

David Penno: Presenter
CHMN 760 Advanced Leadership
Time and Life Management
Andrews University
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Signs and symptoms of ADD
Son self-diagnosed himself, "I've got A.D.D."

Realized that I (Dave Penno) have a mild form of A.D.D.

One of the symptoms of A.D.D. is procrastination.

Took a class at SAU from Dr. Jud Lake on time management.

Definition of time: a nonspatial continuum in which events occur in apparently irreversible ...

The mass of events continuously occurring in the present, becoming the past, and impacting the future.

Two types of events associated with your life:

Events around you

Events also going on in you.

This stuff in you can have a big impact on you.

The inside has a mighty impact on the stuff going on outside.

What is management?

Leadership is about where we ought to be.

Management is about doing what we're doing now, but doing it more effectively and efficiency.

Management has a lot to do with control.

Can't change the past, but can only control the future by dealing with the present.

Time management is about controlling about what happens now.

Blackaby: The term time management may be misleading. Time proceeds despite leaders' best efforts to manage it.

What leaders can manage is themselves p.201

Leaders ultimately choose how they perform minute by minute and hour by hour.

Good leadership hinges on making the best choices with one's time. P.201

Lake's material is based largely on Covey and Hobbs (Time Power)

Biblical view of time:

In the beginning God created the heavens and earth. Gen.1:1

As SDA's we have this point in time where we're looking forward to His coming.

Creation and 2nd Coming define time and human history.

But the Bible is talking about the in-between time.

Chronos: the time between two events, sequence or linear time line (steady progression forward)

Quantitatively

Time line and clock time

Chronos is about efficiency and scheduling

Focused upon the movement of time.

Kairos: seasons, opportunity, when a particular time period is defined according to its content, not its position on a chronological line.

It stresses the content and meaning of the moment.

As pastor if you're in somebody's home and they're just about ready to give up (and you have a church board at 7:30pm), you don't just up and leave.

Season, occasion, opportunity, and effectiveness

Compass time—direction and what is important and valued

Kairos was the name of a Greek god—in the back he was bald on his head.

As opportunity approaches you, you must grab his locks of hair; otherwise, he will pass you by.

Rich young ruler had a kairos moment.
2 Cor.6:1 now is the accepted time.

PK 486 God gives opportunities, but success depends upon the use made of them.

Chronos is the measurement of time and kairos is the meaning of time
Movement of time vs. moment of time
Span of time vs. significance of time
Clock time vs. content/compass time
Expanse of time vs expense of time
Efficiency of time vs effectiveness of time
Quantity of time vs. quality of time

Story of BJ visiting with Earl and Kitty Crumley—just moved in. Example of kairos;
because a week later that brother died.

Col 3:42 our time belongs to God. We're under the most solemn obligation to improve it
to his glory. Of no talent he has given will He require a more strict account than out
time...

Andy Stanley decided that he would never work over 40 hours a week.

It is the duty of every Christian to acquire habits of order, thoroughness, and dispatch.
There is no excuse for slow bungling at work of any character...COL 3:44

In their work let them have a definite aim COL 3:44

Colossians 3:23-24 ²³ And whatsoever ye do, do *it* heartily, as to the Lord, and not unto men; ²⁴
Knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord
Christ. men;

The goal of Christian TM

Christ-centered, efficiency in use of time (doing)
Effectiveness in accomplishing only that which is valuable in the economy of heaven (being)
Doing grows out of being

PK 486 True success is not the result of chance or accident or destiny.

God has given meaning to what I do in time.

Protokairotic living

First time living with God

Living out of the most important event of the day—Jesus did this early in the day.

In the time of silence we hear God (*Desire of Ages* 363)

You will be surrounded with an atmosphere of light and peace.

Charles Hummel *Tyranny of the Urgent* We live in constant tension between the urgent and the important. The problem is: the important task rarely must be done today or even this week.

Tyranny of the urgent supplants the important.

