

Management and Planning

Lecture Outline

Part 1 of 4

Introduction: Shepherding Sheep Demands Good Management Skills

- I. Be Diligent (Wholehearted, Zealous)

- II. Be Faithful in Little Things
 - A. Show Up

 - B. Be on Time

 - C. Follow Through

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III. Be Organized

A. Organize Your Life and Stay with It

B. 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

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IV. Be Organized (cont.)

F. Organize Your Desk or Workplace

G. Work with Files

H. When You Work, Work!

I. Seize Small Units of Time

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V. Be Organized (cont.)

J. Don't P_____

K. Don't Be a S_____ to the Phone

L. Plan for Rest, Exercise, and Family

M. Pray About Your O_____ -Busyness and Schedule

N. Learn to Say N_____

VI. Be a Delegator