

- II Timothy 2:2  
Bobb Biehl and David Shibley

A Step-by-Step Personal / Team Guide

"There are two days  
that are important to me:  
Today and That day!"

- Martin Luther

We pray that you will live TODAY  
in such a way that on THAT DAY  
you will hear Jesus say ...

"WELL DONE GOOD AND FAITHFUL SERVANT ... enter into the joy of your Lord"

- Matthew 25:21

Bobb Biehl      David Shibley

GROWING SERVANT-LEADER

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1. Born Again

Therefore, if anyone is in Christ, he is a new creation (2 Cor. 5:17)

The most important and most thrilling discovery in life is finding the way to God. The way is simple and clear.

God's heart toward you -- Love.

As the Creator of everything, God is perfect and holy. His great heart of love loves you.

He wants to cleanse you of your sins. He longs to give you peace of mind and heart, purpose for living and assurance of eternity in heaven with Him.

For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life (Jn. 3:16).

This is love: not that we loved God, but that he loved us and sent his Son as an atoning

sacrifice for our sins (1 Jn. 4:10).

Your need for God -- Forgiveness and Fellowship.

Your greatest need is to be forgiven by God and restored to fellowship with Him. Humanity's rebellion against God has cut our relationship with Him. This rebellion is the root of all sin and has produced all the sadness in our world.

We all, like sheep, have gone astray, each of us has turned to his own way; and the Lord has laid on him the iniquity of us all (Isa. 53:6)

For all have sinned and fall short of the glory of God (Ro. 3:23).  
God's provision for you -- Jesus Christ.

We cannot reach God by our own efforts or good works. Jesus Christ is God in human flesh. He is the eternal Son of God. His death is the sacrifice God accepts to pay for all our sins. Three days after His death, He physically came back to life, triumphing over sin, death and hell. As God's only provision for sin, He offers forgiveness and new life to you, right now!

Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me" (Jn. 14:6).

For there is one God and one mediator between God and men, the man Christ Jesus (1 Tim. 2:5).

Your commitment to Christ Repentance and faith.

Committing yourself to Christ involves turning away from your old way of living. In turning to Christ you turn from all your sins and all your efforts to save yourself. This commitment means trusting fully in Jesus' death for you as the only payment ever needed for your sins. Since Jesus purchased you with His blood, you now transfer ownership of your life to Him. The time to make this commitment is now!

... to all who received him, to those who believed in his name, he gave the right to become children of God (Jn. 1:12).

That if you confess with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified and it is with your mouth that you confess and are saved... for, "Everyone who calls on the name of the Lord will be saved." (Ro. 10:9,10,13).

Make this the prayer of your heart right now:

Lord Jesus, thank You for dying on the cross for me. Right now, I repent of my sins and trust You shed blood as the full payment for all my sins. I believe that You are the Son of God and that God has raised You from the dead. I now receive You as my personal Savior and commit my life to You as my Lord. Thank You for hearing my prayer, forgiving my sins and coming into my life as You promised. Amen.

If you prayed this prayer sincerely and in faith welcome to the family of God! Jesus Christ has promised to come into your life when, in repentance and faith, you invite Him to be your Lord.

And this is the testimony: God has given us eternal life, and this life is in his Son. He who has the Son has life; he who does not have the Son of God does not have life (1 Jn. 5:11,12).

## 2. Discipleship

But grow in grace and knowledge of our Lord and Savior Jesus Christ (2 Pe. 3:18).

Congratulations! You have made the most important and exciting decision of your life. There is nothing more wonderful than establishing a personal relationship with God. By

committing your life to Jesus Christ, the Bible says you are now  
born again (1 Pe. 1:23)  
saved (Ro. 10:13)  
redeemed (1 Pe. 1:18,19)

Whenever doubts try to rob your assurance, remember ...

1. Salvation is not your accomplishment but His accomplishment. Jesus cried out on the cross, "It is finished!" The price for your salvation has been paid in full by His blood.

2. You can trust God's promises. The Bible gives wonderful promises to those who put their faith in Christ. Read His promises in Titus 1:2, John 5:24, John 10:9, John 10:28,29 and Hebrews 13:5.

3. Don't trust your feelings. Your hope of eternal life isn't determined by your feelings. Your faith is grounded in a settled fact Jesus died for you and rose again. So when in doubt, doubt your doubts and trust God's promises.

Jesus will help you keep growing. He will keep working with you, making you more like Him each day as you trust in Him. Being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus (Phil. 1:6).

Now that you are His, there are clear steps to growth in your walk with Jesus.

1. Confess your faith in Christ publicly. Major decisions in life are always announced publicly. Whenever Jesus called someone to follow Him, He always called that person publicly. By declaring your allegiance to Jesus, you announce to the world that you are not ashamed to acknowledge Him as Lord of your life. This public confession helps seal your decision.

Jesus said, "Whoever acknowledges me before men, I will also acknowledge him before my Father in Heaven. But whoever disowns me before men, I will disown him before my Father in heaven" (Mt. 10:32,33).

2. Follow Christ in water baptism. Your baptism is a statement of your faith. You are declaring that you have died to the old way of life and have risen to walk in newness of life in Christ. Your baptism is also a wonderful opportunity to share your faith in Jesus Christ with family and friends.

We were therefore buried with him through baptism into death in order that, just as Christ was raised from the dead through the glory of the Father, we too may live a new life (Ro. 6:4).

3. Ask the Holy Spirit to fill and control you. The Holy Spirit is the "comforter" Jesus promised to bring to His followers. The Holy Spirit lives inside us as Christians, giving us the power to live lives that please God. His fruit, gifts and power are available to us by faith.

Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit (Eph. 5:18).

4. Turn from every known sin. We can live holy lives by the power of God's Spirit who lives in us. Immediately, whenever God reveals to us any words, attitudes or actions that dishonor Him, we should acknowledge our sin and fully repent. As we walk in His light, our fellowship with Jesus stays strong and we grow ever closer to Him.

If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness (1 Jn. 1:9).

5. Unite with a Christ-centered local church. Fellowship with other believers is vital for your Christian growth. We are strengthened by fellowship and worship together, and we also strengthen others. Faithful involvement in a Christ-honoring church will allow you the

privilege of serving and giving to Christ and His people.

And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another and all the more as you see the Day approaching (Heb. 10:24,25).

6. Serve Christ by serving people. As followers of Jesus, we are to live a life of service for others. Instead of focusing on your own needs, let your focus be on the Lord and on people you can minister to in His name. By giving yourself for God and for others, you will be a growing servant-leader.

... whoever wants to be great among you must be your servant, and whoever wants to be first must be slave of all. For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many (Mark 10:44,45).

7. Open to God through the Bible. Don't let a day go by without reading, studying and meditating on God's Word, the Bible. The Bible is God's love letter to you. Through its pages God speaks to you guiding, warning, correcting and expressing His love. Look around you. Everything you see is wearing away except the Word of God. God's Word endures forever (see Isa. 40:8).

Your word is a lamp to my feet and a light for my path (Psa. 119:105).

8. Develop your prayer life. There is no higher privilege on earth than communion with God. Because of the blood of Jesus, we have direct access to God anytime, anywhere. You can begin today by using the model prayer Jesus taught in Matthew 6:9-13. As you pray, believe God for answers. You can be a world-changer through prayer!

Call to me and I will answer you and tell you great and unsearchable things you do not know (Jer. 33:3).

9. Introduce others to Jesus. What an honor it is to represent Jesus Christ! Millions of people all over the world are hungry to know God. They are ready to receive Christ if only someone will point the way to Him. Be sensitive today to opportunities to share your love for Christ and your faith in Him. There is great joy in introducing someone else to Jesus.

But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth (Ac. 1:8).

10. Trust God's promises. God is pleased when we live by faith, trusting what He has said. God has given us the promise of His presence (Heb. 13:5), the promise of His purpose (Ro. 8:28,29), the promise of His provision (Phil. 4:19), and the promise of His power (1 Cor. 10:13).

We live by faith, not by sight (2 Cor. 5:7).

### 3. Character

And David shepherded them with integrity of heart; with skillful hands he led them (Psa. 78:72).

If we could pray one prayer for you as a servant-leader, we would pray that God would give you a fruitful, God-honoring ministry until Jesus returns. The Bible describes qualities we can cultivate that will guarantee an effective, productive life in service for Christ. Also, growing in these qualities assures us that we will never fall away from our love for Jesus (see 2 Pe. 1:8-11). God has given us "everything we need for life and godliness through our knowledge of him" (2 Pe. 1:3). Rely on the Holy Spirit to change you and cooperate with Him by cultivating these character qualities each day.

1. Faith. Add to your faith ... (2 Pe. 1:5). Faith is the bedrock of character because faith is simply trusting God and His promises. Do not allow your mind to develop thought

patterns of disbelief.

2. Goodness. Add to your faith goodness (2 Pe. 1:5). This means moral excellence. It means being above reproach and not falling victim to the abuse of money, sex or power. Deal ruthlessly with every sin and cultivate a single-hearted devotion to Jesus. A person of integrity is a whole person; there is no difference between what he appears to be in public and who he really is in private.

3. Knowledge. And to goodness, knowledge (2 Pe. 1:5). Jesus said we are to love God with all our mind (Matt. 22:37). God wants us to keep growing body, mind and spirit. Continue to read, keep asking questions, and thirst for knowledge and wisdom.

4. Self-control. And to knowledge, self-control (2 Pe. 1:6). Many people today are seething with rage and anger. By the power of the Holy Spirit we can keep our emotions and actions under control and not take part in destructive thinking or actions. Our legitimate appetites are to be brought under the Spirit's control, as well. True meekness, as perfectly displayed by Jesus, is strength under control.

5. Perseverance. And to self-control, perseverance (2 Pe. 1:6). It is always too soon to be discouraged. No matter how difficult your circumstances may be, never, never, never lose your faith! To win the race, you must stay in the race! Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles, and let us run with perseverance the race marked out for us. Let us fix our eyes on Jesus ... (He. 12:1,2).

6. Godliness. And to perseverance, godliness (2 Pe. 1:6). Godliness is not self-righteousness. In fact, it is the very opposite. Godliness means cultivating God's life in us, drawing upon the power of His Spirit. It is to experience the "exchanged life" exchanging all that we are not for all that Jesus Christ is. As we yield Him, we are literally being conformed into the likeness of Christ (Ro. 8:29).

7. Brotherly kindness. And to godliness, brotherly kindness (2 Pe. 1:7). God calls on us to exhibit a quality that people are starved to receive kindness. Your compassionate touch, your word or note of encouragement, the prayers you offer for a friend in need in God's eyes, these simple acts may be the most important things you do today. In a world seething with competitiveness, your kindness will really stand out!

8. Love. And to brotherly kindness, love (2 Pe. 1:7). Love should be the compelling force behind all we do. It is the greatest of all the Christian virtues. The love of Christ is part of the fruit of the Spirit that God will develop in us as we trust Him. God has poured out his love into our hearts by the Holy Spirit, whom he has given us (Ro. 5:5).

