Ain't Nobody Got Time for That

WHAT DO YOU HAVE TIME FOR?

Time Management

YOU HAVE TIME TODAY!

LET'S TALK

- What do you do at your ministry/job?
- Do you feel effective?
- What would help you be successful?

EAT THAT FROG

PROCRASTINATION STATISTICS (VERYWELLMIND.COM)

An estimated 25 to 75 percent of college students procrastinate on academic work.

One 2007 study found that a whopping 80 to 95 percent of college students procrastinated on a regular basis, particularly when it came to completing assignments and coursework.

REASONS FOR ACADEMIC PROCRASTINATION

Overestimate how much time they have left to perform tasks

Overestimate how motivated they will be in the future

Underestimate how long certain activities will take to complete

Mistakenly assume that they need to be in the right frame of mind to work on a project

PROCRASTINATORS

▶ According to Joseph Ferrari, a professor of psychology at DePaul University in Chicago and author of *Still Procrastinating: The No Regret Guide to Getting It Done,* around 20 percent of U.S. adults are chronic procrastinators.
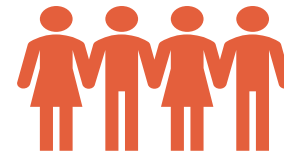
NEGATIVE EFFECTS OF PROCRASTINATION

MENTAL HEALTH

In a 2007 study, researchers found that at the beginning of the semester, students who were procrastinators reported less illness and lower stress levels than non-procrastinators. This changed dramatically by the end of the term when procrastinators reported higher levels of stress and illness.

SOCIAL RELATIONSHIPS

Placing a burden on the people around you

People who depend on you can become resentful

REASONS WHY PEOPLE PROCRASTINATE

EAT

Not knowing what needs to be done

Not knowing how to do something

Not wanting to do something

Not caring if it gets done or not

Not caring when something gets done

THAT

Not feeling in the mood to do it

Being in the habit of waiting until the last minute

Believing that you work better under pressure

Thinking that you can finish it at the last minute

Lacking the initiative to get started

FROG

Forgetting

Blaming sickness or poor health

Waiting for the right moment

Needing time to think about the task

Delaying one task in favor of working on another

FIRST THING'S FIRST

01

PUT GOD WHERE HE BELONGS

02

RECOGNIZE THAT IT IS NOT TIME THAT CAN BE MANAGED, BUT OURSELVES

03

MAKE THE BEST USE OF THE TIME AVAILABLE

DISCUSSION: WHAT'S THE FIRST THING YOU DO IN THE MORNING?

THE TRUTH ABOUT FROGS

YOUR FROG IS THE BIGGEST MOST IMPORTANT TASK, THE ONE YOU ARE MOST LIKELY TO PROCRASTINATE ON IF YOU DON'T DO SOMETHING ABOUT IT.

IT IS THE ONE TASK THAT CAN HAVE THE GREATEST IMPACT ON YOUR LIFE AND RESULTS AT THE MOMENT

RULES TO FROG EATING

#1
- IF YOU HAVE TO EAT TWO FROGS, EAT THE UGLIEST ONE FIRST

#2
- IF YOU HAVE TO EAT A LIVE FROG AT ALL, IT DOESN'T PAY TO SIT AND LOOK AT IT FOR VERY LONG

TAKE ACTION IMMEDIATELY

FAILURE TO EXECUTE IS ONE OF THE BIGGEST PROBLEMS IN ORGANIZATIONS TODAY.

MANY PEOPLE CONFUSE ACTIVITY WITH ACCOMPLISHMENT.

There are people who want "to do" and there are people who want to get things DONE!

DEVELOP A POSITIVE ADDICTION

- "Secrets of Success"
  - You can actually develop a "positive" addiction to endorphins and to the feeling of enhanced clarity, confidence, and competence that they trigger.
  - You will, at an unconscious level, begin to organize your life in such a way that you are continually starting and completing ever more important tasks and projects.
  - You will actually become addicted, in a very positive sense, to success and contribution.
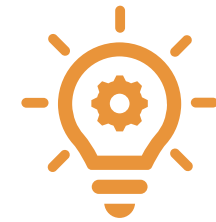
THE THREE D'S OF NEW HABIT FORMATION

DECISION

Make a decision to develop the habit of task completion

DISCIPLINE

Discipline yourself to practice the principles you are about to learn over and over until they become automatic

DETERMINATION

Everything you do with determination until the habit is locked in and becomes a permanent part of your personality.

DISCUSSION: WHAT UGLY "FROGS" HAVE YOU EATEN?

THINK ON PAPER

Write	Write it down
Set	Set a deadline
Make	Make a list of everything associated with the task
Organize	Organize the list into a plan
Take	Take action immediately
Resolve	Resolve to do something every day that moves you toward that goal

THE 20/80 RULE

- "Pareto Principle", Italian economist, Vilfredo Pareto, 1895

  - Pareto noticed that people in his society seemed to divide naturally in what he called the "vital few", the top 20 percent in terms of money and influence, and the "trivial many", the bottom 80 percent.

