

LEARNING EXPERIENCE



URBAN CHURCH
LEADERSHIP CENTER



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Pre-session work is to be completed prior to the beginning of the session.
While homework should be completed before the next session.

Session 1: Self-care

PRE-SESSION PREPARATION

Read

- Chapters 1-7 of “Wholeheartedness: Busyness, Exhaustion, and Healing the Divided Self” by Chuck DeGroat
Eerdmans, 2016, 200 pages
- “Understanding the Sources of Burnout”
Article/Handout

Watch

- “Wholeheartedness”
<https://youtu.be/-k23jnGMyRs> 4 minutes
- “Wholehearted: Cultivating Emotional and Spiritual Health in Anxious Times”
https://youtu.be/jr_z821uAW8 1.25 hours
- www.mindful.org/meditation/mindfulness-getting-started 2 minutes

HOMEWORK

- Professional Quality of Life Scale** *Worksheet*
Based on the Professional Quality of Life Scale answer the following:
 - What is your compassion satisfaction score? How do you believe it is or is not true of you?
 - What is your burnout score? How do you believe it is or is not true of you?
 - What is your secondary traumatic stress score?
 - How do you believe it is or is not true of you?
 - Write a summary paragraph on how the results of this survey impact you and your ministry?
- “Understanding the Sources of Burnout”** *Article/Handout*
Based on what you read in the article “Understanding the Sources of Burnout” what do you need to change in your life?
- Lifestyle Behaviors** *Worksheet*
Based on the Lifestyle Behaviors worksheet, reflect on your behaviors and how you take care of yourself.

Session 2: Time Management

PRE-SESSION PREPARATION

Read

- Chapters 1-2 of "168 Hours: You Have More Time than You Think" by Laura Vanderkam
- "7 Habits of Highly Effective People" by Stephen Covey
- Quadrants of Time Management *Worksheet*

Watch

- "What Stephen R. Covey Taught Me About Time Management" <https://youtu.be/ODyG5IKbH08>
4 minutes

HOMEWORK

- Urban Resource Center Time Management Tracker** *Worksheet*
In preparation for Session 3, answer the following questions:
 - What do you value in life? In other words, what is important to you?
 - When you think about your values, what is one area in which you could improve?

Session 3: Goal Setting

PRE-SESSION PREPARATION

Watch

- "SMART Goals - Quick Overview" <https://youtu.be/1-SvuFIQjK8> *4 minutes*

HOMEWORK

- Reflection**
In Session 3, we read Matthew 25:14-30.
 - God gives us access to the resources for his servants to accomplish his tasks.
 - God wants us to take action.
 - The parable is a strong warning against irresponsibility.
 - God wants us to be accountable. God expects us to steward well all the resources he gives us.Explain how these verses and comments impact you?

Session 4: Spiritual Disciplines

PRE-SESSION PREPARATION

Read



“Sensible Shoes: A Story about the Spiritual Journey” by Sharon Garlough Brown
IVP, 2013, 350 pages

HOMEWORK



Reflection

- Which of the spiritual disciplines will you put into practice?
- When will you practice it?

Remember, you need to experience the discipline for yourself before you help others.

Time Investment

The amount of time necessary to complete the Self-care Learning Experience is as follows:

READING, LECTURE, AND STUDY TIME

		<i>Number of activities, pages, etc.</i>	<i>Total minutes</i>
Light reading	5 minutes per page	828	4,140 minutes

ASSESSMENTS

Pre-assignments	60 minutes per assignment	5	300 minutes
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SEAT-TIME REQUIREMENTS

Pre-session videos	1 video per assignment	4	99 minutes
Face-to-face class time	180 minutes per week	4	720 minutes
End-of-experience feedback	30 minutes course	1	30 minutes

Total minutes: 5,289 minutes

Total hours: 88 hours

SESSION *one*



self-care



“Self-care is not selfish.
You cannot serve from
an empty vessel.”

Eleanor Brown



Matthew 11:28-30 (NIV)

Come to me, all you who are weary and burdened, and I will give you rest. Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls. For my yoke is easy and my burden is light.

Luke 5:16 (NIV)

And Jesus withdrew himself into the wilderness and prayed.

REALITIES OF MINISTRY

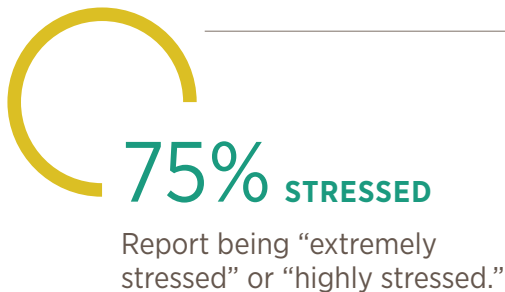
Ninety percent of those in ministry reported feeling inadequately trained to cope with ministry demands.



Reported serious **conflict** with a parishioner at least once a month.



Confessed to having been involved in **inappropriate sexual behavior** with someone in the church.

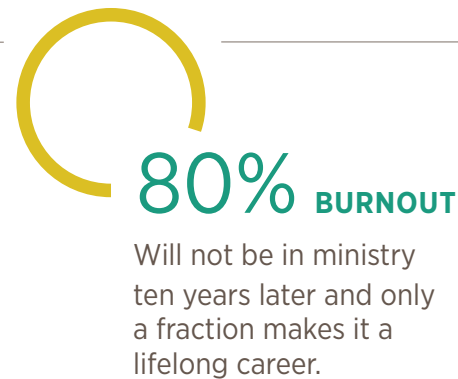


Do not have someone they consider a close friend: 70%



Work 55-75 hours per week: 90%

Say they're grossly **underpaid**.



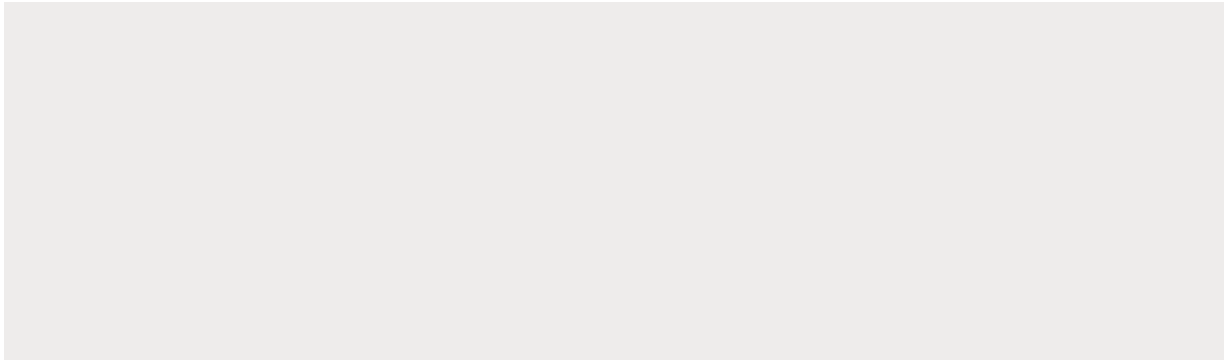
Source: Fuller Institute of Church Growth

Research + Exploration

The following resources have been provided as worksheets or handouts. Please use the space below for notes.

