسلم</sup> life, there was no such thing as idle time. Use every single opportunity to do good. Don't wait to 'get old' to fix your life. If you are not willing to live a purpose-driven, productive life now, then how do you expect to live such a life when you are old?

#### 5. Honoring the Time of Others

Prophet Muhammad <sup>صلى الله عليه وسلم</sup> was sensitive to his companions' <sup>رضي الله عنهم</sup> time and needs. His khutbahs (sermons) were brief, concise and powerful.

Abu Wa'il reported: 'Ammar delivered to us the sermon. It was short and eloquent. When he (Ammir) descended (from the pulpit) we said to him: Abd al-Yaqzn, you have delivered a short and eloquent sermon. Would that you had lengthened (the sermon). He said: I have

heard the Messenger of Allah <sup>صلى الله عليه وسلم</sup> as saying: The lengthening of prayer by a man and the shortness of the sermon is the sign of his understanding (of faith). So lengthen the prayer and shorten the sermon, for there is charm (in precise) expression. [Muslim]

Similarly, he emphasised the importance of fulfilling one's promises.

Narrated Abu Sa'id Al-Khudri: Some women requested the Prophet <sup>صلى الله عليه وسلم</sup> to fix a day for them as the men were taking all his time. On that he promised them one day for religious lessons and commandments. [Bukhari]

It is reported on the authority of Abu Huraira that the Messenger of Allah <sup>صلى الله عليه وسلم</sup> said: Three are the signs of a hypocrite: when he spoke he told a lie, when he made a promise he acted treacherously against it, when he was trusted he betrayed. [Muslim]

Aim to arrive for meetings, classes and events 10 minutes before they are scheduled to start. If you are running late, inform the other parties. Honoring others' time is part of fulfilling your promise. Breaking a promise not only causes inconvenience to others, but also causes you to lose their respect. The Qur'an says:

"... and fulfill (every) engagement, for (every) engagement will be inquired into (on the Day of Reckoning). [Qur'an: Chapter 17, Verse 34]

Transforming your life into one that is much more productive, meaningful and enjoyable depends on one instantaneous decision: Managing your time the way our

beloved Prophet <sup>صلى الله عليه وسلم</sup> taught us. Start NOW!

The life of our Prophet Muhammad <sup>صلى الله عليه وسلم</sup> was an example to us in every way. This article has looked at just a few of those. What time-management tips have you extracted from Prophet

Muhammad's <sup>صلى الله عليه وسلم</sup> life? Please share with us in the comments below!

*"By Al-`Asr. Verily, man is in loss. Except those who believe and do righteous deeds, and recommend one another to the truth, and recommend one another to patience."*  
QUR'AN SURAH 103

At-Tabarani recorded from `Abdullah bin Hisn Abi Madinah that he said, "Whenever two men from the Companions of the Messenger of Allah used to meet, they would not part until one of them had recited Surat Al-`Asr in its entirety to the other, and one of them had given the greetings of peace to the other." Ash-Shafi`i said, "If the people were to ponder on this Surah, it would be sufficient for them."

Al-Asr is the time in which the movements of the Children of Adam occur, whether good or evil. Malik narrated from Zayd bin Aslam that he said, "It is the evening." However, the first view is the popular opinion. Thus, Allah swears by this, that man is in Khusr, which means in loss and destruction.

Though the word, 'man' has been used in singular it applies to all human beings collectively. The mankind is pre-occupied with worldly things. Therefore, Allah *subhanahu wa ta'ala* begins this Surah by a stern warning that no matter what you gain in *dunya*, you are actually in loss. He then makes an exception:

*"Except those who believe and do righteous deeds, and enjoin each other to the truth and enjoin each other to the patience."*

So, He begins the Surah with a warning and then immediately specifies what can save the mankind from being the recipients of the torment of the Hereafter. The things that can save us are *emaan*, righteous deeds, enjoining each other to the truth and enjoining each other to the patience.