20% EFFORT → 80% RESULTS
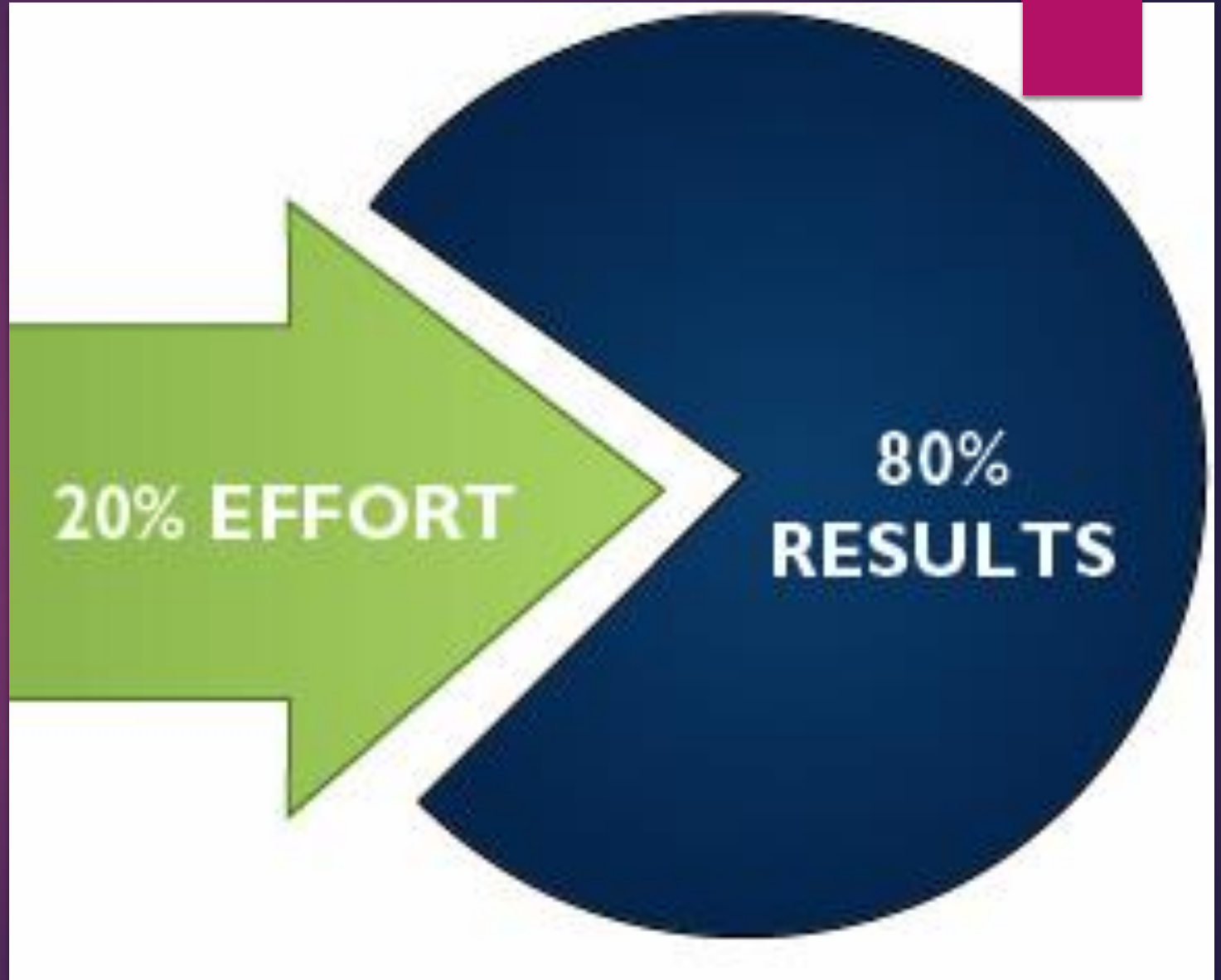
20/80 RULE EXAMPLE

20% of your activities will account for 80% of your results

20% of your customers will account for 80% of your sales

20% of your products or services will account for 80% of your profits

20% of your tasks will account for 80% of the value of what you do

20% of tithers and givers will account for carrying 80% of the church

20/80 RULE

IF YOU HAVE TEN ITEMS TO DO, TWO OF THOSE ITEMS WILL TURN OUT TO BE WORTH MUCH MORE THAN THE OTHER EIGHT ITEMS PUT TOGETHER.

OFTEN, A SINGLE TASK CAN BE WORTH MORE THAN ALL THE OTHER NINE ITEMS PUT TOGETHER.

THIS TASK IS THE "FROG" THAT YOU SHOULD EAT FIRST.

THE MOST VALUABLE TASKS YOU CAN DO EACH DAY ARE OFTEN THE HARDEST AND MOST COMPLEX.

RULE: RESIST THE TEMPTATION TO CLEAR UP SMALL THINGS FIRST

DISCUSSION: WHAT ARE TWO MAJOR THINGS YOU'VE PUT OFF DOING?