Wherever you are right now, stop for a moment and commit to cultivating these eight character qualities in your life. Yield to the Holy Spirit and allow Him to produce His fruit in you. All servant-leaders are growing, maturing in character.

May God himself, the God of peace, sanctify you through and through. May your whole spirit, soul and body be kept blameless at the coming of our Lord Jesus Christ. The one who calls you is faithful and he will do it (1 Thes. 5:23,24).

#### 4. My Commitment as a Christian

... choose for yourselves this day whom you will serve ... But as for me and my household, we will serve the Lord (Joshua 24:15).

Found next to a pastor in Zimbabwe beaten to death for his faith in Christ.

I am part of the fellowship of the unashamed. I have Holy Spirit power. The die has been

cast. I have stepped over the line. The decision has been made. I'm a disciple of His. I won't look back, let up, slow down, back away or be still.

My past is redeemed, my present makes sense, my future is secure. I'm finished and done with sight walking, small planning, smooth knees, colorless dreams, tamed vision, mundane talking, cheap giving, and dwarfed goals.

I no longer need preeminence, prosperity, position, promotions, plaudits, or popularity. I don't have to be right, first, tops, recognized, praised, regarded, or rewarded. I now live by faith, lean on His presence, walk by patience, lifted by prayer, and labor by power.

My face is set, my gait is fast, my goal is heaven, my road is narrow, my way rough, my Guide reliable, my mission clear. I cannot be bought, compromised, detoured, lured away, turned back, deluded, or delayed. I will not flinch in the face of sacrifice, hesitate in the presence of adversity, negotiate at the table of the enemy, ponder at the pool of popularity, or meander in the maze of mediocrity.

I won't give up, shut up, let up, until I have stayed up, stored up, prayed up, preached up for the cause of Christ. I am a disciple of Jesus. I must go 'til He comes, give 'til I drop, preach 'til all I know, and work 'til He stops me. And when He comes for His own, He will have no problem recognizing me my banner will be clear.

## 5. Calling

Before I formed you in the womb I knew you, before you were born I set you apart; I appointed you as a prophet to the nations (Jer. 1:5).

When God called Jeremiah to be His representative, he hesitated, fearing he was incapable and, perhaps, unworthy. Jeremiah also felt he did not have the necessary speaking skills. "Ah, Sovereign Lord, I do not know how to speak; I am only a child" (Jer. 1:6).

Immediately God corrected the young man's thinking. "Do not say, 'I am only a child.' You must go to everyone I send you to and say whatever I command you" (Jer. 1:7).

God is still calling prophets today to proclaim His message to the nations. Perhaps, like Jeremiah, you know God is calling you. But you may also feel you are not qualified. God wants to change your thinking! You have been called into the kingdom for just such a time as this (see Esth. 4:14). God's grace, His enablement, will more than make up for any lack.

These five faith declarations, based on the call of God to Jeremiah, are designed to help you understand that you are not inadequate you are called to take His message to your generation. Each faith statement is packed with confidence in God's ability. Study each faith statement prayerfully. Boldly declare them, out loud. Say them until you believe them, deep inside. Then step out in confidence to mark your generation for Jesus Christ.

Faith declaration one: "I am important to the kingdom of God. Therefore, I will act like an ambassador."

Never again say you are just a child. In other words, don't ever say you are insignificant or unimportant. You are important to the advance of the gospel and the building of God's kingdom. God has certain things He wants done in this generation and He has chosen you to accomplish them through His strength. You represent the interests of Jesus Christ on the earth so don't underestimate your importance to God's kingdom.

The Bible says that we are Christ's ambassadors (2 Cor. 5:20). As ambassadors, we represent heaven's interests and we carry the authority of God's kingdom. Because we are ambassadors, we must conduct ourselves in a manner worthy of our office.

You are valuable to God and His purposes because you are made in the image of God, because of the great price paid for your redemption, and because there is something God

wants done that only you can do.

Faith declaration two: "God's word is in my mouth. Therefore, I will speak with confidence."

Then the Lord reached out his hand and touched my mouth and said to me, "Now, I have put my words in your mouth" (Jer. 1:9). Has God called you as His messenger? Then He has put His words in your mouth. You are to speak His message without fear, without apology and without hesitation. Concerning those who preach, the Bible says, "If anyone speaks, he should do it as one speaking the very words of God" (1 Pe. 4:11). When we deliver God's Word, we should expect God to act. The Word will do its work. "Is not my word like fire, says the Lord, and like a hammer that breaks a rock in pieces?" (Jeremiah 23:29).

To be effective in ministry, you must be fully convinced of the power of the gospel, the power of the name of Jesus, the power of the blood of Jesus, the power of the Holy Spirit, and the power of God's Word. For the word of God is living and active. Sharper than any double-edged sword, it penetrates even to dividing soul and spirit, joints and marrow; it judges the thoughts and attitudes of the heart" (He. 4:12).

Faith declaration three: "God's work is my work. Therefore, I will be a diligent worker."

God told Jeremiah to get up and begin to work as His prophet. It's time to get up and be about God's business. Time is a precious asset. The Psalmist prayed, "Teach us to number our days aright, that we may gain a heart of wisdom" (Psa. 90:12). The Bible exhorts us, "Be very careful, then, how you live not as unwise but as wise, making the most of every opportunity, because the days are evil" (Eph. 5:15,16).

Faith declaration four: "Revelation is my qualification. Therefore, I will pray."

God asked Jeremiah, "What do you see?" He is asking you the same thing today "What is your vision? What is your revelation?" Revelation is the word God wants you to deliver to the people, and that revelation only comes in His presence. That is why prayer is so vital.