*So, what is this emaan that has been spoken about here? We will have to seek the help of Qur'an itself to answer this question. Allah subhanahu wa ta'ala says in the Qur'an:*

- *"In fact, true believers are those who believed in Allah and His Messenger, then entertained no doubt."* [Surah al-Hujurat : 15]
- *"Those who said, 'Allah is our Lord' and then stood steadfast by it."* [Surah Fussilat : 30]
- *"The believers are those whose hearts tremble with awe, whenever Allah is mentioned to them."* [Surah al-Anfal : 2]
- *"But those who believe are stronger in love for Allah."* [Surah al-Baqarah : 165]
- *"Nay, (O Prophet), by your Lord, they can never become believers until they accept you as judge for the decision of the disputes between them, and then surrender to your decision with entire submission without the least resentment in their hearts."* [Surah an-Nisa : 65]

We always complain that we have no time to read the Qur'an, to seek knowledge in circles/mosques, to pray on time or to go to Umrah. The time just disappeared very quickly that before you realise it, the weekend is here again. We must understand that we cannot ask for time again to be brought back to us. Once time has passed, you will have to bear the consequence.

All of us are given the same 24 hours a day – no one gets 25 hours or 23 hours a day, and yet some people are able to accomplish many things in order to get closer to Allah, and many others fail miserably.

**THE MOST IMPORTANT THING WHICH YOU CANNOT ASK – IS TO GET BACK TO THIS WORLD WHEN YOUR TIME IS UP.**

Allah reminded us:

“And Allah grants respite to none when his appointed time (death) comes. And Allah is All-Aware of what you do.” 63: 11

And you cannot run away from death:

“Say (to them): "Verily, the death from which you flee will surely meet you, then you will be sent back to (Allah), the All-Knower of the unseen and the seen, and He will tell you what you used to do." 62: 8

Hence Allah reminded us:

“O you who believe! Fear Allah and keep your duty to Him. And let every person look to what he has sent forth for the morrow, and fear Allah. Verily, Allah is All-Aware of what you do.” 59: 18

Therefore time management is absolutely vital to ensure that our preparations to face Allah will be adequate, inshaAllah.

## **10 STEPS ON HOW TO MANAGE YOUR TIME**

### **1. Know what is our purpose in life**

Whether you are rich or poor, whatever cultures or races you are, or even whatever religion you may follow, **EVERYONE HAS A COMMON PURPOSE OF LIFE.**

“And I (Allah) created not the jinns and humans except they should worship Me (Alone).” 51: 56

“O mankind! Worship your Lord (Allah), Who created you and those who were before you so that you may become *Al-Muttaqun* (the pious - see V.2:2).” 2: 21

**2. Understand what is our obligations in this life**

- seek knowledge – including reciting Qur'an
- prayer
- fasting in Ramadan
- Zakat
- Hajj

**3. Identify the important things/activities in your life**

- your work/studies
- teaching children
- spending time with spouse, family, children
- household duties – cook, clean house, wash clothes, shopping for food,
- enjoining good, forbidding evil
- rest/sleep
- Asking Allah for forgiveness, making dua' etc

**4. Identify things that are less important**

- going to movies
- too much sleep
- Sitting at home doing nothing
- Computer games
- Internet browsing for useless matters – watching useless you tubes, etc

**5. Prioritise your daily activities**

- Ensure that obligations must come first
- Other activities revolve around the obligations
- Don't compromise Islam
- Obligatory deeds come first, then important deeds, then less important activities

**6. Have future plans that are important and work towards that goal**

- Hajj/Umrah
- Marriage
- Aim higher in your work or education – don't settle for second best (BUT not at the expense of compromising Islam

**7. Identify your weaknesses (in terms of getting close to Allah)**

- spending too much time on social media – Facebook, etc
- spending too much time watching TV
- going unnecessarily with friends that are not helping you on your Deen
- Spending too much time on the telephone
- Spending too much time shopping or having long teas
- Spending too much time talking unnecessarily

**8. Recognise that shaytan is your enemy**



“O mankind! Verily, the Promise of Allah is true. So let not this present life deceive you, and let not the chief deceiver (Satan) deceive you about Allah.

