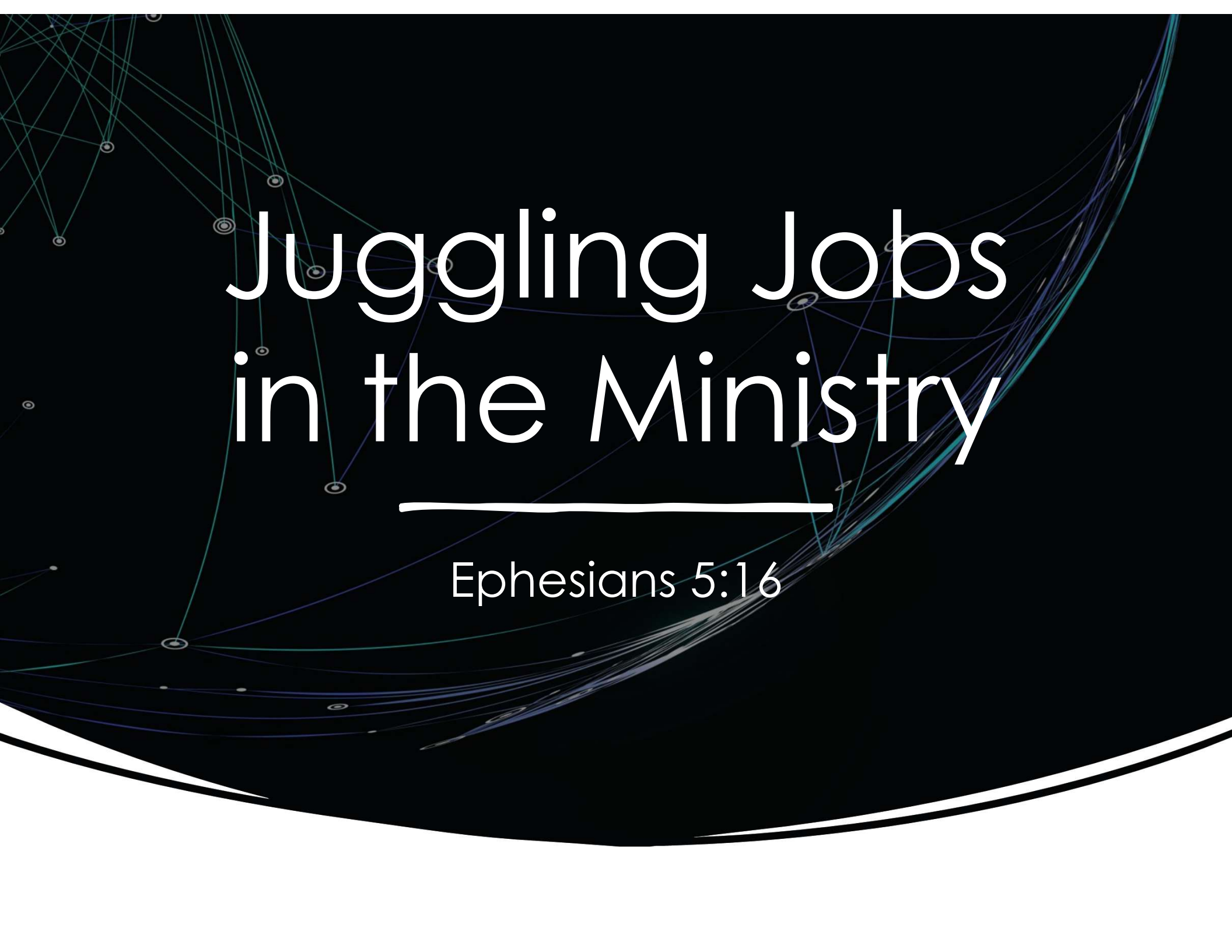
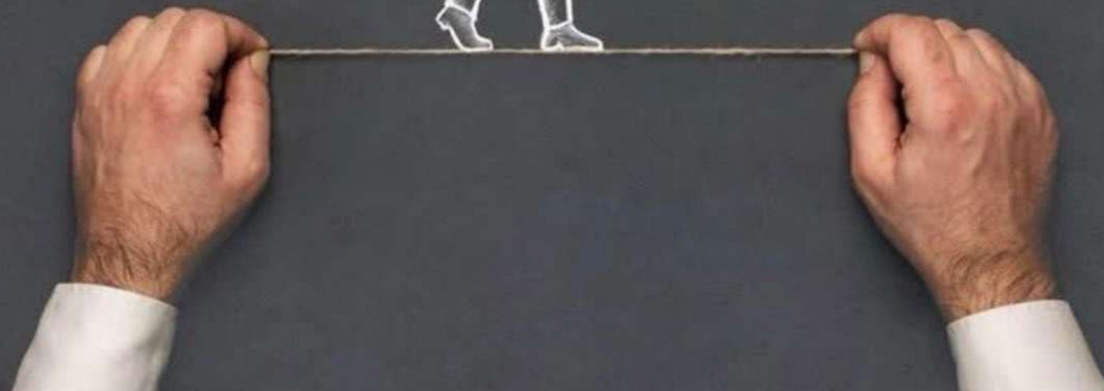