While a great education may not be available to everyone, great revelation is as close as the place of prayer. Many factors contribute to success in ministry, but the great qualification for effectiveness is to hear from God and boldly obey what you hear.

Faith declaration five: "I must sow in order to reap. Therefore, I will sow in faith."

Find a way, everyday, to give something to God and something to people. Sow your time. Sow your love. Sow a word of encouragement or an hour in prayer. Sow the good seed of the Word of God. And, yes, sow your money. As you sow, sow in faith. Begin giving now.

## 6. Leadership

You know that the rulers of the Gentiles lord it over them, and their high officials exercise authority over them. Not so with you. Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many (Mt. 20:25-28).

The first five chapters of the Book of Joshua provide ten important principles for effective spiritual leadership.

1. Don't live in the past. Moses my servant is dead (Josh. 1:2). This is a new day in ministry! It requires new methods. God's Word never changes, but our methods must constantly change. Leaders do not live in the past; they live in the present and the future.

2. Walk out your inheritance. I will give you every place where you set your foot (Josh. 1:3). Every Christian has a "realm" of influence for Christ, and your area of potential impact may be much larger than you realize. Don't settle on a small corner of your spiritual inheritance; explore the very limits of the influence God has given you.

3. Be bold in the face of opposition. No one will be able to stand up against you all the days of your life (Josh. 1:5). As a leader you should expect opposition but you can be bold, knowing that God has given you the victory.

4. Be assured of God's presence. As I was with Moses, so I will be with you; I will never leave you nor forsake you (Josh. 1:5). No matter where you are, no matter what you do, God is with you! You can live confidently because you know God is with you and for you. Claim the promise of God's presence. Emmanuel God is with us!

5. Always be courageous. Be strong and very courageous (Josh. 1:6,7,9). Leadership requires courage. As a leader you will make difficult decisions. Some of your decisions will be unpopular. Yet even in the midst of conflict and challenges, you can always exhibit courage, for the Lord your God is with you wherever you go!

6. Obey God's Word. Do not let this Book of the Law depart from your mouth; meditate on it day and night, so that you may be careful to do everything written in it. Then you will be prosperous and successful (Josh. 1:8). Here is God's formula for success confess, meditate on and obey God's Word, the Bible.

7. Take a big step of faith. That day the Lord exalted Joshua (Josh. 4:14). The day that Joshua dared to put his foot in the Jordan River, the day he took charge and modeled courage for the people to get beyond what had always blocked them from their inheritance, on that day, God exalted Joshua in the sight of all the people. What "Jordan" seems impassable to you? Take a big step of faith.

8. Let your life be marked by God. Today I have rolled the reproach of Egypt from you (Josh. 5:9). As a careful surgeon, the Holy Spirit wants to cut away anything that would disqualify us from effective leadership. God wants to mark our lives in such a profound way that we will never be mistaken for a person who is not in a covenant relationship with God. Allow the Holy Spirit to mark you as a covenant person. This spiritual surgery may be painful, but it is necessary before we can truly represent the Lord on the fields of spiritual conflict.

9. Think in terms of abundance. There was no longer any manna ... but that year they ate of the produce of Canaan (Josh. 5:12). Manna was "just enough." When it was consumed, nothing was left. God wants you to stop only being a consumer and also become a producer! As a mature believer, provision may not just "drop out of heaven" any longer. You must participate with God in receiving provision, even going into dangerous territory. As people in covenant with God, we are blessed in order to bless others, even blessing all peoples of the earth (see Genesis 12:1-3).

10. Have a fresh encounter with the Commander. As commander of the army of the Lord I have now come (Josh. 5:14). Before we go out to take territory for God, we need a fresh encounter with our Commander, the Lord Jesus Christ. In God's army there is only one commander. Although God calls us to be leaders, we follow in His footsteps and we are under His absolute authority.

When Joshua realized that he was on holy ground, he took off his shoes as a sign of reverence and honor for the Commander. May reverence for our Commander mark our lives, as well.6a. ASKING ... personal questions and avoiding "small talk"

I meet approximately 300 people per year. These are proven questions. A word of warning: These questions are intended for use with a person with whom you would like to have a serious conversation. To ask of a total stranger ... the minute you meet would obviously be unwise.

Note: these questions can be asked in any order you like.

1. If you could do anything you wanted, if God told you that you were free to choose, and you had all the time, money, staff, education, etc. you needed, and you knew for certain that you couldn't fail, what would you do?

2. Is something heavy on your shoulders today? What transitions (stressful) are you experiencing? If I could remove one burden from your shoulders today, what would it be?

3. What three principles would you say are most responsible for your success?

4. What surprised you most about \_\_\_\_\_? What do you like best about \_\_\_\_\_?

5. What five milestones / turning points have most shaped your life at this point?

6. What three people do you admire most? Why?

7. Where do you see yourself ten years from now?

8. What causes 80% of your frustration, tension, and pressure? Why? What brings you 80% of your pleasure, joy, fun? Why?

9. What is the key to understanding the real you that most people miss?

10. What have been the three highlights and three hurts in your life? What are your three hopes for the future?

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6b. DECIDING ... when a risky, pressurized, costly decision needs to be made

I help people make decisions involving large amounts of money each year. Many of these decisions are made under great time pressure. These are the actual questions I ask. It is often helpful to write out the answers.

1. At its essence, in one sentence, what decision am I facing? What is the "bottom, bottom" line? Who, what, when, where, why, how, how much?

2. Have I given myself 24 hours to let this decision settle in my mind? Am I thinking about this decision with a clear head, or am I fatigued to the point where I shouldn't be making major decisions? How do we really feel about this decision? What questions are lingering in our minds that are unresolved? (List these.) Do I have "peace of mind" as I pray about it, and look at it from God's eternal perspective?

