

# The Art of Leadership and Time Management - Part 1

*Do you spend more time fighting fires than making disciples?*

Do you find yourself constantly running from one issue to the next without any margin in your life?

Do you feel like you are over-committed to such a degree that the truly important things have been slipping a little?

Do you wish for a reset button and dream of starting over someplace new, just like you did last time? (How did that work out for you?)

Many times we neglect the lasting work of ministry for the instant gratification of solving a problem or being the hero. The thing is, nobody wins when church activity replaces people development. Pastors, more than anyone, must learn to be disciplined to focus, and do only what only they can do.

THE QUICK SUMMARY - Time Management Magic, by Lee Cockerell

During Lee Cockerell's career at Disney as the Senior Operating Executive of Walt Disney World Resort, he led a team of 40,000 Cast Members (employees) and was responsible for the operations of 20 resort hotels, four theme parks, two water parks and the ESPN Sports Complex.

As you can imagine, Lee had to become a time management expert, first as a means of survival and then as a way to help others make the best use of their time. The time management secrets he developed have become one of his most requested corporate training lectures and are now available to you in this tell-all book.

A SIMPLE SOLUTION

Almost everyone you encounter feels that he or she has too much to handle and not enough time to get it all done. We may have a "better" life than earlier generations, but at what price? Increased stress levels? Growing frustration?

Our lives no longer have clear boundaries. Not only does it seem that our work and personal lives are always open-ended, the two are usually intertwined.

If our lives have changed, then it stands to reason that the old models and habits used to deal with life are insufficient, and need to change as well.

*Most people are not overworked...they are under-organized.*

We need to figure out how to be more organized, so we can get all the urgent, vital, and

important things done before it's too late. I believe the average person can do 50 percent more than they are doing now, including all the right things, if they have an effective system for keeping their lives under control.

The number one excuse people use for not getting done what should be done is, "I did not have enough time." It's really nothing more than an excuse, since we all have exactly the same amount of time.

Time management is the act of controlling the events in your life.

A lot of people would reject that definition because they believe we can't control the events in our lives, because so much of what we deal with every day springs up unexpectedly, seemingly out of nowhere.

Here are some practical tips that will give you a high level of control:

**Surround yourself with great people** – hire skilled people with passion for their work and a can-do attitude.

**Train and educate** – train your team thoroughly and educate them about every aspect of your operation, including values, philosophy, priorities, and mission.

**Be crystal clear about your expectations** – communicate your expectations with unambiguous clarity.

**Anticipate and practice** – think through all the things that can happen and practice how you will handle them.

**Leave spaces in your calendar** – pencil in free, uncommitted periods in your day, every day.

**Do it now!** – when something comes up that must be done, do it; don't procrastinate.

Lee Cockerell, *Time Management Magic*

## A NEXT STEP

Review Lee's list of six practical tips listed above, and rank them from what you do best to what you do worst.

Starting at the bottom (the action that you are the worst at), make a specific effort for the next week to put that tip into practice. For example, if you don't leave spaces in your calendar, take the time to create space each day in your calendar for the next week.

At the end of the week, take time to review the past week, and note how taking that action

changed your daily routine. Was it for the better? How? Was it about the same? Did it make it worse? Ask yourself, “Is this something I need to make a regular part of my routine?”

After completing the “worst” of the six tips, go to the next one, and repeat the actions above for the next week. Repeat each one until you have completed all six.

At the end of six weeks, and having experimented with all six of the tips above, take time to review the process.

- How has your daily routine improved?
- Have others on your team noticed?
- Which of the six tips are you planning to keep and make a part of your regular routine?
- Which of the six didn’t work for you? Why?

Now repeat this exercise every six months as a reminder on the importance of organization.

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