Juggling Jobs in the Ministry

Ephesians 5:16

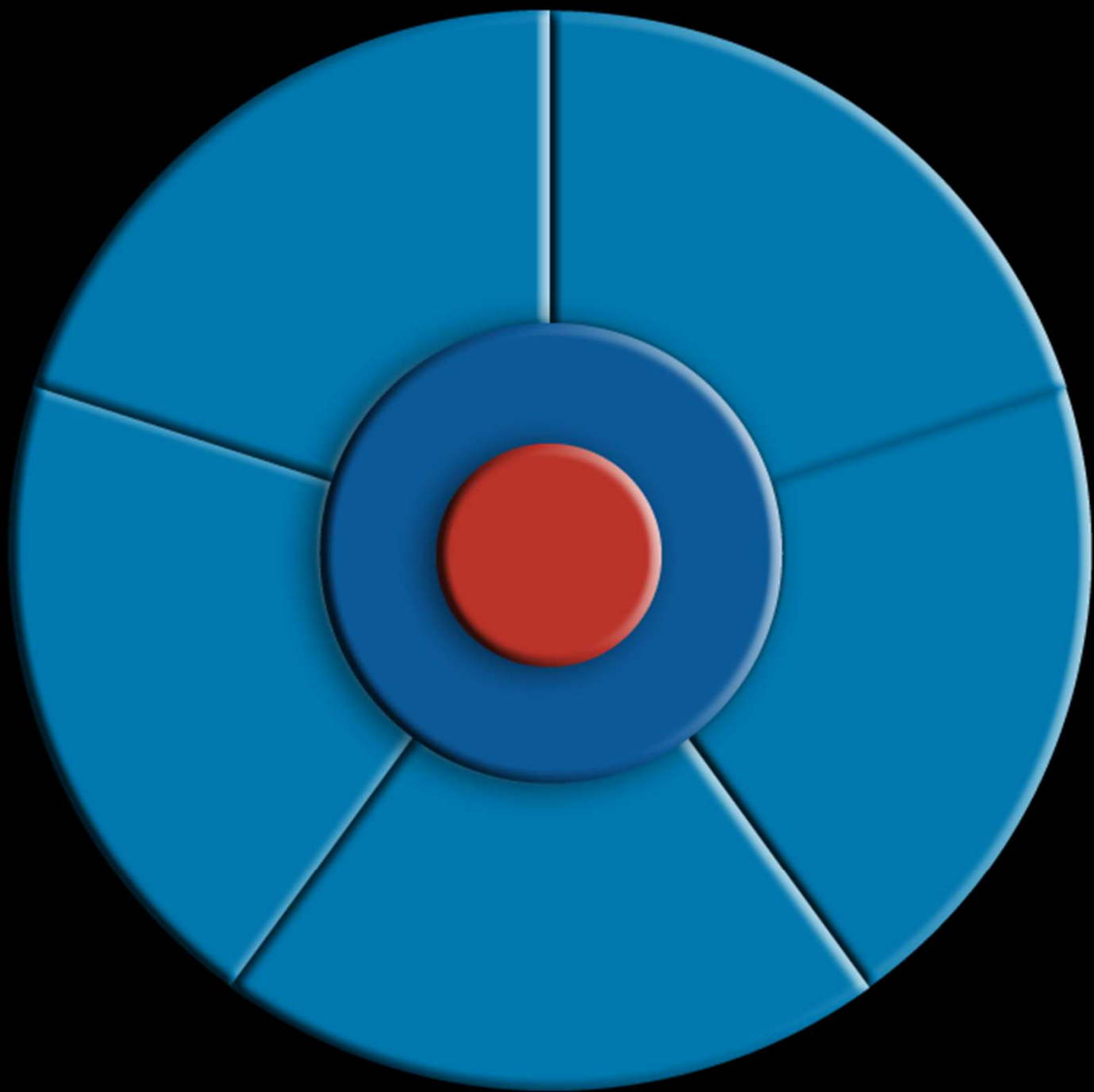
**Leadership is not
about being the best.
Leadership is about
making everyone
else better.**