DEVELOP A SYSTEM – THE "HOW"

MAKE

MAKE A LIST OF EVERYTHING THAT NEEDS TO BE DONE

- At night before you go to bed
- Add to the list when you wake up

Make

Make a list of everything YOU need to do (do not adopt the Superman Syndrome)

Arrange

Arrange everything by priority

- Today/Tomorrow
- This Week/Next Week
- This month

DEVELOP A SYSTEM

- Secure deadlines for everything
- Make a list of who can do what – delegate
- Arrange by requirements
  - Treasure – money, how much
  - Time – how much, deadline
  - Talent – certain expertise/knowledge
- Refer to your list and check off things you have done for the day
- KEEP YOUR LISTS!

WORK ALL THE TIME YOU WORK

ELIMINATE TIME ROBBERS

- ▶ Social Media
- ▶ Friendly Work Conversations
- ▶ Emails/Internet
- ▶ Boss
- ▶ What are your time robbers?

CLEAR YOUR DESK/CLEAN YOUR OFFICE

LEARN TO SAY 'NO'

RECAP: TIME MANAGEMENT

Put God first	It's not time that needs managing but YOU	Eat the UGLY "frog" first	Develop a positive addiction
Think on Paper	The 80/20 Rule	Develop Systems	Work all the time you work
Eliminate time robbers	Learn to say NO		

ORGANIZATION

GET IT TOGETHER

ORGANIZATIONAL STRUCTURE

- THERE MUST BE AN HIERARCHAL FLOW; CHAIN OF COMMAND
  - For all levels; no matter the size

FOUNDATIONAL STRUCTURE

► MINISTRY CORPORATE RECORDS BINDER

► EIN#

► ARTICLES OF INCORPORATION

► TAX EXEMPTION

► BANK ACCOUNT IN REGISTERED NAME

► FINANCE PROTOCOLS

► VISION (MICRO) WHERE ARE WE GOING

► MISSION (MACRO) WHY ARE WE GOING

► POLICY & PROCEDURES

► NEW MEMBERS' ORIENTATION MANUAL

► DATABASES

MINISTRY BINDER

- SEPTEMBER – PROCEEDING YEAR PLANNER
- PREPARE A BLANK CALENDAR FOR ALL LEADERS
- INSTRUCTIONS ON HOW TO USE THE BINDER
- MINISTRY INFORMATION – Job description, church information, etc.
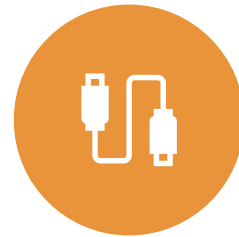- ROLL/DATABASE
- AGENDA/MINUTES
- MINISTRY REPORTS
- FINANCE

TOOLS FOR ORGANIZATION

PLANNER

STENO PAD/NOTEBOOK

SMARTPHONE

POSITIVE ATTITUDE

LOVING SPIRIT

SYSTEMS

- OPERATIONS
- Develop a system for everything you do, from the greatest to the least. This ensures the ministry will continue to function without you.
  - System – how you do what you do
  - Pattern – when to do it
  - Sample systems
    - The collection of guest information
    - Order of service
    - How to collect & count finances
- Anything that requires any type of effort or teamwork is a SYSTEM. Be sure to record it!

TYPES OF SYSTEMS

Finance

New Members

Guest Care

Membership Care

Event Planning

Task Management

Meetings

Preaching Engagements

Hosting

Protocols

RECAP: ORGANIZATION

Have	Have an organizational structure
Have	Have foundational structure
Create	Create a ministry binder
Secure	Secure your tools for organization
Create	Create a system for EVERYTHING you do

TECHNOLOGY

YOUR SLAVE NOT YOUR MASTER

YOU HAVE A CHOICE

- ▶ Technology can be your best friend of your worst enemy.

- ▶ Technology becomes the enemy when we give in to an obsessive need to communicate continually.

- ▶ The key is to keep your relationship with technology under control.

- ▶ When people are too plugged in, communications technology quickly becomes a destructive addition.

PRACTICAL STEPS

Unsubscribe from all unwanted newsletters and other subscriptions

Set times of DO NOT DISTURB

During work hours (before and after lunch)

Some smartphones allow you to make exceptions so that you do not miss important calls/texts from family

When you go to bed

Activate apps that allow you to see how much time you spend on your smartphone

Pick a time each week and turn OFF your phone

TECHNOLOGY IS GOOD

- QUIP
- GLIP
- FLOCKNOTE
- AUTO SMS
- HOOTSUITE
- EVERNOTE
- GOOGLE DRIVE
- DROPBOX
- GRAMMARLY

DISCUSSION: WHAT ARE SOME OF YOUR FAVORITE APPS?

RECAP: TECHNOLOGY

▶ You have a choice – "unchain" from technology

▶ Take practical steps to "unchain" from technology

▶ The good of technology – Apps/Software

Q & A

THANK YOU

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