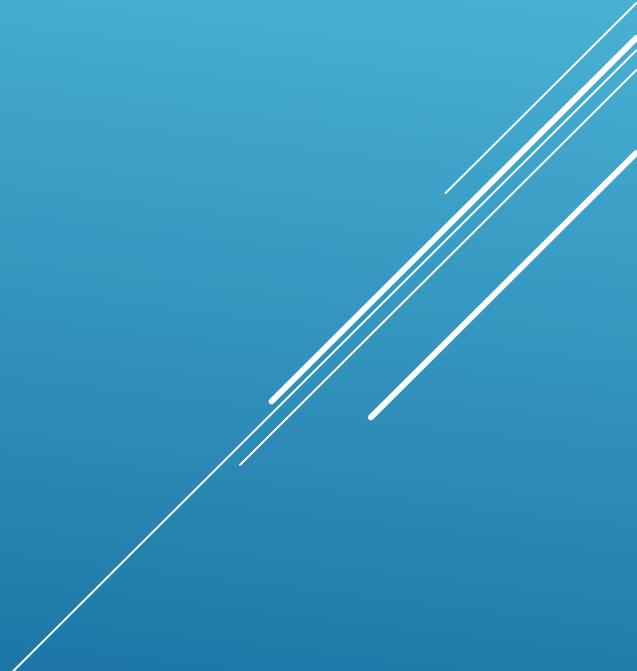


COMMUNICATING IN LOVE



Verbal communication

- ▶ Love – in oral and written – concern for the other (1 Cor. 16:14; 13:4-7; Eph. 4:29)
 - ▶ Is it true, is it kind, is it helpful
 - ▶ Go for clarity
 - ▶ Go for brevity
 - ▶ Think first
 - ▶ Communication is about the message received
 - ▶ Cultivate a relationship
- 

ORAL

Advantages

- ▶ Quick feedback.
- ▶ Easier to see and communicate mood and tone.
- ▶ Flexible
- ▶ Fellowship, physical presence - 3 John 13-14
- ▶ Physically coming communicates effort, humility – particularly helpful for PD
- ▶ Maybe don't want a record – e.g. in rebuke or conflict

Disadvantages

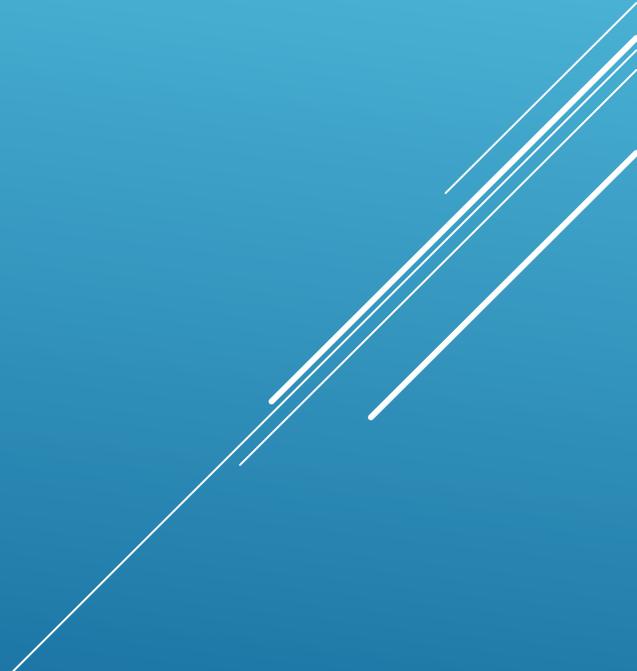
- ▶ Lack of thinking time / preparation time. Possibility of rash words
- ▶ Possible to be over-impressed by appearances and style of delivery rather than attending to content. So risk of being manipulated or deceived by a good speaker or clever liar.
- ▶ Lacks a record. So open to denial or distortion in future.