Covey's quadrant:

Urgent, not urgent
Important, not important

Quadrant one: crises, deadlines, conflicts among leaders, tragedies

Quadrant 2: Quadrant of quality, continuing education, devotions, planning time for reflection, building relationships. You have to create the urgency.

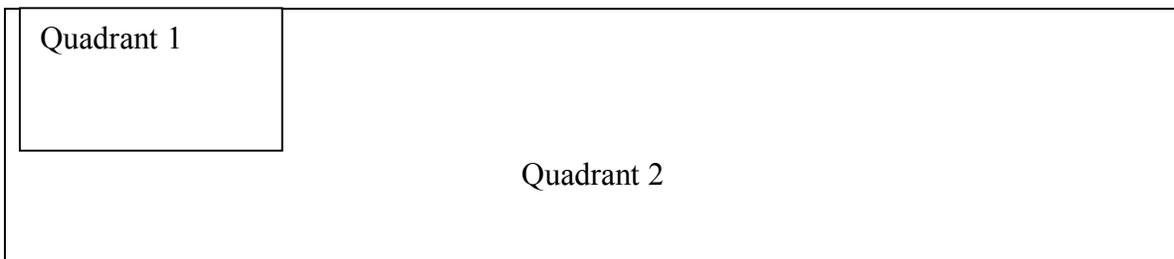
Quadrant of Deception: some phone calls and mail. Interruptions, etc.

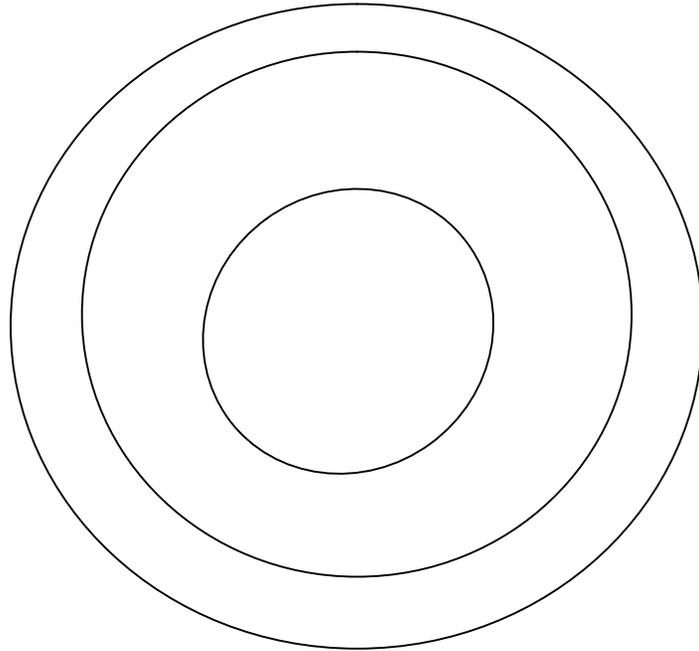
Quadrant 4: Quadrant of waste...busy work, trivia work, some phone calls, mail, time wasters

Deaths, suicide attempts, loved one in crisis, sermon preparation, funeral, difficulty with elder, etc.	Visitation with elder Reading and doing classwork Time with Jesus everyday Planning vacation, retreats with wife and staff
Phone calls from chronic problem members Community Service calls E-mail and surfing internet	Straightening things on desk and in house Organizing things when big deadlines are being faced. Fastidiousness with papers, etc.

Goal is to get all of our events in Quadrant II

Eliminate Quadrants 3 and 4





Important not urgent
Meditation and prayer
Physical exercise
Planning ahead
Building relationships
Recreation
Prevention

Circles of Waste, Deception, Duress, and Destiny

Center to outside of circle:

Christ values goal units, organizer, action list, implementation, techniques, event control

Each circle originates from the Christ core

Everything comes out from Christ core.