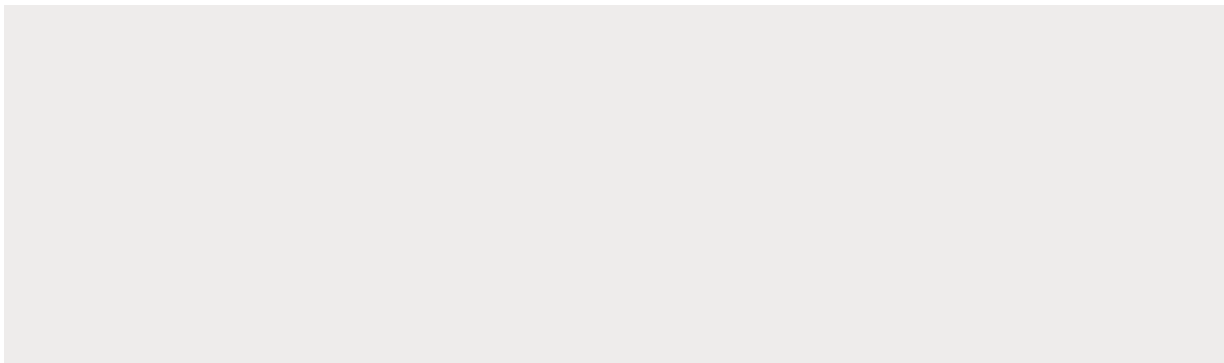
Professional Quality of Life Scale

WORKSHEET



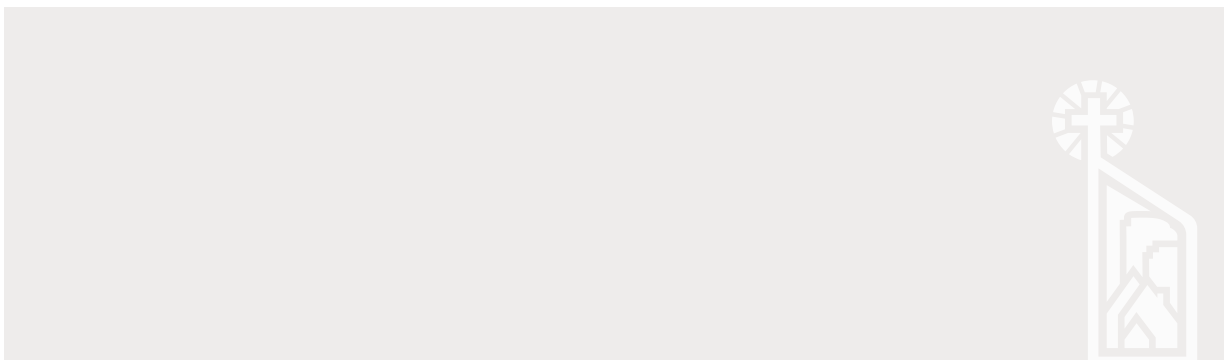
“Understanding the Sources of Burnout”

ARTICLE/HANDOUT



Lifestyle Behaviors

WORKSHEET



Mindfulness

www.mindful.org/meditation/mindfulness-getting-started

SESSION *two*



time management





OBJECTIVES

In this session, we will look at time management. By the end of the session, you will be able to:

01 Focus your energy where it is needed.

02 Find a better rhythm for your life.

put first things first.

Quadrants of Time Management

Please refer to the Quadrants of Time Management worksheet for additional information.



We should follow the 80/20 rule by spending 80% of our time on important issues and tasks with a focus on prevention and planning. The other 20% of our time is spent on non-important issues and tasks.

**A simple powerful truth:
you have all the time you
need to do what God
wants you to do.**

**Stop doing someone
else's job because they
will not do it or because
you won't delegate.**

Research + Exploration

The following resources have been provided as worksheets or handouts. Please use the space below for notes.

Urban Resource Center Time Management Tracker

WORKSHEET

American Time Use Survey

ARTICLE/HANDOUT

MANAGING PRIORITIES

The purpose of goal setting and time management is to help you define your goals, determine your actions, prioritize what is important, focus your energy and effort, and, ultimately, make better decisions.

Despite what you may read in books or hear in seminars, there are no secrets to time management ... except for the one really big secret:

 **It's not really about time management at all. You can't manage time.**



TIME IS THE SAME FOR EVERY PERSON

FOR EVERY PERSON:





**24 HOURS
IN A DAY**

**168 HOURS
IN A WEEK**

“We must use time wisely and forever realize that the time is always ripe to do right.”

Nelson Mandela

If I can't manage time, what can I manage?

-  **The goals and results you want.**
-  **How you think and feel about your goals.**
-  **The actions you choose to take and how you prioritize those actions.**
-  **How you focus your effort and energy.**

Ultimately, time management is about managing the decisions you make every day.

SESSION *three*



smart goals



OBJECTIVES

In the third session, you will:

- 01 Develop a SMART goal.
- 02 Examine time usage.
- 03 Gain a better understanding of God's expectations for our time

To review, in Session 2 we noted the purpose of goal setting and time management is to help you:

- Define your goals.
- Determine your actions or what steps to take.
- Prioritize what is important.
- Focus your energy and effort.
- Make better decisions.



Reflecting on Personal Goals

**What do you value in life?
In other words, what is
important to you?**

**When you think about your
values, what is one area in
which you could improve?**

**Would you like to improve
in this area as a personal
goal? How will you know
when you reached the goal?
Is there a way to measure it,
such as time frame?**

**State your goal in one
sentence—what do you want
to accomplish and when?**

What circumstances/factors seem to be preventing you from improving in that area?

What could you do to move toward your goal? What have you done in similar situations in the past? Think about five possible solutions.

When you look at your list of possible solutions, what stands out to you on the list? Which option do you want to pursue?

SMART Goals

- How we will know if we have achieved our goal?
- How we will measure our goal?
- How we will go about achieving this goal?

To determine success, we must first focus on what we want to achieve.



We must answer the question:

- What would you like to change?

Then, we can answer this follow-up question:

- How would you like to try and change it?

When we make our goals measurable; we are both defining success and defining how we can measure progress towards success.

Our goals are only attainable if they are first grounded. To determine if a goal is attainable, we should look at past behavior of ourselves or others to assess what is reasonable.

Research suggests that large goals are best achieved if they can be broken into smaller attainable goals that can be accomplished in shorter time blocks like two weeks.

Having a deadline creates both urgency and accountability.

*goals must
have a
purpose that
is born out of
your mission
and vision.*

Let's return to the quote by Nelson Mandela: "We must use time wisely and forever realize that the time is always ripe to do right."

What are your biggest concerns about your time?

If you had more time, what would you do?

Why is this important to you?

What purpose does it serve for you?

Why is it important for your time to be connected to a purpose?

Matthew 25:14-30

- ✓ God gives us access to the **resources** for his servants to accomplish his tasks.
- ✓ God wants us to take **action**.
- ✗ The parable is a strong warning against **irresponsibility**.
- ✓ God wants us to be **accountable**. God expects us to steward well all the resources he gives us.

In what ways do we fail to utilize “talents” we have been entrusted with?

Why do we try to gain a fivefold return sometimes on a two-fold or one-fold resource?

Martin Luther King

*the time is always right,
to do what is right.*



**LOST TIME IS
NEVER FOUND.**

Benjamin Franklin

Research + Exploration

The following resource has been provided as a worksheet. Please use the space below for notes.

Box Breathing

WORKSHEET

SESSION *four*



spiritual disciplines





OBJECTIVES

At the end of the session, you will be able to:

- 01** Define spiritual discipline.
- 02** Provide examples of types of spiritual disciplines.
- 03** Select one spiritual discipline to practice and experience.

“Spiritual disciplines aren’t laws or rules to follow. They’re tools that help us create space in our lives so God can work within us.” *Page 34*

Ruth Haley Barton states: “In Christian tradition, this structure arrangement of spiritual practices is referred to as ‘a rule of life.’ A rule of life is a way of ordering our life around the values, practices, and relationships that keep us open and available to God for the work of spiritual transformation that only God can bring about. Simply put, a rule of life provides structure and space for our growing.” *Page 14*

What the Bible Says About Spiritual Disciplines

Why Practice Spiritual Disciplines

Titus 2:11-15
1 Timothy 4:7-8

Prayer & Fasting

Matthew 6:1-6, 16-18

Simplicity & Submission

Philippians 4:10-13
Matthew 6:19-33

Silence & Solitude

Luke 5:15-15
1 Kings 19:11-13

Service & Giving

Matthew 6:19-21
Matthew 25:14-30

**Scripture: Study,
Memorization,
Contemplation
& Meditation**

Psalm 119



“ Jesus says, ‘Are you tired? Worn out? Burned out on religion? Come to me. Get away with me and you’ll recover your life. I’ll show you how to take a real rest. Walk with me and work with me—watch how I do it. Learn the unforced rhythms of grace. I won’t lay anything heavy or ill-fitting on you. Keep company with me and you’ll learn to live freely and lightly’ (Matthew 11:28-30). We invite you to come take a sacred journey.”