WRITTEN

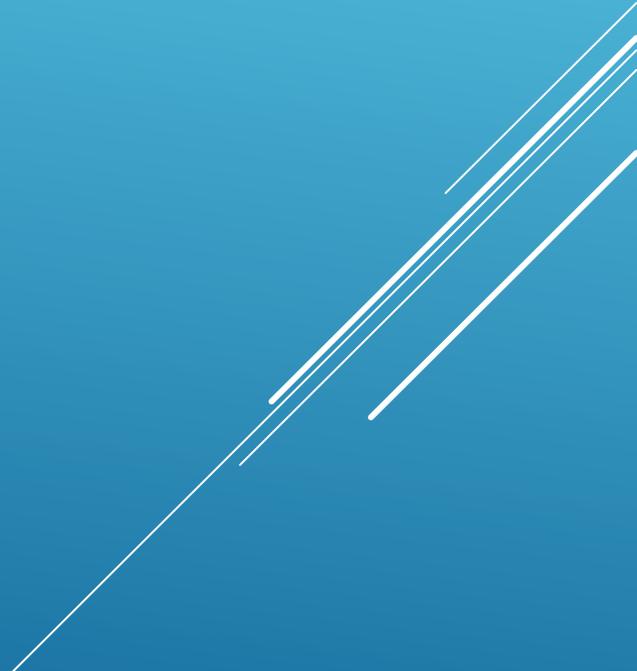
Advantages

- ▶ Can be edited, crafted and revised.
- ▶ Record / reminder.
- ▶ Can be re-read multiple times.
- ▶ Gives stability, consistency and longevity to a communication.
- ▶ Takes responsibility, accountability.
- ▶ Indicates seriousness.
- ▶ Develops clear, focused thinking & communication.
- ▶ Can develop complex arguments and accurately cite sources.
- ▶ Communicates love – thank you note.

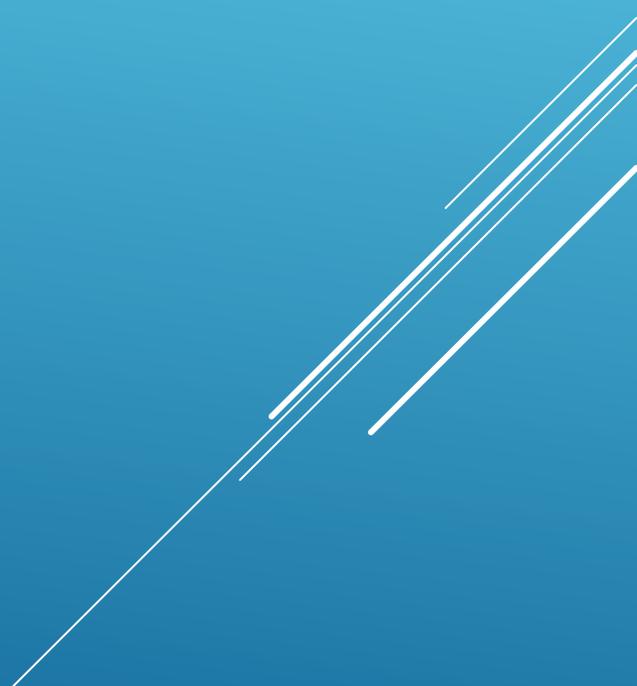
Disadvantages

- ▶ Feedback delayed.
 - ▶ Takes longer to prepare.
 - ▶ More difficult to communicate tone.
- 

Non-verbal communication

- ▶ Appearance / dress
 - ▶ Tone, pitch, volume, speed
 - ▶ Body language / facial expression
- 
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ACTIVE LISTENING