The inner circle is the kairos focus

The last circle is techniques: at 9:30 on Tuesday morning I will meet with John Smith

Key: balance chronos and kairos in your life with efficiency and effectiveness

Strengths of efficiency [chronos]: getting stuff done (disciplined scheduling, on time for appointments)

Weaknesses of efficiency:

- See time only as clock time
- Lack flexibility and space for the surprises
- Task-oriented at the expense of people
- Can be high-pressure; tyranny of the clock
- Can lead to burnout

Effectiveness (kairos)

Strengths:

- Grab opportunities when they present themselves
- Value of activities and relationships measured by intrinsic meaning or qualities, not by available clock time
- Doing the right thing, at the right time, in the right way
- People take priority over tasks
- Flexibility for important interruptions

Weaknesses:

- Can ignore clock time
- Can allow unimportant interruptions to interfere
- Can lead to disorganization & unfinished tasks

Doing and Being Must Blend

Not either/or, but prioritize that most of the work gets done

Our High Calling 224 Guard against being always hurried; yet accomplishing nothing. If neglected at the time it should be performed is rarely done well.

See the *Contemplative Pastor*

Christ values.....a highly regarded biblically-framed, Christ-centered truth used as a guide for goal planning and daily living. Dr. Jud Lake

About Jesus, the word of God, the agenda and will of God.

The real value of this is in getting this in words and on paper.

1. Identifying Christ's values: How do we identify our own personal Christ values?

Taking the values of Jesus and making them personal.

Kind of like a mission statement...

List possible Christ values: from Bible, SOP, Christian lit., great lit.

Example: inner peace

2. Write as action statement

2nd person singular

Imperative mode

Ex.: experience inner peace

3. Write a clarifying statement

- What do I mean by the action statement
- Not what others mean by it
- Ex.: “nurture an even temperament. Be patient under stress.”

By the grace of God I’m going to allow the Holy Spirit to work out in me his patience.

4. Prioritize the List (maybe 15-20 of these)

A = Vital, life sustaining (must do)

B = Important (should do)

C = Some value (may do)

D = Waste of time (don’t do)

In the big category, you can subdivide into A, B, C, D, and 1, 2, 3

Questions as you are formulating Christ values?

- Which are most important in my relationship with Jesus?
- What Bible truths am I convicted I need most in my life?
- What are the 3 or 5 top on the list?
- The violation of which CV would be the greatest threat to my survival?

5. Prayer and Soul-searching

- Spend significant time with God in prayer.
- Let the Lord choose our CV’s.
- Ask the Spirit to guide you as you select your final CV’s.

6. Recording and Access

- Place Christ values in organizer where they are easily accessible

Sample of Christ value in Dave Penno #4

Be obedient to God always, irrespective of the consequences (Dan.3:16-18)
Never compromise principle or Christ values to avoid pain and loss, or to gain power, fame, or money. Be willing to die rather than violate one truth principle.

Sample: Dave Penno Christ Value #7

Love your wife with agape love (Eph.5:25). Learn to be intimate with her, sharing her feelings and emotions in a loving way. Put her needs and growth before your own. Always treat her with honor, love, and respect. Take time to make her feel special. Learn to be romantic.

Sample Christ Value #11

Use your spiritual gifts that God has given you to glorify the Lord and to build up the church. (1 cor.12:7; Eph 4:11-16). Use the gifts of teaching, knowledge, and leadership that the spirit has given you to work for the Lord and His cause.

Christ Values Exercise

Write 10 of your own
20 minutes

Areas that I will pursue as 10 of my own of Christ Values.

1. Daily time in personal relationship with Jesus.
2. Daily building a loving and communicative relationship with my wife, Erney.
3. Daily spend time in physical exercise.
4. Connect with my neighbors as I exercise with caring and random acts of kindness and prayer.
5. Pursue holy living through pure thought life from a investment in God's Word and promises.
6. Spend time wisely with my computer; so, this doesn't squeeze out the priorities of the Word, exercise, time with Erney, and time-sensitive duties/calls.
7. Plan weekly dates and quarterly get-aways and semi-annual family events and annual vacations.
8. Pursue and promote proactively the vision and mission of the G'ville church.
9. Empower leadership thru active training events in our church that disciple and multiply disciples.

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