Sensible Shoes: A Story about the Spiritual Journey, page 27

“ ‘The spiritual life is all about paying attention,’ said Katherine. ‘The Spirit of God is always speaking to us, but we need to slow down, stop, and give more than lip service to what God is saying. We need to get off autopilot and take time to look and listen with the eyes and ears of the heart.’”

Sensible Shoes: A Story about the Spiritual Journey, page 51



TYPES OF SPIRITUAL DISCIPLINES

For ease, the spiritual disciplines discussed in this session are grouped according to the following categories:

01

Retreats

Retreats are events when you choose to get away from the normal pace of life. A retreat can take place over a day, weekend, week, or month. Retreats can take many different shapes and forms from learning something new to being alone with God. Feel free to choose any of the following disciplines to be used within a retreat. Retreats can be done alone or in community with others.

02

Prayer

Prayer is time spent alone or in community with others talking and listening to God.

03

Bible

Bible refers spending time in reading passages of the Bible or just focusing on a few verses. Bible reading can take place alone or in community.

04

Fasting

Fasting refers to giving up something for a time. It can be giving something up during Lent, for a day, for a week, or any other period. We often think of food when we fast; however, one can fast from other things such as technology or other activities that seem to drain us of too much time. Usually, fasting is done alone.

Retreats *Sacred Rhythms*

- How long did you spend at the retreat?
- Where did you go for the retreat?
- What kind of activities did you find helpful?

Solitude: Resting in God *Sacred Rhythms*

According to Barton, “We are so tired [because] we are working hard to figure things out rather than learning how to cease striving, how to be with what is true in God’s presence and let God be God in the most intimate places of our life—which is, in the end, the only thing that will change anything. We’re busy trying to make stuff happen rather than waiting on God to make stuff happen. *Page 41*”

- Read Exodus 14:13-14
- Get in a comfortable, safe place. Sit quietly. Breathe deeply. Let your soul venture out and say something to you that perhaps you have had a hard time acknowledging: Is there a particular joy you are celebrating? A loss you are grieving? Are there tears that have been waiting to be shed? A question that is stirring? An emotion that needs expression? Sit with what comes into your awareness, becoming conscious of God’s presence with you in that awareness. *Page 43*

Sabbath *Sacred Rhythms*

Choose one day of the week. Plan and prepare for your Sabbath.

- What activities will I refuse to engage in so that it is truly a day of rest, worship, and delight?
- What activities will bring me delight, and how will I incorporate them?

Self-Examination and Confession *Sensible Shoes: A Story about the Spiritual Journey*

Genesis 3:1-9

- In what ways have your “eyes been opened” to your sin?
- What do you see about yourself?
- How do you feel about what you see?
- With what tone of voice do you hear God ask the question, “Where are you?”
- Why do you think you hear God that way?
- What fig leaves have you fashioned for yourself?
- What are you hiding from God? From others? From yourself?
- What keeps you from coming out of hiding?

James 5:16

Longing for More *Sacred Rhythms*

Begin your time with a few moments of silence, creating space for each of you to settle into a stance of quiet listening to God.

- When was the last time you felt your longing for love, your longing for God, your longing to live your life as it is meant to be lived in God?
- Open your desire to God's presence.
- Read Mark 10:46-52. Read it again more slowly. Put yourself in the place of needing Christ. How do you approach and/or get his attention? What words do you use? What emotions do you feel?
- Imagine seeing Jesus' face to face—you have his attention! He asks: What do you want me to do for you?
- Let your thoughts flow. Journal. Listen to Christ's response.

Labyrinth *Sensible Shoes: A Story about the Spiritual Journey*

Walking the labyrinth is a sacred journey of prayer.

- Unlike a maze, the labyrinth has a single winding path that leads to and from the center, with no obstacles or dead-ends.
- As you walk, there may be times when you'll want to stop, rest, and listen. Journey at your own pace.
- If you do get lost or confused, feel free to step off the path and begin again.
- While there is no set way to walk the labyrinth, some people find it helpful to picture the journey in three stages: the trip inward, the time at the center, and the trip outward.
- Just as pilgrims deliberately leave behind the cares of the world to travel freely and lightly, so God invites us to let go of the things that clutter our lives. As you begin the journey, notice what distracts and hinders you. Notice what competes for your affection and attachment to Jesus. The journey to the center is an opportunity to release burdens, identify fears, and confess sins.
- The center of the labyrinth is a resting place where you are held in God's loving embrace. Linger as long as you wish, receiving whatever gifts of Scripture, insight, presence, peace, or revelation God gives. Simply enjoy being with God.
- Then, whenever you are ready, begin the outward journey. Allow the Spirit to strengthen and empower you as you take God's presence and gifts out into the world." *Page 55*

Praying the Examen *Sensible Shoes: A Story about the Spiritual Journey*

The prayer of examen was developed by Ignatius of Loyola in the sixteenth century as a discipline for discerning God's will and becoming more attentive to God's presence.

These are some questions you can adapt and use in the examen:

- When were you aware of God's presence today?
- When did you sense God's absence?
- When did you respond to God with love, faith, and obedience?
- When did you resist or avoid God?
- When did you feel most alive and energized?
- When did you feel drained, troubled, or agitated?

Having reviewed the details of your day, confess what needs to be confessed. Allow God's Spirit to bring you wholeness, grace, and forgiveness.

Finally, consider these questions:

- How will you live attentively in God's love tomorrow?
- How can you structure your day in light of God's presence, taking into account your own rhythms and responses to the movement of the Spirit?
- Ask for the grace to recognize the ways God makes his love known to you. *Page 178*

NOTES

Wilderness Prayer *Sensible Shoes: A Story about the Spiritual Journey*

Genesis 16:7-10

- Where have you come from?
- Where are you going?
- Spend some time asking the Spirit to bring to mind the people and events that have significantly shaped you.
- Ask, where have you come from?
- Ask God to give you courage to name not only the times when you have experienced his intimate presence, but also the times when you have felt God’s absence.
- Ask, what are the formative moments that have shaped your life with God?
- Ask, where are you going? Consider the invitations God is currently giving you.
- Ask, how is God leading and guiding you into a deeper awareness of his love and care for you?
- Ask, what promises of God are giving you hope for the future?
- Ask, how will you continue to be with the God who is always with you? *Page 224*

NOTES

Praying with Imagination *Sensible Shoes: A Story about the Spiritual Journey*

Begin by quieting yourself in God's presence. Invite the Holy Spirit to guide and direct your attention and imagination as you encounter Jesus in a scene from the gospels.

Slowly read the text several times.

Begin to imagine the scene.

- What do you see?
- Hear?
- Smell?
- Feel?
- What do the outskirts of Jericho look like? Where is Bartimaeus?
How big is the crowd?
- Who is there?
- What do they look like?
- What's the mood of the scene?

Invite and trust the Spirit to guide you as you watch the movie play in your mind. Once you have imagined the scene, picture yourself inside the story. Let go of any desire for historical accuracy, and actively enter into the text. Watch what the characters do.

Listen to what they say.

- Where does the Spirit invite you to participate?
- Which character are you?
- What do you say?
- What does Jesus say to you?
- What do you want? Engage in conversation with the characters in the text.

Don't worry about making things up. Trust the Spirit to speak and reveal God's truth to you as you pray. Then prayerfully reflect on what you experienced in the text. What does God want you to know? How does this experience of prayer draw you close to Jesus? *Page 242*

Longing for More *Sacred Rhythms*

Begin your time with a few moments of silence, creating space for each of you to settle into a stance of quiet listening to God.

- When was the last time you felt your longing for love, your longing for God, your longing to live your life as it is meant to be lived in God?
- Open your desire to God's presence.
- Read Mark 10:46-52. Read it again more slowly. Put yourself in the place of needing Christ. How do you approach and/or get his attention? What words do you use? What emotions do you feel?
- Imagine seeing Jesus' face to face—you have his attention! He asks: What do you want me to do for you?
- Let your thoughts flow. Journal. Listen to Christ's response.

Lectio divina *Sensible Shoes: A Story about the Spiritual Journey*

Lectio divina (sacred reading) is an ancient way of listening to Scripture, dating back to the early Middle Ages. It is a slow, prayerful digesting of God's Word. In our information-overload culture, we have lost the art of lingering over words.