Paul talks about redeeming the time, literally buying back the time that can be invested for eternity. Just as a slave would be purchased off of the slave block, we, too, can take our schedules and buy them back and avoid becoming our own prisoner to our activities, schedules, and busyness.

How Not to Be a Prisoner

1. **Acknowledge** my Biblically significant relationships.
2. **Determine** my specific responsibilities in these areas.
3. **Create** my week according to these priorities.

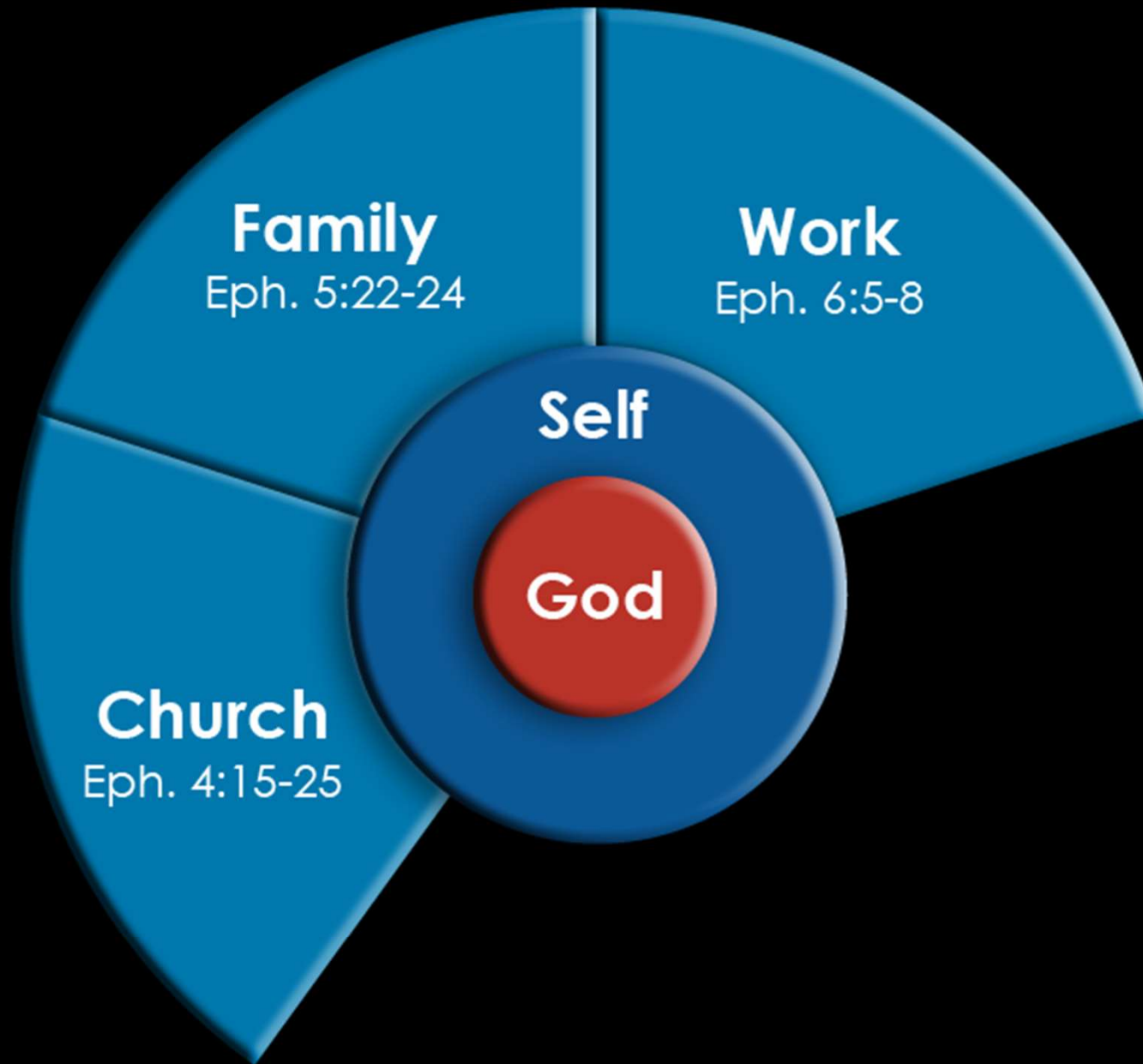


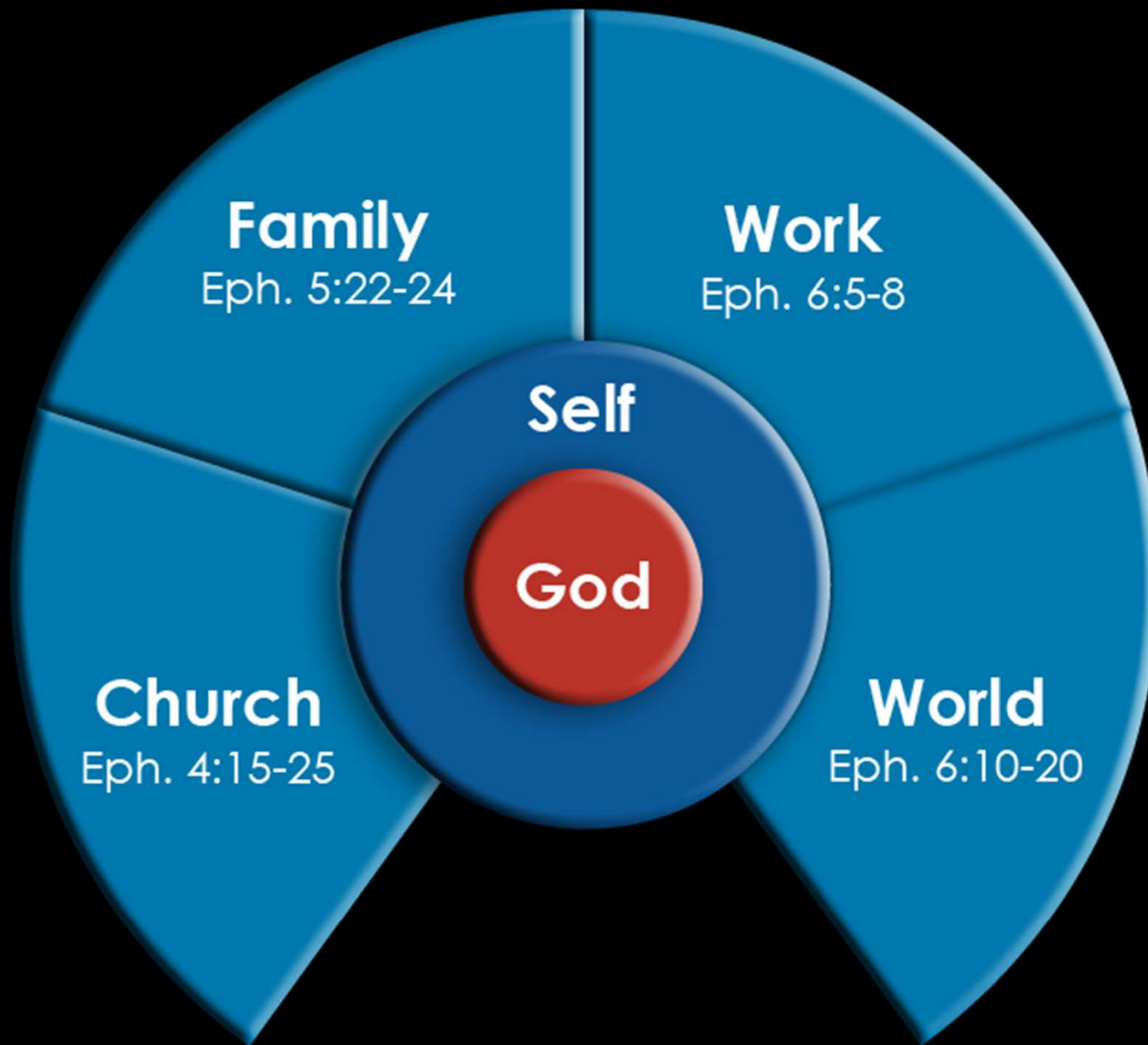














Two Factors in Juggling

1. Your level of **competence**, and
2. The law of **gravity**. “Life doesn’t get any busier...it only gets more **complicated!**”

