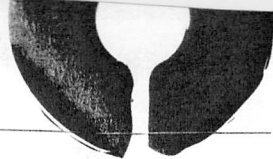


CREATE YOUR OWN EIGHTH DAY



If I were granted one wish, I'd bypass money and tell the genie, "Let me discover an eighth day in my week while the rest of the world has only seven."

Because that probably won't happen, I recommend these simple time-management strategies:

1 Determine life and ministry priorities with the three R's.

- Required—What's required of me?
- Return—What gives me the greatest return?
- Reward—What provides the greatest joy and fulfillment?

Consider this: If you faced a health crisis, what goals would you set? What would become your top priorities? Don't wait until you're hurt or in trouble to make decisions with the same level of intentional thinking. Goethe said, "Things that matter most must never be at the mercy of things that matter least."

2 Live and die by the Pareto Principle. Twenty percent of your efforts (or time investment) in any given area will produce about 80 percent of your results. Other applications include "20 percent of your leaders will produce 80 percent of your results" and "20 percent of your work will result in 80 percent of your satisfaction." When looking for an eighth day, devote the most time to your most valuable and productive 20 percent.

3 Remember that what gets onto your calendar gets done. If you don't fill in your calendar, someone else will. So record your priorities. The busier life becomes, the more systematic your scheduling must become.

I recommend creating an SIP (System In Place). For example, as you look at your demands, you realize the only time you can connect with teenagers via phone is Tuesday and Thursday evenings for 30 minutes. So

you create a simple SIP on your calendar, planning to make calls for 30 minutes every Tuesday and Thursday night. That might not sound like much, but by following through on this simple step, you'll have completed more than 50 hours of relational calls in one year.

4 Choose what you're willing to be less than your best at—and then give yourself permission to do so. You can't be your best at everything. If you try, you'll constantly struggle with guilt and indecision.

The bad news is that time flies; the good news is that you're still the pilot. Join me on a mission to make each day count. After all, lives lived frantically are lives quickly forgotten. ●