

Review_Do More Better_Challies

- It is possible to live a calm and orderly life. You can go to sleep and rest easy.
- Solomon (a wealthy, important, busy man) wrote: "It is in vain that you rise up early and go late to rest, eating the bread of anxious toil; for he gives to his beloved sleep." (Ps. 127:2).

1. Know Your Purpose

1. Productivity Catechism

1. Q1: Ultimately, why did God create you? A: God created me to bring glory to him.
2. Q2: How can you glorify God in your day-to-day life? A: I can glorify God in my day-to-day life by doing good works.
 1. "Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven" (Mt. 5:16).
 2. Our works are like lights that illumine God. When people see that light, they don't praise *you* but God. "He's awesome!"
 3. "Keep your conduct among the Gentiles honorable, so that when they seek against you as evildoers, they may see your good deeds and glorify God on the day of visitation" (1Pt. 2:12).
3. Q3: What are good works? A: Good works are deeds done for the glory of God and the benefit of other people.
 1. Mothers cuddle and wipe away tears, students apply themselves to their studies and office workers are helpful to their clients. We are to live outside ourselves for the good of others.
4. Q4: But you are a sinful person Can you actually do good works? A: Yes. Christian are able to do good works because of the finished work of Christ.
 1. We are created in Christ Jesus for good works (Eph. 2:10).
 2. We are to be zealous for good works (Tit. 2:14). We are to be good works extremists, absolutely consumed in doing good for other people.
5. Q5: In what areas of life should you emphasize good works? A: I ought to emphasize good works at all times and in all areas of life.
 1. "Whether you eat or drink to all..." (1Cor. 10:31). In every area of life!
 2. We are to be careful to devote ourselves to good works (Tit. 3:8).
 3. Women should adorn themselves with good works (1TM. 2:9-10). We are to do good to everyone, especially Christians (Gal. 6:10).
 4. We're given spiritual gifts to do more good (1Pt. 4:10-11).
6. Q6: What is productivity? A: Productivity is effectively stewarding my gifts, talents, time, energy, and enthusiasm for the good of others and the glory of God.

2. Answer the Call

1. We must do the best things (good to others) for the best goal (the glory of God).
2. Productivity Thieves
 1. Laziness
 1. The lazy are hinged to their bed (Pr. 26:14), full of excuses (26:13)
 2. He won't start new ventures, won't finish what he started, is restless and useless.
 3. We loves excuses to be unproductive (Facebook, YouTube, texts).
 2. Busyness
 1. We actually think being busy validates us. We think we have only two choices: doing far too little or far too much.

2. Don't confuse busyness with diligence, faithfulness or fruitfulness. Anyone can be busy.
3. BusyLazy
 1. We are first lazy and then we become crazy busy because we procrastinated...lazy to frantic, from idle to crazy.
 2. We're so worn out we go back to being lazy for a while.
 3. Both these issues are problems from within.
3. A Call to Action
 1. We need to structure and organize our lives so we can do maximum good.
 2. Greater productivity should be a pressing need in our lives(whether personal devotions, exercise etc.)
3. **Define your responsibilities**
 1. We need to take an audit of our lives
 2. Get productivity worksheet
 3. Areas of responsibility
 1. Jesus' parable of the talents (Mt. 25) – Meaning: God rewards those who faithfully steward what he has entrusted to them.
 2. List areas of your responsibilities. What are you responsible for? Start with five or six categories.
 3. Use Productivity sheet here
4. **State Your Mission**
 1. You need to learn to say yes and no according to your responsibilities and its potential to help others.
 2. Mission
 1. Return to your areas of responsibilities and define your mission for each.
 2. This can be intimidating. Don't be scared. Not a big-picture mission statement. Just a limited one. Don't worry. This is a living statement. It can be tweaked over time.
 3. Examples:
 1. Church: *teach, lead, and serve the people of my church as they mature and multiply.*
 2. Business: *Use the opportunities God provides to help others think and live like mature Christians.*
 3. Personal: Delight in God to the glory of God for the good of all people.
 4. Ask each of these mission statements: did I do these things? How will I do these things?
 5. Write a brief mission statement for each responsibility
 3. Are you on mission?
 1. What are the things we are responsible for? And, should we be doing these things? Are you cluttered like your closet?
 2. Sometimes you accept projects out of mismanagement or the fear of man.
 3. Primary goal in productivity is not doing more things but doing more good. You can often do more good if you have fewer roles and projects. Better to direct a lot of attention to a few areas where you are gifted than little time where you are not.
 4. Ask questions like:
 1. Are these the best things for me to be doing?
 2. Do they fit my mission?
 3. Are these things that no one else can do?
 4. Am I especially gifted in this area?
 5. Do I bring unique value to this?
 6. Is there someone else who can do this better than I can?
 4. Leftovers
 1. Projects that don't fit your mission? You can: drop them, delegate them (to someone better suited, like business things to your wife) or do them.