Often when we read, we hurry through the material as quickly as possible, skimming for main ideas. But that kind of reading is counterproductive to spiritual formation. While it's essential to read God's Word, we must also allow God's Word to read us. Many people study the Bible without ever being shaped by the text. When we come to the Word with our own agenda, we put ourselves in the position of control. We may look for what we get out of it rather than ever allowing the Word to get into us. We so easily forget that reading the Word of God is meant to be a supernatural act of cooperating with the Holy Spirit. We're meant to be listening to the Word with the ears of the heart.

In sacred reading we aren't studying the Bible for historical, theological, or cultural contexts. We are looking to encounter the living God. Lectio divina invites the Holy Spirit to bring the Word to life in a way that grips us and speaks to us right in the midst of our daily lives. We let the word descend from our minds to our hearts where it can penetrate and transform us. As Jesus often said, 'Let those who have ears to hear, hear.'" *Page 102*

Self-Examination and Confession *Sensible Shoes: A Story about the Spiritual Journey*

Genesis 3:1-9

- In what ways have your “eyes been opened” to your sin?
- What do you see about yourself?
- How do you feel about what you see?
- With what tone of voice do you hear God ask the question, “Where are you?”
- Why do you think you hear God that way?
- What fig leaves have you fashioned for yourself?
- What are you hiding from God? From others? From yourself?
- What keeps you from coming out from hiding?

James 5:16

NOTES

Fasting *Sacred Rhythms*

If you have ever fasted as a spiritual discipline:

- How did you fast?
- How much time?
- What were the results?

Sabbath *Sacred Rhythms*

Choose one day of the week. Plan and prepare for your Sabbath.

- What activities will I refuse to engage in so that it is truly a day of rest, worship, and delight?
- What activities will bring me delight, and how will I incorporate them?

NOTES

References + Resources

- **Self-Care assessments and tools**
www.socialworktech.com
- **University of Buffalo, Social Work**
<https://socialwork.buffalo.edu/resources/self-care-starter-kit.html>
- **Grand Rapids Center for Mindfulness**
<http://grandrapidscenterformindfulness.com/>
- **“Sacred Rhythms”**
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- **“Sensible Shoes: A Story about the Spiritual Journey”** by Brown, Sharon Garlough: IVP Books, 2013
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- **“Summary: 7 Habits of Highly Effective People: 30th Anniversary Edition”**
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PRESENTATION *slides*



self-care



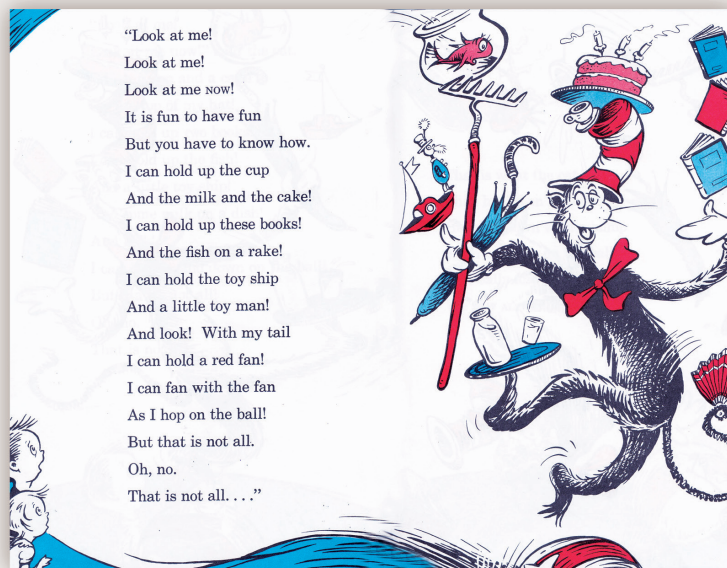
SLIDE 1

LEARNING EXPERIENCE

self-care



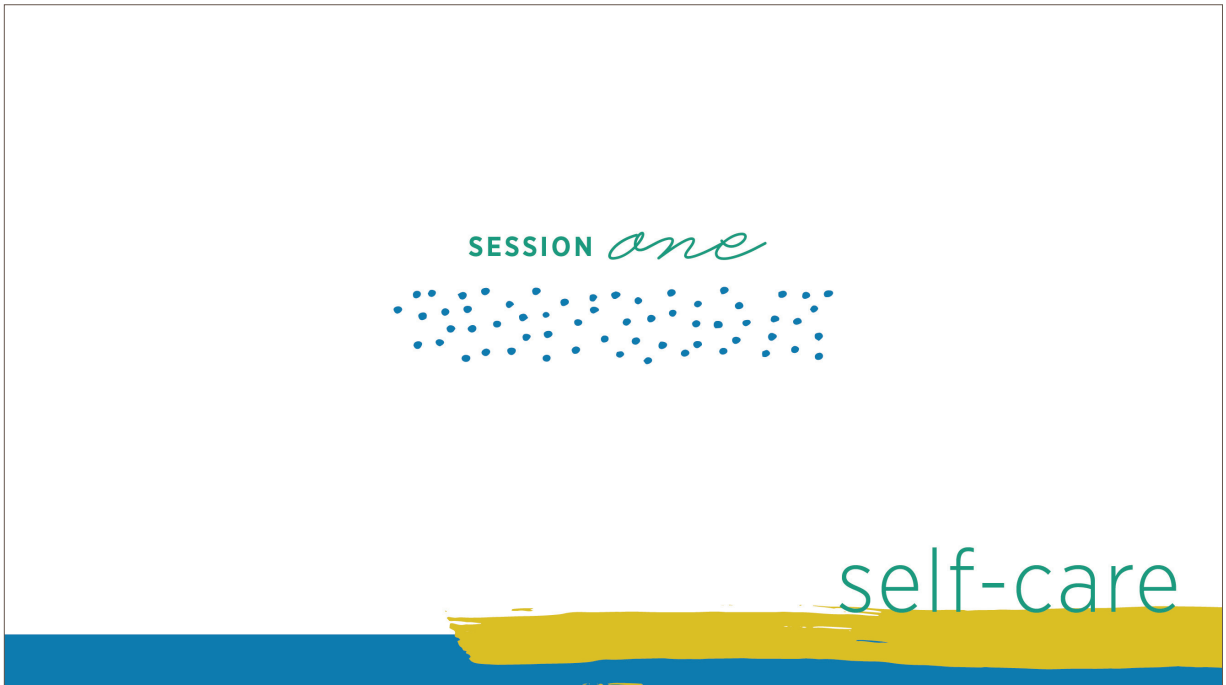
SLIDE 2



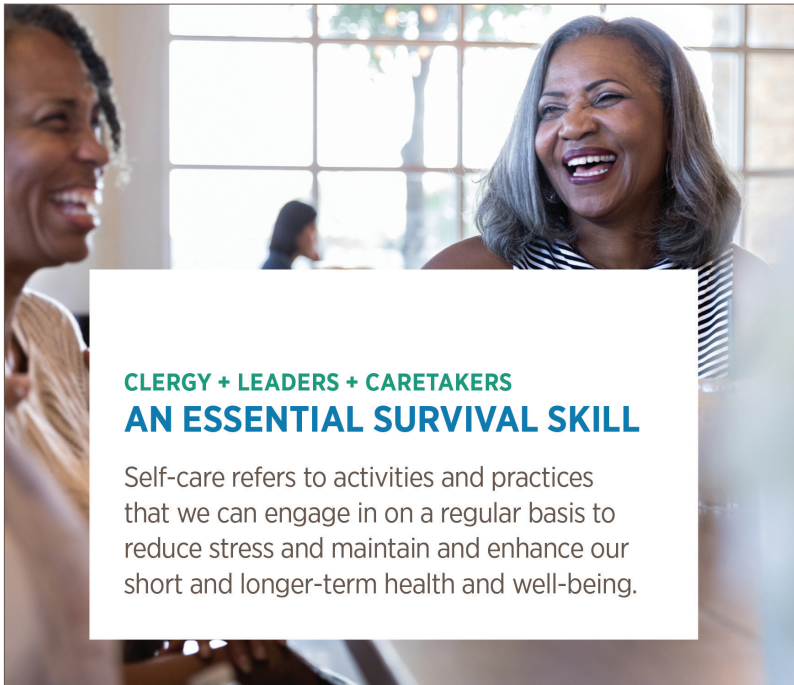
SLIDE 3



SLIDE 4



SLIDE 5



CLERGY + LEADERS + CARETAKERS
AN ESSENTIAL SURVIVAL SKILL

Self-care refers to activities and practices that we can engage in on a regular basis to reduce stress and maintain and enhance our short and longer-term health and well-being.