3. What would happen if we did not do what we are planning to do?

4. What difference will this decision make, 5-10-50-100 years from now?

5. What are the key assumptions we're making? What do we assume it will really cost? What do we assume will be its real benefits?

6. How will this decision affect our overall Masterplan? Will it get us off track or speed us along our way?

7. Should we seek outside counsel on this decision? As we each make a list of our top 3 most respected (wisest) advisors, what would each probably advise us to consider in making this decision? How do our spouses and families feel about this decision? How are they affected by it? Have we verified what the results have been for others as they have made this decision? Have we checked references? Have we actually interviewed previous users of the product or service? (Have we done our due diligence?)

8. What are our very best one to three options? Can the big decision be broken into sub-parts and lower risk decisions be made at a few "go, no go" points along the way?

9. Is this what we would do if we had twice the budget? ... Half the budget? ... Five times as much time? ... A tenth the time? ... Twice as many staff people? ... Half as many staff?

10. Is this the best timing? If not now, when? Why not? If someone held a loaded gun to my head and forced me to decide in the next two minutes, what would I decide? Why?

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This page holds some of my very favorite questions, collected over the past 20 years. Each has proven very trustworthy. These questions are best asked in the order presented.

1. GOD:

What three changes in me would most please Eternal God in His holy heaven?

2 .. DREAM/PURPOSE:

What can I do to make the most significant difference for God in my lifetime? Why am I on the earth? What is the very best organizational context for my dream?

3. PRIMARY RESULT:

What is the single best measurable indicator that I am making progress toward my dream?

4. LIFE PRIORITIES:

If I could accomplish only three measurable priorities (goals reached -- or problems solved) before I die, what would I accomplish?

5. TEN YEAR FOCUS:

If I could accomplish only three measurable priorities in the next ten years, that would make a 50% difference in my life-long contribution, what would I accomplish?

6. ANNUAL FOCUS:

SINGLE WORD FOCUS:

What single word best captures the focus of my next year?

OPPORTUNITY:

Where was my greatest unexpected success last year? Why was this area so successful? What three steps could I take now to take full advantage of this "window of opportunity" next year?

LAND MINES:

What three land mines or roadblocks need my immediate attention? What have I been praying most about in the past 30 days? What three changes could reduce my "risk" by 50%?

3/12/50%

If I could only accomplish three measurable priorities in the next 12 months that would make a 50% difference in my contribution in the next ten years, which three things would I most want to accomplish?

7. QUARTERLY FOCUS

What three measurable priorities could I accomplish in the next 90 days to make a 50% difference in the results I see by the end of the year?

8. ORGANIZATION

What three changes could I make to see a 50% difference in our morale as a family or team?

9. CASH

If I had to cut my budget 20% (or some other significant percentage), what would be the first three things to go? If I got a surprise gift of 20% of my budget, what three things would I do immediately?

## 10. QUALITY

What three changes could improve the quality of my work by 50% in the next 12 months?

"BIG PICTURE" PRIORITY SHEET (Expand to any size you like!)

Priority,90 Days,One Year,Ten Years,Life

1

"""

2

"""

3

"""

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PERSONAL ORGANIZATION is having "a place for everything and everything in its place." There are four basic tools required for you to "have a place for everything and everything in its place."

\* A "TO DO" LIST ... to keep track of your commitments and responsibilities

\* A CALENDAR ... to keep track of commitments which are time sensitive

\* A FILE SYSTEM ... that helps you find where you put something

\* AN ADDRESS BOOK ... to keep track of your network

There is also the art of weeding out, eliminating, quitting, stopping what you should not be trying to organize. These are the things which tend to keep us feeling disorganized.

Here are ten focusing questions you can ask yourself in just ten minutes to save you ten hours this month alone.

1. What is my single greatest strength? What do I do best?

Which of my priorities best use my natural strengths?

2. What three decisions are causing me the most stress / pressure?

3. If I could only do three things next week, what would I do?

4. What are my three greatest roadblocks? What are my three greatest resources?

5. If I could only do three things before I die, what would I do? (Keeps the big picture.)

6. What volunteer position(s) should I resign ... possibly saving days of time?

7. What can I postpone for a month or two?

8. What on my to do list can someone else do 80% as well as I can? (Delegate if possible!)

9. "What 3 things could I do in the next 90 days to make a 50% difference this year?"

10. What are the top 6 things I need to do today? What are the top 6 for tomorrow?

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6e. PLANNING ... any organization or a major project

A master plan is a written statement of a group's assumptions about its direction, organization, and cash. ("All mis-communication is the result of differing assumptions" Dr. Jerry Ballard.) Having a plan in writing drastically reduces the number of differing assumptions, thereby reducing team frustrations, pressures and tensions.

This simple six step process (D.O.C.T.O.R.) has been the foundation of Masterplanning Group's consulting since 1976.

D - DIRECTION:

1. What needs (outside of our organization) are we deeply concerned about, and uniquely qualified to meet?

2. Why are we doing what we are doing? (Purpose statement)

3. In what areas (divisions or departments) will we be doing work in over the years?

4. If we could only accomplish 3 measurable priorities (goals reached or problems solved) in each of the above areas:

... in the next ten years ... which would make a 50% difference in our lifetime,

... in the next year ... which would make a 50% difference in ten years,

... in the next 90 days ... which would make a 50% difference this coming year, what would we do?