Surely, *Shaitan* (Satan) is an enemy to you, so take (treat) him as an enemy. He only invites his *Hizb* (followers) that they may become the dwellers of the blazing Fire.”  
35: 5-6

### TRAPS OF SHAYTAN

#### Neglecting Obligatory Deeds

**“...Indeed, prayer prohibits immorality and wrongdoing...”Qur’an 29:45**

Satan wants to “...avert you from the remembrance of Allah and from prayer.”

Qur’an 5:91

Allah has made certain actions obligatory on every Muslim, the most regular of which is the five daily prayers. Therefore, Satan seeks to make us neglectful of prayers so that we fall further into sin.

#### Gradual Deception

Prophet Muhammad (peace be upon him) explained to us how idol worship originated, which highlights the gradual and patient approach of Satan. After a group of righteous people died, Satan inspired those around them to erect statues in their honour and as reminder of their righteousness. When that generation passed away and the people had forgotten why the statues were erected, Satan deceived them into believing that their forefathers used to worship them, and that through them, the rains were brought forth. People then began worshipping these statues.

This gradual deception is used in many ways. For example, Satan tricks people into committing forbidden sexual acts: it begins with a look, which leads to a thought, then a smile, then a seemingly innocent conversation, then seclusion and eventually, the sin itself.

Similarly, in desiring to make people cease their obligatory religious acts, Satan initially convinces people to give up their optional acts of worship, which leads them to become lazy with the obligatory ones. He also tries to trivialise small sins, which eventually leads them down a slippery slope to major sins.

### Beautifying Evil Deeds

“...And Satan made attractive to them that which they were doing.” Qur’an 6:43

Satan presents sins to people in a favourable light, such as how he deceived Adam and Eve into eating from the tree.

Satan whispered to Adam, saying, “ ‘O Adam! Shall I lead you to the Tree of Eternity and to a kingdom that will never waste away?’ ” Qur’an 20:120

“ ‘Your Lord did not forbid you this tree except that you become angels or become of the immortal... Indeed, I am to you from among the sincere advisors.’ So he made them fall, through deception. And when they tasted of the tree... their Lord called to them, ‘Did I not forbid you from that tree and tell you that Satan is to you a clear enemy?’ ” Qur’an 7:20-22

Although Adam was surrounded by many permissible foods, Satan convinced him to eat from the tree which was forbidden. Similarly, Satan tricks people into forbidden acts instead of those which are permitted, such as fornication over marriage, music over the Qur’an, haram income over halal, and into the small percentage of prohibited food and drink over the vast majority that is wholesome and pure.

### Arousing Desires

“Satan promises them and arouses desire in them. But Satan does not promise them except delusion.” Qur’an 4:120

Every human has desires and temptations. Satan plays on this and convinces man to indulge in instant gratification without considering the consequences. This inevitably leads to regret and humiliation, either in this life or on the Day of Judgement.

### Wasting Time

If Satan cannot trap someone into sinning, he keeps them busy with trivial acts which have no benefit. Instead of using our time wisely, fulfilling our priorities and reaching high goals, Satan occupies us with useless actions.

## 9. Make du'a to Allah

- ask for Guidance and Iman

'Abdullah bin Mas'ud (May Allah be pleased with him) reported:

The Prophet (ﷺ) used to supplicate: "Allahumma inni as'alukal-huda, wat-tuqa, wal-'afafa, wal-ghina (O Allah! I beseech You for guidance, piety, chastity and contentment)."

[Muslim].

"يَا حَيُّ يَا قَيُّوْمُ بِرَحْمَتِكَ أَسْتَغِيْثُ أَصْلِحْ لِيْ شَأْنِيْ كُلَّهُ وَلَا تَكُنْ لِيْ إِلَى نَفْسِيْ طَرْفَةَ عَيْنٍ".