Self-care is necessary for your effectiveness and success in honoring your professional and personal commitments.

SLIDE 6

A quote from Eleanor Brown

Self-care is not selfish.



You cannot serve from an empty vessel.

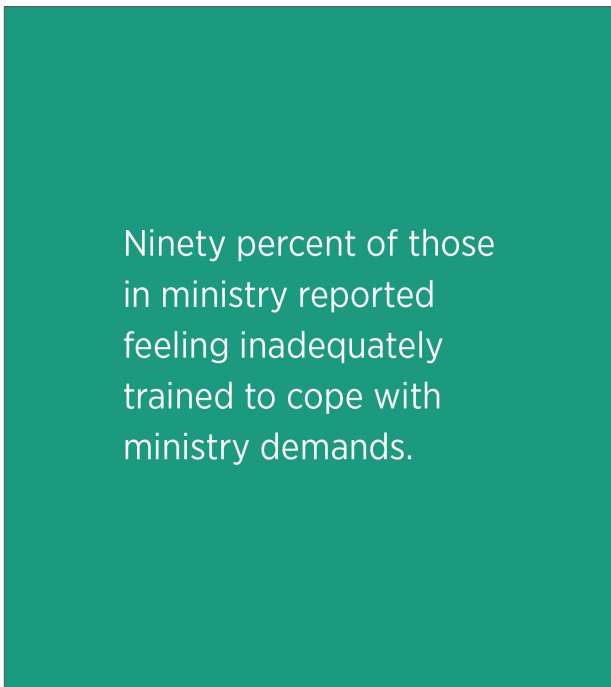
SLIDE 7



Matthew 11:28-30 (NIV)

Come to me, all you who are weary and burdened, and I will give you rest. Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls. For my yoke is easy and my burden is light.

SLIDE 8



Ninety percent of those in ministry reported feeling inadequately trained to cope with ministry demands.

70%
LOWER SELF-ESTEEM

Say they have a lower self-esteem now compared to when they started in ministry.

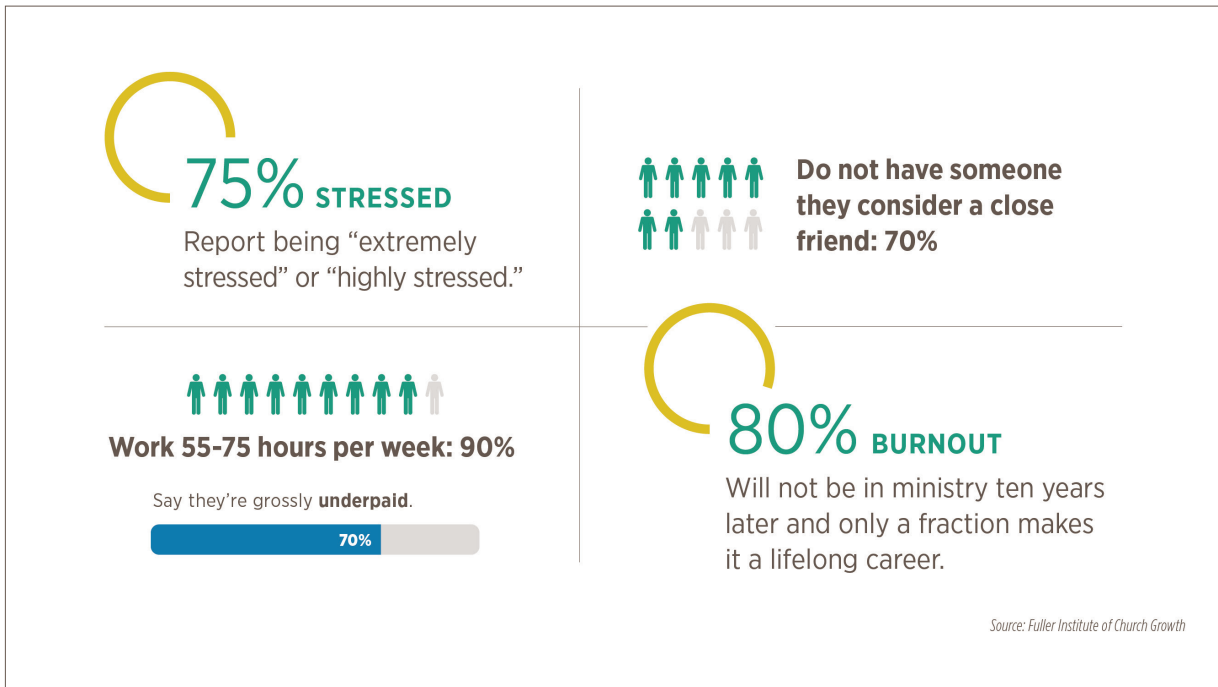
Reported serious **conflict** with a parishioner at least once a month.

40%

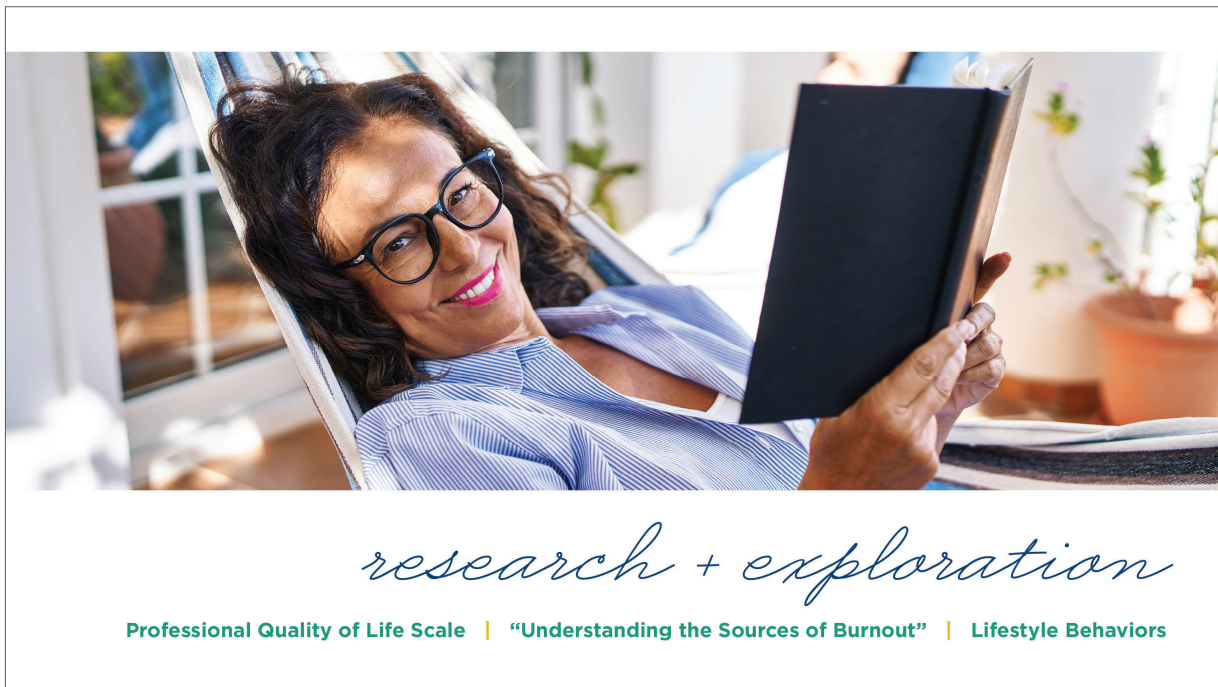
Confessed to having been involved in **inappropriate sexual behavior** with someone in the church.