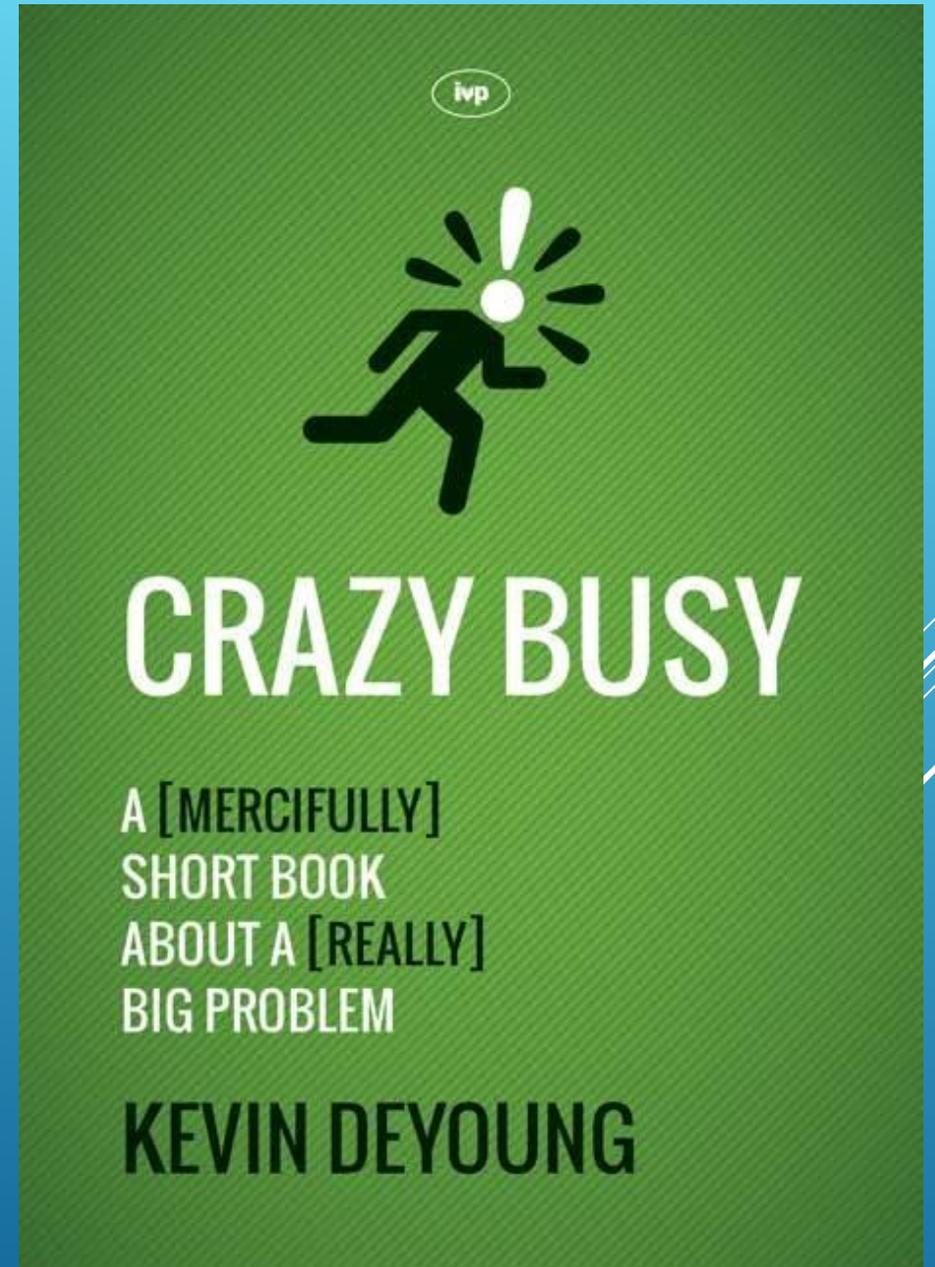
CRAZY BUSY, CRAZY LAZY!