5. What about goals?
 1. Some people love goals. If you thrive on making goals, do it. But not imperative.
 2. You can store them under each responsibility.
5. Select your tools
 1. Imperative not just to use tools but the *best* tools
 2. 3 Essential Tools
 1. Task management tools (allows you to capture and organize your projects and tasks)
 1. People used to use day timers. Now they should use Todoist.
 2. Scheduling tool (organizing your time and notifies of events)
 1. People used to use wall calendar. Now use Google calendar or Apple Calendar
 3. Information tool (enables you to collect, archive and access info)
 1. Used to use filing cabinets. Now use Evernote.
 3. Organizing principle
 1. A home for everything, and like goes with like.
 2. This is a powerful principle. If you were always consistent here, everything would remain perfectly organized.
 3. Appointments must always go where appointments go, information for proper place, tasks etc. Appointments and tasks should never be in the same place.
6. **Collect Your Tasks**
 1. The heart of an effective productivity is your task management tool. All other tools are supplemental to this because this will determine and propel your actions each day.
 2. Todoist is the best option.
 3. Setup of Todoist
 1. Start projects and sub-projects (I couldn't figure out how to do subprojects, perhaps not on free version).
 2. Only add tasks to todoist after everything is set up.
 3. Begin your tasks with a verb followed by colon. Adding actions, not info only (ex. Open: new savings account).
 4. Every time you think of a task, add it immediately and without restraint to todoist. Just add it to inbox if you're not sure where it goes. After that you have four options:
 1. Delete it.
 2. Do it
 3. Defer it (this is easy to do in the schedule box)
 4. Delegate it.
 5. Remember, inbox is only a temporary holding box.
 6. When you finish, mark as complete and move on. Few things feel better than watching that task disappear. You are getting things done!
 7. This takes some time upfront to figure out and it takes some weekly maintenance.
 8. First put on desktop. Once comfortable, put on mobile device.
7. **Plan Your Calendar**
 1. If you have few timed appointments (like I do), it can be far more basic and much less attention.
 2. Calendar is for events and meetings. If you need to remember something at a certain time, goes in calendar. Only put these in calendar. Nothing else in calendar.
 1. Ex. Monday 1100 – workout health club
 2. Ex. Wed – men's meeting at church

3. Putting only this information in your calendar could be new for you. In past, you probably put tasks in calendar too. But that is for todoist etc. Remember, everything gets its proper home.
4. This will help you plan your day. You'll begin day looking at calendar to see how much time you have committed to appointments. Then, you can plan projects around time not given to appointments.
5. Using notifications can help.
8. **Gather Your Information**
 1. I'm pretty familiar with Evernote, so not much here. Learn to use full benefit of this app however.
 2. Some features to learn more about in Evernote
 1. Forward emails to email account
 2. Use mobile app to scan receipts or docs
 3. Use web clipper (I have this but don't use it)
 4. Use web clipper to capture kindle notes and highlights
 5. Drag Word and Excel doc into Evernote
 6. Add PDF docs and highlight and annotate them within Evernote.
 3. Don't be half-hearted with Evernote. More commitment, more powerful the tool is.
9. Live the System
 1. So true. At times we're very motivated to get things done (new year etc.). But then you get lazy or stressed and it falls apart. Motivation, like the moon, waxes and wanes. But you can still be productive even when motivation is low.
 2. Motivation gets you started, but habit keeps you going.
 3. The Power of System
 1. A productivity system is a set of habits, methods, and routines that enables you to be most effective in knowing what to do and actually doing it.
 2. To be productive, you need a system. You need to build it, use it, perfect it, and rely on it. Must have confidence in this system that it will help you get things done.
 4. Three tools, one system
 1. Day has two phases: planning and execution. Planning, you make plans for day. Execution you get your work done.
 5. Daily planning
 1. If you plan nothing, nothing will get done.
 2. If you know how much time you have to get things done, you can effectively plug in tasks.
 3. Daily planning stage is called *Coram Deo*. This is very helpful and I inserted this in Todoist just as Challies wrote. In time, I'll adapt to do my own things. Each morning, this should only take a few minutes.
 6. Use all three tools
 1. Make sure you put things in their proper place. Sometimes calendar and task double up in some ways.
 2. Know yourself. Are you a morning or afternoon or evening person? If energy is low later in day, plan things like visits or Bible teaching that takes less concentration.
 7. Do the hardest task first. Go straight after it. You may feel better of getting little things done but it is opposite of productivity. If you don't prioritize your life, someone else will.
 8. Expect failure. Only God gets everything done each day.
 9. Choosing priorities
 1. Much of productivity depends on prioritization. We must choose the few and neglect and ignore the many. Difficult. Every pastor, writer, mother has a hundred more sermons, books and conversations they want to do.
 2. Some tips:
 1. Plan: Planning brings much clarification to your prioritization. Otherwise, week attacks us.