Four Styles of Leaders

1. **Disillusioned** – They don't see that they have a problem.
2. **Discontent** – They see a need, they are not satisfied, but they don't know how to correct it.
3. **Disobedient** – they see a need, they are not satisfied, but they don't do anything about it.

Four Styles of Leaders

4. **Disciplined** – They thrive in the ministry by effectively juggling many jobs. Are you looking for better ways to juggle the hats you are wearing? Remember “*the larger the ministry the more **specialized** you become; the smaller the ministry the more hats you must wear.*” The more jobs you can juggle the more valuable you are to your authority! However, problems arise when we start dropping our hats, and our priorities get out of line. “What four actions can a person take to help make the task of juggling easier?”

Ways to Handle Responsibility

1. Do it!

-
- Hindrances – There are numerous hindrances, but surveys reveal that the #1 hindrance is **interruptions**. These average approximately one every eight minutes.
 - Helps – How to keep hindrances to a minimum . **Categorizing** your office time into five areas.

Five Areas of Office Time

1. **Planning** time for organizing appointments, projects, and activities.
2. **Preparation** time for reading, researching, thinking, and organizing materials.
3. **Appointment** time for scheduling meetings.
4. **Conference** time for consulting, discussing, or interchanging opinions.
5. **Telephone** time to return phone calls.