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CRAZY BUSY

1 Tim 1:15-18

1. Pride
2. Position
3. Priorities
4. Parenting
5. Plugged in
6. Physical
7. Perspective

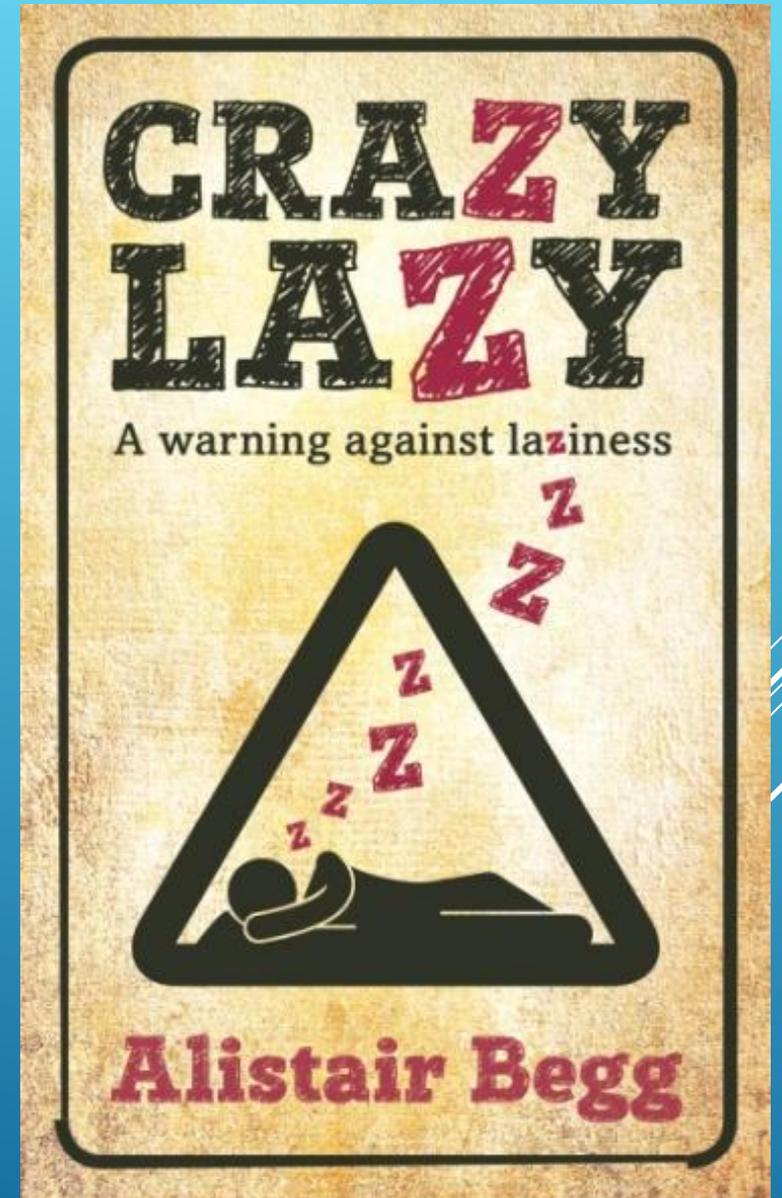


CRAZY LAZY

Proverbs 26:13-16

1. Creativity misapplied; fears avoided and become bigger; retreat
2. Movement but no progress; action avoided and multiplied (Prov. 24:30-34)
3. Never completing; even things for own benefit; distracted or dulled
4. Armchair expert as substitute for action

Trapped → Jesus



PERSONAL ORGANISATION

How to make the most of Now.

iSA 2nd Year Class 2015/16

Halfway House, Zambezi

Wed. 30th November 2016

Personal organization is the planning and co-ordination of one's life, especially one's limited resources – energy, time, money and skills.

It is the only way to productivity.

WHAT?

- ▶ **Stress:** An excess of stress very negatively affects your health. If you have good habits in place to deal with all the stuff in your life, you stress out about everything less. You feel less worry that things are slipping through the cracks. You feel trust that you are OK working on what's in front of you. [But first deal with anxiety through Philippians 4 & trust in justification by Christ (Phil. 3) rather than justification by completeing
- ▶ **Effectiveness:** If you are able to externalize all the things you have to do into a trusted system, you can better focus on the task in front of you. You can single-task, and be more effective at each task, because it's getting your full focus.
- ▶ **Relationships:** Relationships are the important thing in life, personal but also business. And the best way to build relationships is to be trustworthy. And the best way to be trustworthy is to keep your commitments. If you're organized, you are more likely to keep your commitments. Organisation is largely about managing your commitments.
- ▶ **Flexibility:** Be prepared to be flexible.

WHY?

- ▶ **Plan.** Planning is a foundation to all success and creates a positive mind-set. Visualize how you want your day to flow. If it isn't working make a new one.
- ▶ **Write it down.** There is magic to writing down your plan and your goals. You get organized when you write down your shopping list, meal plan or to do list. The habit of writing is a foundation to get clear on what you want.
- ▶ **Set boundaries.** Create a balance between your free time and tasks for the day. When you are working, work. When you are playing, play. Be clear on what your time focus is. Balance work, rest and life.

HOW?

- ▶ **Focus on outcomes.** Focus on results then write down your action steps towards those goals. This leaves room for creative thinking. Sometimes just knowing the next step is all you need.
- ▶ **Set achievable goals.** Set five small goals a day. Cross out what you achieve and rewrite the unrealized goals on tomorrow's to do list or let them go. Create a sense of purpose and achievement by creating a ritual of following through and learning to choose your goals carefully.
- ▶ **Focus on doing good.** What can you do that loves others and builds them up. Add this to every day and make it a priority.

HOW?

- ▶ **Declutter.** What are you holding onto that makes life more complicated? Too much clutter creates distractions and is a roadblock to organizing yourself. Organize an hour decluttering session as one of your goals every week.
- ▶ **Get the mundane things organized.** Organising creates a sense of order and purpose. It's hard to find the energy for your goals when you don't know what to cook or finding clean clothes is impossible. Include organizing your home and work space into your decluttering hour.
- ▶ **Rituals.** A good night-time ritual sets you up for a great morning. Turn off the TV and computer and phone a little earlier each evening. Take time to read good books.

HOW?

To –Do lists.

Personal Diary – Daily entry. Google Calendar.

Journaling – Aid to reflection. Note taking.

Email – Careful use. Avoid forwards. Clear inbox.

TOOLS FOR ORGANISATION & COMMUNICATION

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- ▶ Matt Fuller, *Time for Everything* (Available in [iSA Library](#))
- ▶ [David Murray on Time Management](#)
- ▶ [Matt Perman, What's Best Next](#)
- ▶ [Success Secrets for Personal Organisation](#)
- ▶ [Kevin De Young, Crazy Busy](#)
- ▶ Gordon Mc Donald, *Ordering Your Private World*

REFERENCES & FURTHER READING