2. Pray: Ask God to help you prioritize most important tasks of day.
 3. Consider your idolatries: don't choose tasks that we think will validate us. Careful of idolatries. Don't just do those things that make us feel good about ourselves.
 4. Embrace the tension: art not science.
10. Expect interruptions. Also, when choosing what to do, don't fear man and don't let pride improperly push you to do something that doesn't fit.
- 10. Maintain it consistently**
1. Nothing in this world coasts towards order. Consistent maintenance needed
 2. Power of checklists
 1. One simple way to guard against chaos and disorder.
 2. Use a weekly review checklist. Just like pilots, which makes flying so safe.
 3. Serve and Surprise
 1. To succeed as a pastor, husband, father etc., we need to serve (Phil. 2:4-8) and surprise. We must be asking ourselves what we are to be doing to serve family and church.
 2. Serving is what we *must* do. Surprising is: what are things I could say or gifts I could give that would be an unexpected blessing to the people of my church? How can I serve like God who loves to give good gifts to his children (Mt. 7:11)?
 4. The Weekly review
 1. Daily planning is meant to be tactical. But weekly review is more strategic, widens scope. Daily Coram Deo only takes a few minutes. Weekly review takes about 30. Do this on Friday so when new week begins on Sunday, its already planned and organized.
 2. Example is on page 102. I copied most of this. Some thoughts: clean desk (make sure things are clean even beyond desk itself); tidy desktop (make sure desktop, downloads and any other computer clutter is cleaned up)
11. Tame Your Email
1. Many do email badly
 2. Email is place for communication, nothing else, not for task management etc. Remember our principle: a home for everything and like goes with like.
12. 20 Tips to Increase your productivity
1. Be curious (ask others how they manage their time)
 2. Plan to recite and remember (use task management software to remind you to memorize poetry and Scripture.
 3. Break it down (not: Write: a great novel) make smaller tasks
 4. Use a password manager (go to 1password or LastPass) online
 5. Use strong passwords (Use four random words strung together)
 6. Create a not-to-do list: do this in evernote; make list of bad productivity habits. (eg. Don't drink coffee after 2pm; don't leave email open all day; don't agree to all meetings)
 7. Set a limit time on meetings; they'll expand to the time you give them; don't give just beginning time.
 8. Prioritize personal devotions;
 9. Stop multi-tasking; this is rarely effective; choose a task and do it to completion
 10. Move around; change scene; doing creative work, work in different places; move every few hours
 11. Learn to delegate: think creatively about who could handle certain tasks; rare skill to delegate well; what is drudgery to one is joy to another.
 12. Track your time: every now and then, audit your time
 13. Don't leave email open: use specific times in the day to check and answer email
 14. Plan to rest: make it at least one day
 15. Turn off notifications: Airplane mode etc.
 16. Write it down: otherwise you'll forget; as soon as you have an idea, put it in evernote or todoist.

17. Take breaks: schedule breaks in your day and enjoy guilt free
18. Get accountability: have someone check in on you as far as how you are doing with productivity
19. Don't send unnecessary email
20. Exercise: make time to stay fit and get fit.