37%

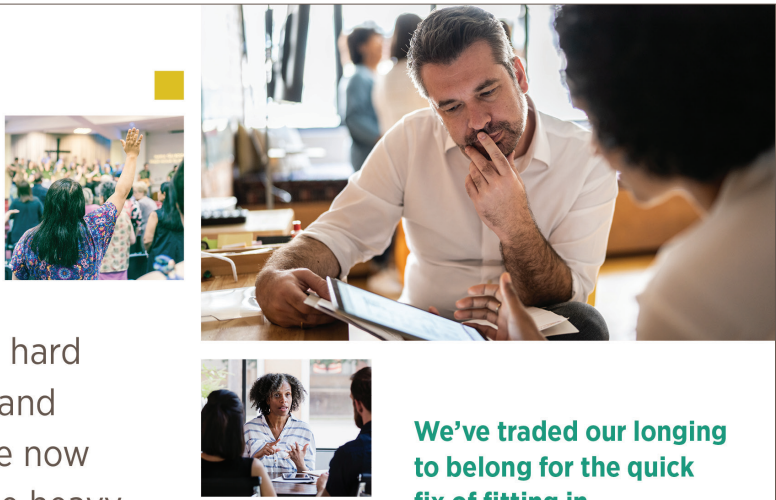
SLIDE 9



SLIDE 10



SLIDE 11

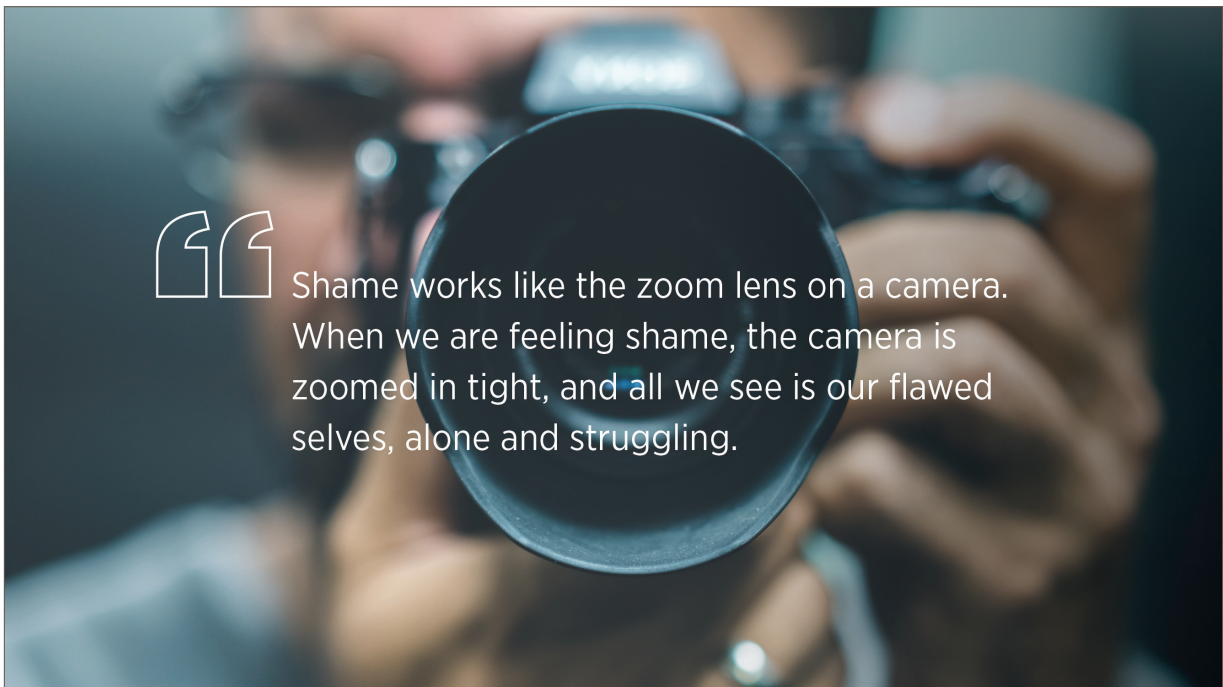


“ We’ve worked so hard to gain approval and esteem that we’re now crushed under the heavy burdens of fear, shame, and a lack of self-worth.

We’ve traded our longing to belong for the quick fix of fitting in.

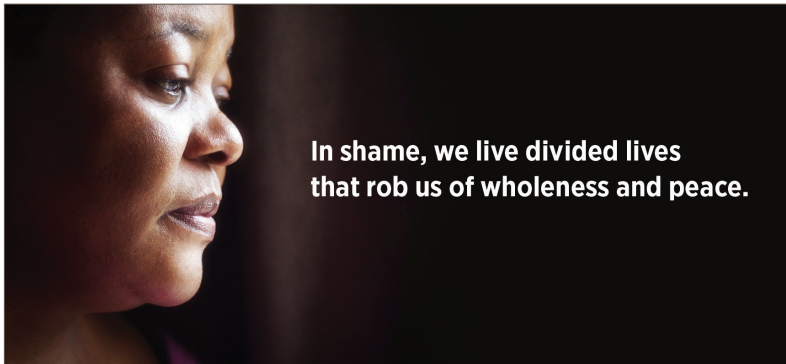
We’ve traded wholeness for perfectionism.

SLIDE 12



“ Shame works like the zoom lens on a camera. When we are feeling shame, the camera is zoomed in tight, and all we see is our flawed selves, alone and struggling.

SLIDE 13



In shame, we live divided lives that rob us of wholeness and peace.

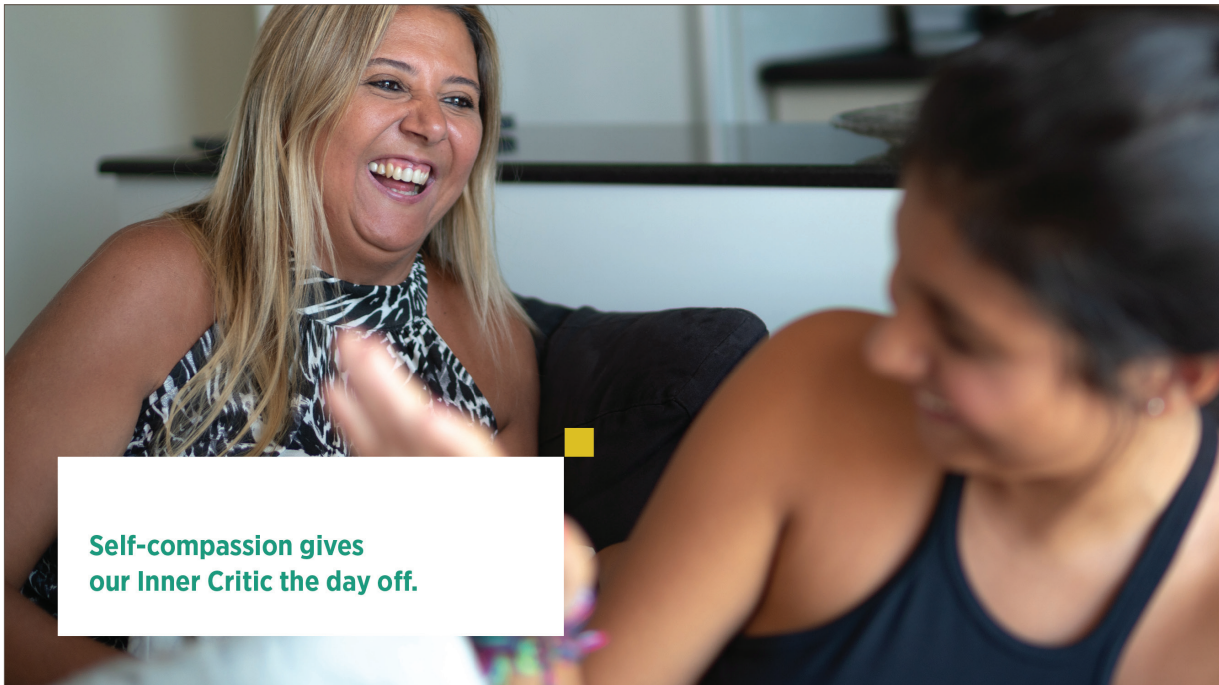


This is our common story. No one is immune.



Divided and fragmented, we work tirelessly to perfect ourselves but only end up exhausting ourselves.

SLIDE 14



Self-compassion gives our Inner Critic the day off.

SLIDE 15



Mindfulness

SLIDE 16

SESSION *two*



time management



We have enough time—if we don't waste it.

