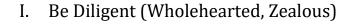
Lecture Outline
Part 1 of 4

Introduction: Shepherding Sheep Demands Good Management Skills



- II. Be Faithful in Little Things
 - A. Show Up
 - B. Be on Time
 - C. Follow Through

Lecture Outline Part 2 of 4

III.	Ве	Be Organized			
	A.	Organize Your Life and Stay with It			
	В.	Use a Daily Planner or a Computer Program			
	C.	Plan Your Day and Week			
	D.	Create a Checklist			
	E.	Ask for Advice from Those Who Are Organized			

Lecture Outline Part 3 of 4

IV.	Be Organized (cont.)			
	F.	Organize Your Desk or Workplace		
	G.	Work with Files		
	Н.	When You Work, Work!		
	I.	Seize Small Units of Time		

Lecture Outline Part 4 of 4

V.	Be Organized (cont.)	
	J. Don't P	
	K. Don't Be a S	to the Phone
	L. Plan for Rest, Exercise, a	nd Family
	M. Pray About Your O	Busyness and Schedule
	N. Learn to Say N	
VI.	Be a Delegator	