Ways to Handle Responsibility

1. Do it!
2. Delegate it!
 - Procedure
 - Person

Ways to Handle Responsibility

1. Do it!
2. Delegate it!
3. Dump it!

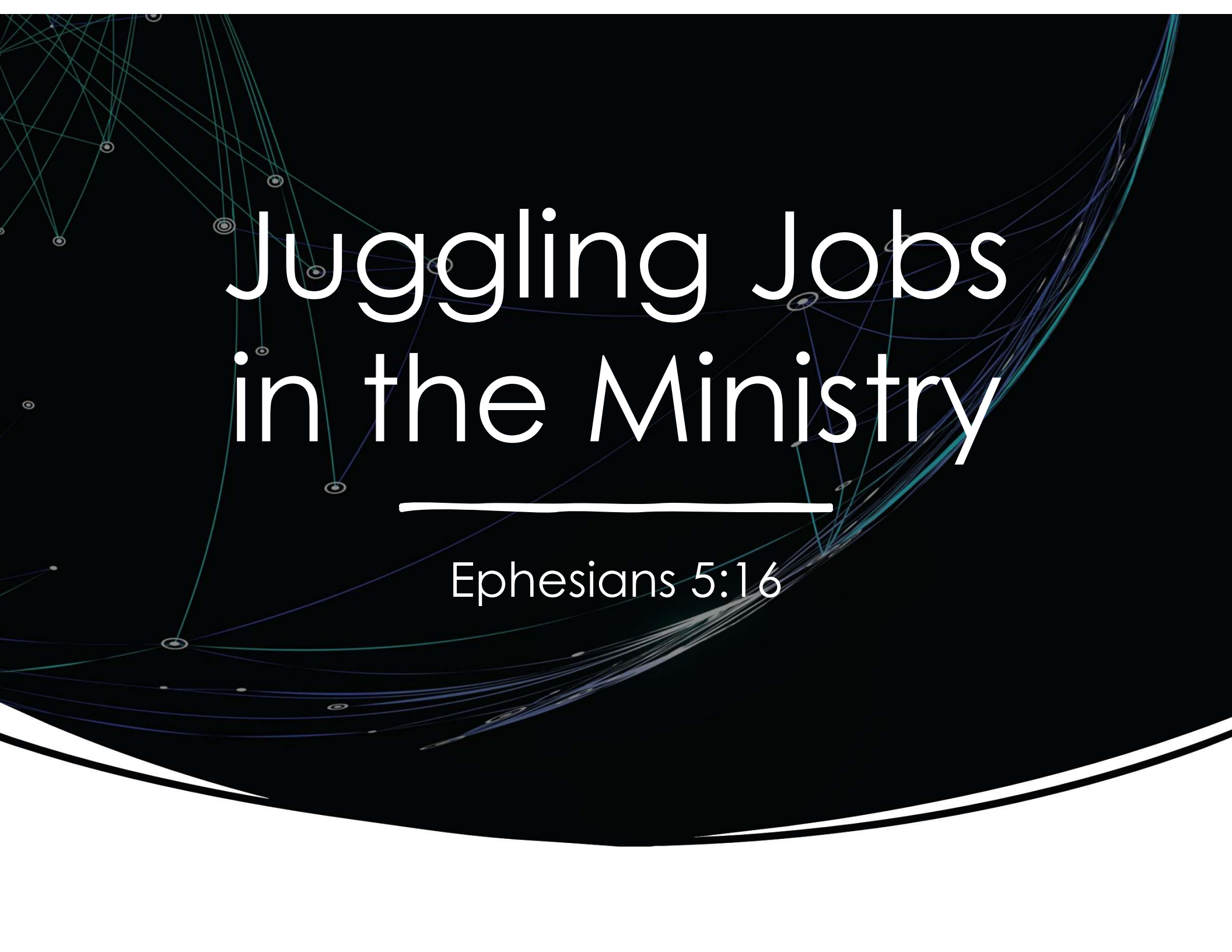
Four Questions to Ask Before Dumping

1. What **authority** is asking me to do this job?
2. Is my **partner** in agreement?
3. Will it affect my **priorities**?
4. Will it be for a **prolonged** period of time?

Ways to Handle Responsibility

1. Do it!
2. Delegate it!
3. Dump it!
4. Delay it!

This is the natural result when you don't do it, delegate it, or dump it. The project is left undone, and it's still in your court.



Juggling Jobs in the Ministry

Ephesians 5:16