O - ORGANIZATION:

5. Who is responsible for what? (Position descriptions) Who is responsible for whom? (Organizational chart) Do we have the right people in the right place? (Executive assessment)

C - CASH

6. What are our projected income, expense, net?

7. Can we afford this plan? How can we afford it?

T - TRACKING

8. Are we on target? (Reporting)

O - OVERALL EVALUATION

9. Are we achieving the quality we expect and demand of ourselves?

R - REFINEMENT

10. How can we refine our way towards the ideal based on the above evaluations?

Year after year your team can use these same questions to focus your team's planning retreats, regardless of how large your organization becomes.

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#### 6f. PERSPECTIVE UNDER PRESSURE!

What specific pressures are you feeling today?

In light of the problem you are facing today ... consider the following thoughts ...

1. Assumptions: "All miscommunication is the result of differing assumptions" (Dr. Jerry Ballard) ... and they result in frustration, pressure, and tension.

2. Everyone is not like you. How do their different styles affect this situation?

3. Get the facts before trying to decide. "Once the facts are clear the decisions jump out at you!" (Dr. Peter F. Drucker).

4. Focus on a "triple win!" Don't negotiate (where you get more and others get less).

Look for solutions where you win, the other person wins, and those you serve win!

5. In this situation see yourself as "God's student" not "life's victim"!

6. Nothing motivates like results!

7. Prayer gives you God's perspective on your problems.

8. Time perspective: What difference will what we are doing make in ... 1 year ... 3 years ... 5 years ... 10 years ... 15 years ... 30 years ... 100 years ... Eternity?

9. Treat team members like sisters, brothers, mothers, fathers.

10. What is ideal ... long term?

11. "What 3 steps could we take in the next 90 days to make a 50% difference?" (Steve Douglass).

12. What is currently working ... and not working?

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## 6g. SPEAKING WITHOUT FEAR

### COMFORTING REALITIES:

- \* Being dressed appropriately for the occasion ... This adds confidence.
  - \* At first the audience judges you by your appearance. When they leave they judge you by your heart.
- \* Knowing the material extremely well adds speaking confidence.
  - \* In God's sovereignty, exactly the number of people who are supposed to be here are here and this is the day they are to hear what you have to say.

### FOCUS:

- \* Focus on how much you love the audience. "Perfect love drives out fear" (1 Jn. 4:18).
  - \* Focus on the "single word" that represents the essence of your entire talk.
    - \* Focus your thinking on what your material will mean to your audience and how it will help them. Don't focus on how they may or may not respond to you.
    - \* Focus more on communicating/connecting with the audience than on each and every detail of your material.

### REMIND YOURSELF BEFORE YOU SPEAK:

- \* I am here to love, serve, instruct, inspire ... not to impress!

### YOUR TALK:

- \* Memorize your first line ... to sound confident at the start ... and give you time to get a little more comfortable with your audience.
- \* Start talks with an attention getting question (getting your audience focused on your question more than focused on you), or a very specific story (establishing time and place) and let their imagination work to take their attention off of you and onto your story.
- \* Find your own style of humor. If you are not good at telling jokes stay away from them. Go with your natural humor style ... or stay away.
  - \* Make a list of those stories, illustrations and outlines that "always communicate."
  - \* Think through the 1-3 passion points of your talk and deliver them with strength ... loud/soft/visual ... but deliver them with strength!
  - \* Give the audience a specific thing they can do with your talk when they get back home. Give an assignment ... an action point ... a practical application ... something specific to do because of your talk.
- \* End with a great story that illustrates your entire talk. Stop your talk with a major "bang," not a "whimper." Don't just stop and sit down.

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## 7. QUOTES

The words of the wise are like goads, their collected sayings like firmly embedded nails given by one Shepherd (Eccl. 12:11).

From Bobb Biehl

### 1. INFLUENCING:

- When you influence a child ... you influence a life.
- When you influence a father ... you influence a family.
- When you influence a president ... you influence a corporation.
- When you influence a pastor ... you influence a church.
  - When you influence a leader ... you influence all who look to him or her for leadership.

## 2. LEADERSHIP:

Leadership is knowing what to do next, knowing why that is important and bringing the appropriate resources to bear on the need at hand.

## 3. MENTORING

Mentoring is a life-long relationship in which the mentor helps the protegee realize her/ his life-long potential.

## 4. MOTIVE:

Ultimately we are doing what we do for one of two reasons: To serve ourselves or to serve God.

## 5. TIMING:

God's timing is perfect even when it differs from your hectic schedule.

From David Shibley

### 1. URGENCY

If people are lost outside of Christ, and if faith in Jesus Christ is the only avenue of redemption, what could possibly be a higher priority than spreading the gospel as far as we can as fast as we can?

### 2. HOPE:

One day, the fulfillment of the Great Commission will not be a distant hope. It will be a glorious reality.

### 3. SIGNIFICANCE

Live for what matters and what matters is the exaltation of the Son of God to the ends of the earth!

### 4. SERVANT-LEADERSHIP

One truly "finds" his or her life only in laying it down for Christ and the gospel.

### 5. ACCOUNTABILITY

Are you going to live to please yourself or will you live for the international acclaim of His name? What you choose really does matter, both for your future and for the future of our world, and you will give an account for your choice.

## Servant-Leader Quotes

### 1. DECISION-MAKING:

"Move fast with reversible decisions move less fast with irreversible decisions."

Richard S. Sloma

### 2. EFFECTIVENESS:

"Efficiency is doing things right; effectiveness is doing right things."

Peter F. Drucker

### 3. INFLUENCE:

"Oppose wrong beginnings."

Frances Schaeffer

### 4. PERSPECTIVE:

"One effective way of helping an organization quickly gain perspective is the use of three simple but profound questions: Where have we been? Where are we? Where are we going?"

