

Living Your Most Effective and Efficient Life

Finding Focus
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Cultivating Style
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Maintaining Clear Sense of Role



Working Word (now)

Working Word (to become)

LET WORK BE WORK.
LET HOME BE HOME.
LET PLAY BE PLAY.
LET REST BE REST.
LET WORSHIP BE WORSHIP.

MIXING THEM ALL TOGETHER IS WHAT REALLY CAUSES
THE “PROBLEM” .



If I changed my pace...

Finding Your Way

- 1.) Know the “thing”
- 2.) Plan the Steps
- 3.) Estimate the Time
- 4.) Test “it” in Community

You Can Change Just About Anything, If You...

- Believe in Your Success
- Commit Yourself
- Work at It
- Spend the Time
- Do It Your Way
- Be Willing to Pay the Price
- Take Total Responsibility for Outcome

– Based on work of Marshall L. Cook

The heart of my work is...

Knowing the Heart of Work

- What is the heart of your work?
- Who are you serving in this?
- What are the actions and the activities?
- Who would be helpful to you in this conversation?
- Who do you need to help you clarify role?
- Who needs to give approval?



How I Slice My Time...

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Living Your Most Effective and Efficient Life
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Elements of MY Best Life...

Looking More to the “Authentic You”

My Best Work –

- When?
- Where?
- How?
- With whom?

Making My Style Work

- I need people to know this about my work style...
- My ideal workspace would be...
- What would it take to make this space happen...
- Who would I need to communicate this to...

Check List for A Healthy Ministry

- Formal Ministry Description
- Understanding of Informal Ministry Expectations
- Necessary Meetings/Contacts with Supervisor
- Necessary Meetings/Contacts with Colleagues
- Recent review of place in ministry
- Consistent Review of Personal Roles, Goals and Plans

Actions Steps?

Building Blocks of a Trustworthy System

- Get it
- Know it
- Do it
- Review it



WADE Method (Julie Morgenstern)

- W Write it down
- A Add it Up
- D Decided
- E Execute Your Plan

My “One Thing”...

Road Mapping

- Emily Given

- **WHERE** are you going today?
- **WHAT** is the route?
- **WHO** are you going to see?
- **WHY** am I traveling along this path?

Ten Commandments of Self Care

- Valorie Burton

1. Use all of your vacation time every year.
2. Commit your time off solely to nonwork-related activities
3. Take your rest seriously.
4. Have fun at least once a week.
5. Eat regularly, preferably sitting down.
6. Exercise regularly, preferably standing up.
7. Be fruitful and productive, not busy.
8. Use technology to gain time, not consume it.
9. Connect heart-to-heart with the people who matter.
10. Be led by the spirit.