- ✔ We should align our actions with our core values and core competencies.
- ✔ We must take control of our calendar by controlling our priorities.



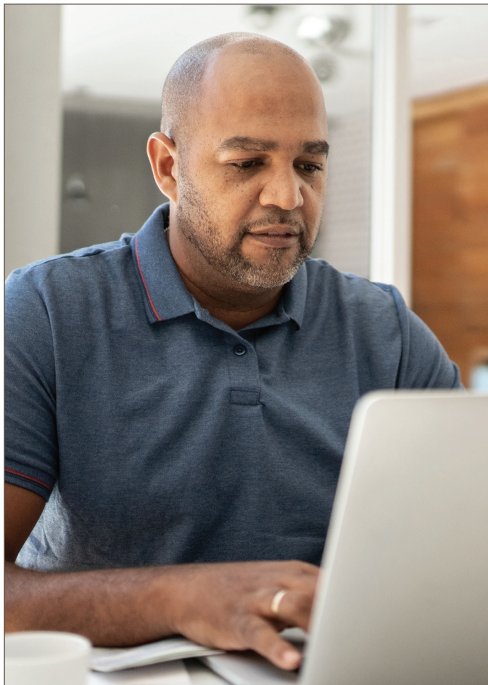
We misuse time doing what is unnecessary or unimportant.



Put first things first.



SLIDE 19



Quadrants of Time Management



SLIDE 20

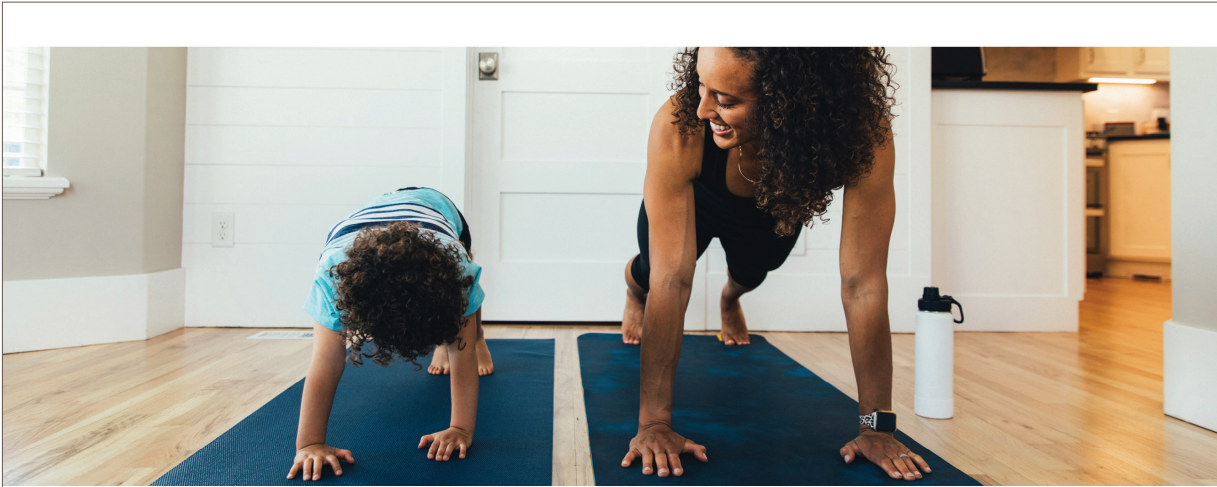
We should follow the 80/20 rule.

80% OF OUR TIME
Should be spent on important issues and tasks, with the majority on prevention and planning.

THE REMAINING 20% OF OUR TIME
Should be spent on **non-important** issues and tasks.



SLIDE 21



research + exploration

Urban Resource Center Time Management Tracker | The American Time Use Survey

SLIDE 22



Time is the same
for every person.

24
HOURS
IN A DAY

168
HOURS
IN A WEEK

Time management is about managing the decisions you make every day.



- ✓ Results
- ✓ Emotions
- ✓ Actions
- ✓ Priorities
- ✓ Energy



“

We must use time wisely and forever realize that the time is always ripe to do right.

Nelson Mandela



SLIDE 25

Time Management Tips	
Take control of your decisions.	Set aside time to be creative.
Rest first, then act.	Use to-do lists wisely.
Do less stuff.	Delete, do, delegate or defer.
Prioritize what is important.	Eliminate unnecessary or inefficient activities
Carefully define your goals.	Carefully plan your meetings and projects.
Focus on results.	Leave early and end on time.
Stop worrying and start solving.	Avoid multitasking.
Take time to care for your body.	Focus on the next 15 minutes.
Manage your emotional energy.	Take control of your technology.
Reflect and refocus at least twice a day.	Focus on the next 15 minutes.

SLIDE 26

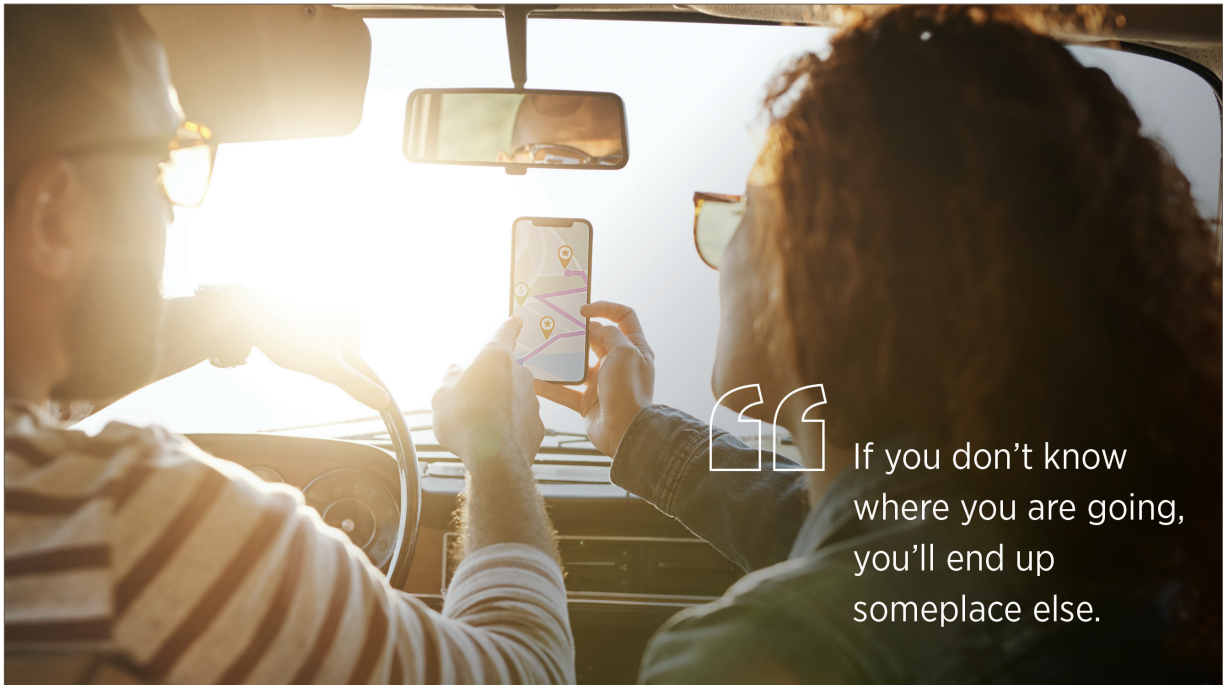
SESSION *three*



smart goals



SLIDE 27



If you don't know where you are going, you'll end up someplace else.

SLIDE 28



If you set a goal that is attainable without much work or thought, you are stuck with something below your true talent and potential.