Ted W. Engstrom

### 5. SERVANTHOOD:

"There is always room for one more servant. The small area in the spotlight can get a bit

crowded, but there is always room in the shadows for the person who is eager to serve."

Leroy Eims

#### 6. PERSPECTIVE

"That man is no fool who gives what he cannot keep to gain what he cannot lose."

Jim Elliot

#### 7. VANTAGE

"The eagle that soars in the upper air does not worry itself how it is to cross rivers."

Gladys Aylward

#### 8. FAITH

"Attempt great things for God. Expect great things from God."

William Carey

#### 9. POTENTIAL

"There comes to many of us the choice between a life of contraction and one of expansion; a life of small dimensions and one of widening horizons and larger visions and plans; a life of self-satisfaction or one of unselfish, Christ-like sharing."

John R. Mott

#### 10. PROGRESS

"Anywhere with You, Lord, provided it is forward."

David Livingstone

#### 8. MEMORY

I have hidden your word in my heart that I might not sin against you (Psa. 119:11).

For the eyes of the Lord range throughout the earth to strengthen those whose hearts are fully committed to him (2 Chr. 16:9)

Ask of me, and I will make the nations your inheritance, the ends of the earth your possession (Psa. 2:8).

Call to me and I will answer you and tell you great and unsearchable things you do not know (Jer. 33:3).

Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age" (Mt. 28:18-20).

Yet to all who received him, to those who believed in his name, he gave the right to become children of God (Jn. 12:12).

For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life (Jn. 3:16).

But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth (Ac. 1:8).

For all have sinned and fall short of the glory of God (Ro. 3:23).

For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord (Ro. 6:23).

That if you confess with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved ... for, "Everyone who calls on the name of the Lord will be saved" (Ro. 10:9,10,13).

Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living

sacrifices, holy and pleasing to God -- this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is -- his good, pleasing and perfect will (Ro. 12:1,2).

May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit (Ro. 15:13).

No temptation has seized you except what is common to man. And God is faithful; he will not let you be tempted beyond what you can bear. But when you are tempted, he will also provide a way out so that you can stand up under it (1 Cor. 10:13).

I have been crucified with Christ and I no longer live, but Christ lives in me. The life I live in the body, I live by faith in the Son of God, who loved me and gave himself for me (Gal. 2:20).

Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit (Eph. 5:18).

Being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus (Phil. 1:6).

I can do everything through him who gives me strength (Phil. 4:13).

And my God will meet all your needs according to his glorious riches in Christ Jesus (Phil. 4:13).

And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others (2 Tim. 2:2).

Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth (2 Tim. 2:15).

Keep your lives free from the love of money and be content with what you have, because God has said, "Never will I leave you; never will I forsake you" (Heb. 13:5).

Jesus Christ is the same yesterday and today and forever (Heb. 13:8).

After this I looked and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and in front of the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: "Salvation belongs to our God, who sits on the throne, and to the Lamb" (Rev. 7:9,10).

## 9. HARVEST

Ask the Lord of the harvest, therefore, to send out workers into his harvest field (Mt. 9:38).

We live and serve under a Great Commission issued by our Lord:

Go and make disciples of all nations (Mt. 28:19)

Go into all the world and preach the good news to all creation (Mk. 16:15)

I am a Great Commission Christian because ...

1. Jesus is worthy. It was for the sake of the Name that they went out ... (3 Jn. 7).

2. The Father is longing. The Lord is not slow in keeping his promise, as some understand slowness. He is patient with you, not wanting anyone to perish, but everyone to come to repentance (2 Pe. 3:9).

3. The Spirit is moving. Look at the nations and watch and be utterly amazed. For I am going to do something in your days that you would not believe, even if you were told (Hab. 1:5).

4. The harvest is ripe. Do you not say, 'Four months more and then the harvest'? I tell you, open your eyes and look at the fields! They are ripe for harvest (Jn. 4:35).

5. People are lost. For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life (Jn. 3:16).

6. The nations are needy. All kings will bow down to him and all nations will serve him. For he will deliver the needy who cry out, the afflicted who have no one to help (Psa. 72:11,12).

7. I am commissioned. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age (Mt. 28:19,20).

8. We must give an account. For we must all appear before the judgment seat of Christ, that each one may receive what is due him for the things done while in the body, whether good or bad (2 Cor. 5:10).

9. Opportunities are brief. As long as it is day, we must do the work of him who sent me. Night is coming, when no one can work (Jn. 9:4).

10. We have a destiny. But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light (1 Pe. 2:19).

10. HEAVEN!

Praise be to the God and Father of our Lord Jesus Christ! In his great mercy he has given us new birth into a living hope through the resurrection of Jesus Christ from the dead, and into an inheritance that can never perish, spoil or fade kept in heaven for you (1 Pe. 1:3,4).

Martin Luther remarked that there were only two days of importance on his calendar: Today and That Day. It's true today is the only time we have to prepare for That Day. And it is That Day that gives full meaning to today.

One day soon we will stand before Jesus Christ and give an account of our service for Him. This fact should encourage us to be steady and patient, trusting the Holy Spirit to produce Christlike fruit in us. On That Day, the scales will be balanced forever.

At the end of your life on earth, may you be able to say, "I have fought the good fight, I have finished the race, I have kept the faith. Now there is in store for me the crown of righteousness, which the Lord, the righteous Judge, will award to me on that day and not only to me, but also to all who have longed for his appearing" (2 Tim. 4:7,8).

J. H. Thornwell said, "If the church could be aroused to a deeper sense of the glory that awaits her, she would enter with a warmer spirit into the struggles that are before her." Remembering that we will live with Jesus forever in heaven strengthens us for victory in our present struggles.