Yaa Hayyu yaa Qayyoomu birahmatika 'astagheethu 'aslih lee sha'nee kullahu wa laa takilnee 'ilaa nafsee tarfata 'aynin.

O Ever Living One, O Eternal One, by Your mercy I call on You to set right all my affairs. Do not place me in charge of my soul even for the blinking of an eye (i.e. a moment).

Reference:

Its chain of transmission is sound (Sahih), Al-Hakim 1/545, see Albani, Sahihut-Tarhib wat-Tarhib, 1/273.

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Ibn Abi Hatim and Ibn Jarir recorded that Umm Salamah said that the Prophet used to supplicate,

يَا مُقَلِّبَ الْقُلُوْبِ ثَبِّتْ قَلْبِيْ عَلَى دِيْنِكَ

***"Ya, muqallibal qulubi thabbit qalbi 'ala deenik"***

O, You Who changes the hearts, make my heart firm on Your religion.

He (SAW) then recited,

رَبَّنَا لَا تُزِغْ قُلُوْبَنَا بَعْدَ إِذْ هَدَيْتَنَا وَهَبْ لَنَا مِنْ لَدُنْكَ رَحْمَةً إِنَّكَ أَنْتَ الْوَهَّابُ

***"Rabbana la tuzigh qulubana ba'daidz hadaitana wahablana milla dunka rahmatan innaka antal wahhab."***

Our Lord! Let not our hearts deviate (from the truth) after You have guided us, and grant us mercy from You. Truly, You are the Bestower. **[Surah Al 'Imran 3: 8]**

[Ibn abi Hatim; at Tabari]

رَبِّ أَعُوذُ بِكَ مِنْ هَمَزَاتِ الشَّيَاطِينِ  
وَأَعُوذُ بِكَ رَبِّ أَنْ يَحْضُرُونِ

**Rabbi a-oodzoobika min hamazatish shayateen**

**Wa a'oodzoobika rabbi an yah dhuroon**

'My Lord! I seek refuge with you from the whisperings of the devils and I seek refuge with you my Lord lest they come near me.' [Al-Mu`minoan (23): 97-98]

#### **10. Do other things to gain Allah's love**

- tahajjud/witr prayers
- take part in charity projects
- spend more time in the mosque
- Do more sunnah deeds
- Increase ways to lead to Taqwa - 3:134, etc

#### **11. Make every effort to ensure you achieve these goals and prioritise your time**

### **CONCLUSION**

Always remember that our life span has been determined by Allah. Don't let this world deceive you, and always remember, that every second pass, every minute, every hour, is only bringing us closer to our time of death. That means you have less minutes, hours and days to prepare to face Allah as we face our lives each day.

May Allah Grant us with the ability to spend our time wisely so that we may not be the one who regrets in the Hereafter.

They will say: "Our Lord! You have made us to die twice (i.e. we were dead in the loins of our fathers and dead after our deaths in this world), and You have given us

life twice (i.e. life when we were born and life when we are Resurrected)! Now we confess our sins, then is there any way to get out (of the Fire)?" 40: 11

**Ibn Masood said:** "I have never regretted anything as a day spent of my life without doing good deeds."

Rasulallah (Salallahu Alaihi Wasallam) urged us to use our time in a useful way when he said: "Grab five things before five others: your youth before your old age, your health before your illness, your wealth before your poverty, your leisure before your work, and your life before your death." (Al-Hakim)

He also indicated that we are to be asked about these times and how we invested them in the judgment day. Rasulallah (Salallahu Alaihi Wasallam) said: "A servant's two feet will not move on the Day of Judgement until he is questioned about four (things): His youth, how he spent it, his knowledge, how he acted upon it, his wealth, how he earned it and how he spent it and his body, how he used/wasted it." ( Al-Tirmidhi)