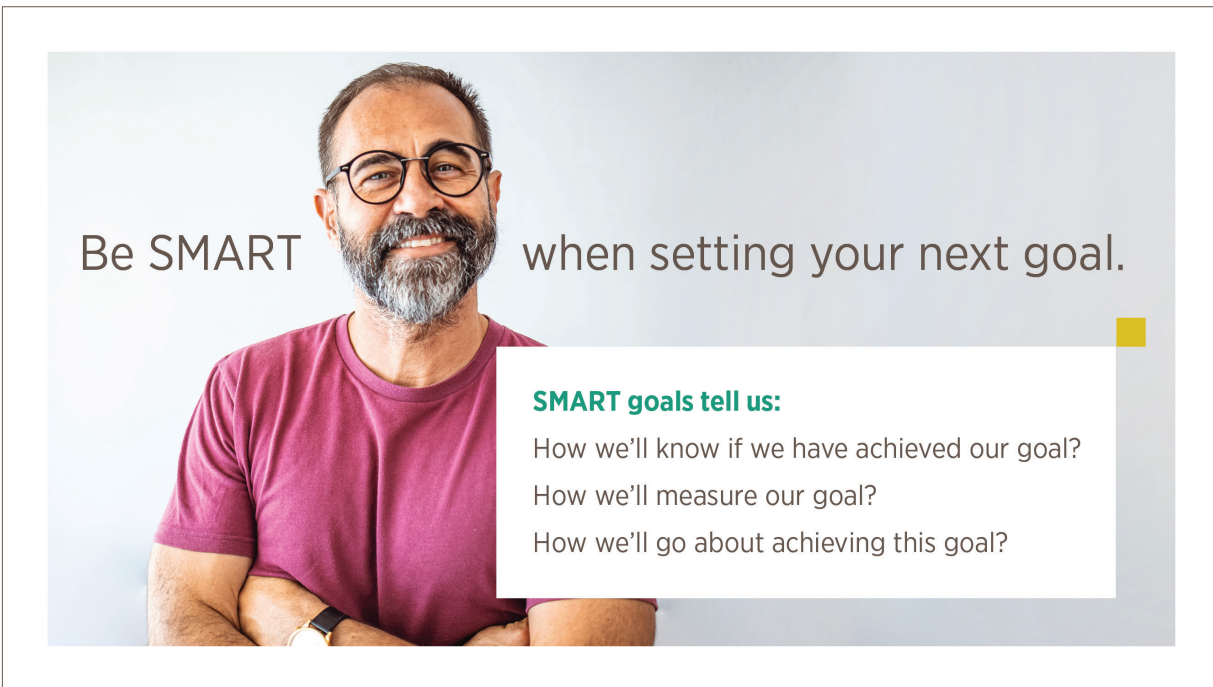
You have to set goals that are almost out of reach.



REVIEW

**THE PURPOSE OF GOAL SETTING
AND TIME MANAGEMENT**

- ✔ Define your goals.
- ✔ Determine your actions or what steps to take.
- ✔ Prioritize what is important.
- ✔ Focus your energy and effort.
- ✔ Make better decisions.



Be SMART when setting your next goal.

SMART goals tell us:

- How we'll know if we have achieved our goal?
- How we'll measure our goal?
- How we'll go about achieving this goal?



Specific

Goals should be clearly written and define what you are going to do.

What will the goal accomplish?

It may help to answer what, why and how questions regarding the goal.



Measurable

How will you measure whether or not the goal was reached?

The goal should be measurable.

Sometimes the measure is several short-term or smaller goals that need to be reached.



Attainable

Is the goal possible?
Have others completed it?

Healthy goals should stretch you beyond your comfort zone but be realistic.

The goal should motivate the person.



Relevant

The goal should measure outcomes, not activities.

What is the benefit or how does this goal help fulfill your mission and vision?

The goal should directly connect to the mission and vision of the person or organization.

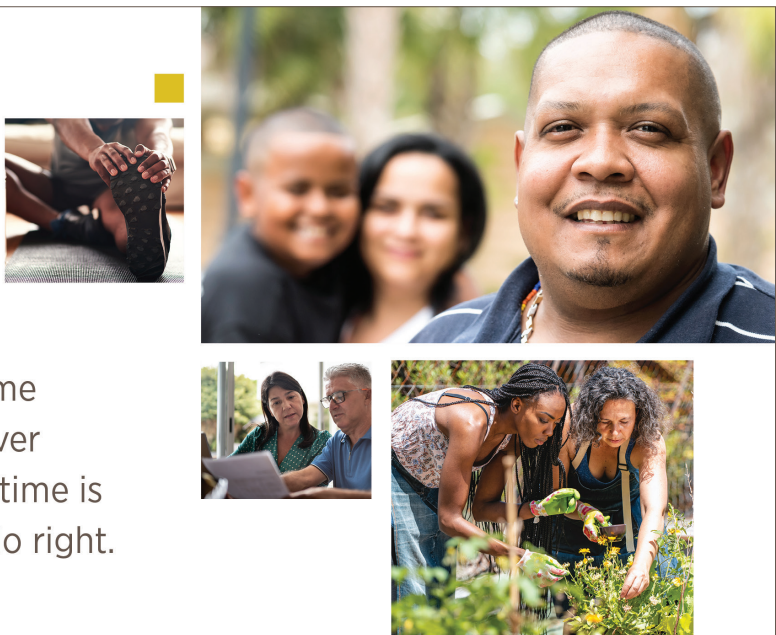


Time-based

The goal should have a sense of urgency.

The goal should have a specific end date or assessment point.

Does the established date to complete the goal create a sense of urgency?






“ We must use time wisely and forever realize that the time is always ripe to do right.

Nelson Mandela



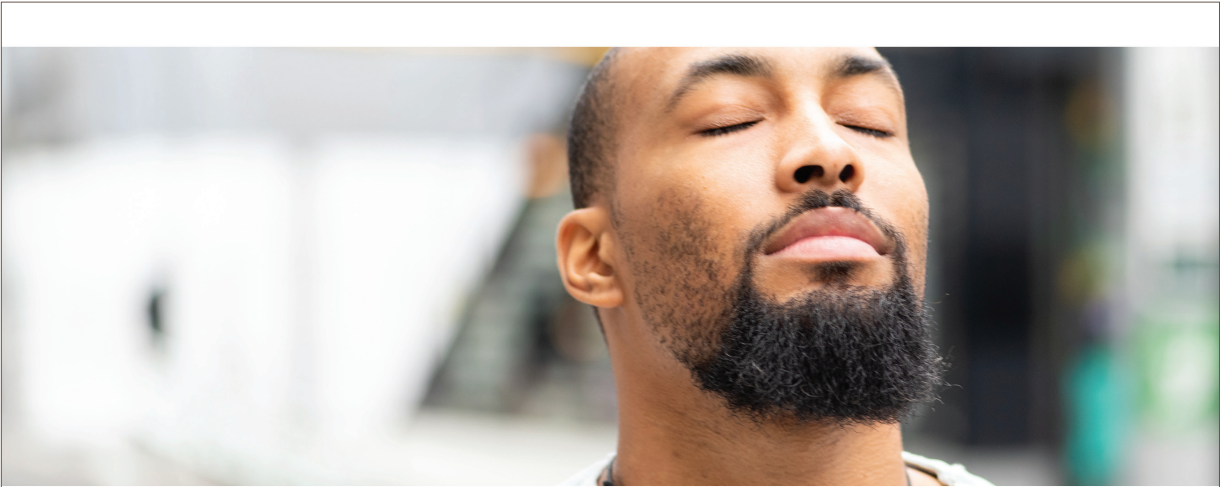
Matthew 25:14-30
God's Expectations

God gives us access. He wants us to take action and be accountable.



“Lost time is never found.”

SLIDE 39



research + exploration

Box Breathing

SLIDE 40

SESSION *four*



spiritual disciplines

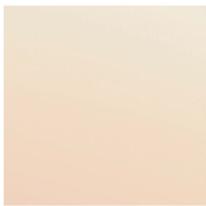




Spiritual disciplines are tools that help us create space in our lives so God can work within us.



“Spiritual disciplines aren’t laws or rules to follow.”




RETREATS
GETTING AWAY
FROM NORMAL LIFE

PRAYER
TALKING AND
LISTENING TO GOD



Types of Spiritual Disciplines

SLIDE 43



FASTING
GIVING SOMETHING
UP FOR A TIME

BIBLE
SPENDING TIME
IN GOD'S WORD

SLIDE 44

You've learned
so much in four
short sessions.

- ✔ The need for self-care.
- ✔ Examining time usage.
- ✔ How to make SMART goals.
- ✔ Practicing spiritual disciplines.



Remember, to serve,
we need to be healthy.



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