



## **Work Smart** **Keys to improving personal efficiency and productivity**

Our Goal is to change behavior and work patterns to improve personal efficiency and productivity.

### **1, Manage time properly**

Ephesians 5:15-17

- ✓ Focus on the important, mitigate the urgent
- ✓ Write To-Do lists that work - do similar tasks back-to-back, to maintain momentum
- ✓ Create self-imposed deadlines
- ✓ Don't be afraid to say no
- ✓ Avoid frivolous meetings (things that are a formality but serve no purpose)
- ✓ A stitch in time saves nine (a quick decision can save time, procrastination is expensive)  
Proverbs 10:5
- ✓ Have a daily routine - that gives you a rhythm, thus increasing momentum.

### **2, Improve key skills**

Ecclesiastes 10:10

### **3, Use tools & smart tricks**

- ✓ Avoid doing the same thing twice - reuse. Plan for reuse.
- ✓ Organize/File things intuitively for easy retrieval
- ✓ Use your best time for most important/demanding tasks
- ✓ Break big tasks up so that you finish the longest part first
- ✓ Do the things that everyone else has to do, when everyone else isn't doing them

### **4, Staying mentally and physically fit**

Mark 1:35

Manage your energy, not just your time

Time is a limited resource and becomes exhausted. Energy, however, is renewable. Renew yourself periodically.

### **5, Leverage team work & delegation**

Ecclesiastes 4:9

Don't take on "monkeys" — others responsibilities. Focus on developing and empowering people and free yourself to focus on your priorities.

### **6, Develop your Inspiration Quotient (IQ) - supernatural wisdom & revelation**

God can inspire ideas that will save your time, energy and resources.

### **7, Welcome the God Factor**

Jacob Genesis 30:25-43, Gideon Judges 7

God's power working on your behalf can override natural laws to produce supernatural outcomes.

# Coffee talk



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## **BOUNCE OFF!**

In your small group share your thoughts and insights with one another in response to these questions and what was preached, and then take some time to pray for each other.

*Which one of the seven keys discussed above, meant to you the most and why?*

## **MIRROR THIS!**

Take some time out alone with God this week, and reflect, pray and perhaps even journal your thoughts on the following.

*Identify three keys discussed in today's sermon that you will apply immediately – and write out how you will implement them in your life.*