Paul prayed "that the eyes of your heart may be enlightened in order that you may know the hope to which he has called you ..." (Eph. 1:18). A greater revelation of our future gives us a clearer understanding of the present. A greater revelation of Christ brings a clearer understanding of our call to be servant-leaders.

Twice the Bible says that God will wipe away all our tears. Every hurt and disappointment will be washed away in the sea of His firm, tender love on That Day. You may be in confusing conflicts, even now. But no matter what your circumstances, always remember ...

Jesus Christ is going to win! Every knee will one day bow to Him and every tongue will confess Him as Lord. The present posturing for world domination will have no effect on

the final outcome. The battle for this planet is fixed! Jesus shall reign.

You are going to win! Since you have been bought with Jesus' blood, He has an enormous interest in you. Absolutely nothing in your past, present or future can sever you from His love. He has vowed to finish in you what He has started.

The church is going to win! Persecutions and trials are only temporary. One day the fulfillment of the Great Commission will not be a distant hope it will be a glorious reality. Not only will heaven ring with His praises, "the earth will be full of the knowledge of the Lord as the waters cover the sea" (Isa. 11:9).

Jesus is coming! Heaven is real! Eternity is forever!

\*ADDITIONAL RESOURCES FROM GLOBAL ADVANCE

[WWW.globaladvance.org](http://WWW.globaladvance.org)

**A FORCE IN THE EARTH**

This missions classic gives a thrilling account of the work of the Holy Spirit around the world. Complete with study guide. Mike Downey says, "If I could read just one missions book, it would be A Force in the Earth."

**ULTIMATE SUCCESS: LAYING UP YOUR TREASURES IN HEAVEN**

What the Bible says about eternal rewards and the Judgment Seat of Christ. Dick Eastman calls this book "must reading for every believer who wonders what God is trying to say to a troubled church in an age of misguided priorities."

**EVERYTHING I NEED TO KNOW I LEARNED IN SUNDAY SCHOOL**

These warm-hearted remembrances from David Shibley's childhood are sure to stir up memories and remind you of life's simple, profound lessons from God's Word.

**FROM A FATHER'S HEART TO A SON**

Written first for his own sons, David offers 100 key life principles with corresponding verses of Scripture for young men.

**HEAVEN'S HEROES**

Twenty-two thrilling stories from the lives of famous Christian leaders. Perfect for family devotions.

**SPECIAL TIMES WITH GOD**

This is a family devotions classic, proven effective by over 80,000 Christian families. A year of family devotions for parents with elementary school age children.

**MORE SPECIAL TIMES WITH GOD**

Another full year of family devotions, building on the truths of the previous book. Based on characters from the Bible and what we learn from their lives.

**NOW THAT YOU ARE HIS**

Here are ten "first steps" in the Christian life. This is the perfect book for new Christians. Ideal for individual or group study, this book will help you get "back to basics" in your walk with Jesus Christ.

**CHALLENGING QUOTES FOR WORLD CHANGERS**

"God's Little Book on the Great Commission." Over 100 quotes from historic and contemporary church leaders inspiring you to make a difference in your world for Christ. Each quote has a corresponding verse of Scripture.

**RECAPTURING YOUR DREAMS**

A woman from Oklahoma writes, "Next to the Bible, no book has ever helped me more." This book has brought fresh hope to thousands. Someone you know needs the message of Recapturing Your Dreams.

**\* ADDITIONAL RESOURCES FROM MASTERPLANNING GROUP**

[WWW.Master-Planning.Com](http://WWW.Master-Planning.Com)

**ASKING TO WIN!**

Pocket, Purse, Attache, Size This powerful material is designed to go in your pocket, purse, or briefcase. It contains over 100 profound questions to ask the following situations: BRAINSTORMING ... CAREER-ING ... DECIDING ... INTERVIEWING ... FOCUSING (See back side of this card for sample of questions) ... ORGANIZING ... PARENTING ... PLANNING... SOLVING. If you ... ask profound questions, to get profound answers, ask shallow questions and you will get shallow answers, ask no questions and you get no answers at all. Key tool to help you focus your fall! One Hundred Profound Questions Available To Help You Win Twenty - Four Hours A Day Seven Days a Week For The Rest of Your Life!

**THE EFFECTIVE BOARD MEMBER Biehl/Engstrom**

THIS ONE BOOK TURNS BOARDROOM ANXIETY, CONFUSION, and FRUSTRATION INTO... EFFECTIVENESS! Have you ever wished you could sit down and chat with a mentor who would help you to be more confident and effective in your position on the board? In THE EFFECTIVE BOARD MEMBER, you now have available two seasoned boardroom veterans eager to help you! This essential resource is for anyone who serves on a board or works with boards, for only CONFIDENT LEADERSHIP (30 DAYS TO)

A wise, proven investment in your own future, this series is a life-long reference covering 30 essential leadership areas including: HOW TO COPE WITH: Change, Depression, Failure, Fatigue, Pressure. HOW TO BECOME MORE: Attractive, Balanced, Confident, Creative, Disciplined, Motivated. HOW TO DEVELOP SKILLS IN: Asking, Dreaming, Goal Setting, Prioritizing, Risk Taking, Influencing, Money Managing, Personal Organization, Problem Solving, Decision Making, Communicating. HOW TO BECOME MORE EFFECTIVE IN: Delegating, Firing, Reporting, Team Building, People Building, Recruiting, Masterplanning, Motivating  
**MASTERPLANNING**

Get your team on the same "sheet of music". This book will not replace private consulting. However, if your church membership is under 500 or your organization has less than 20 employees, the place to start is with this book! This series presents the same planning process our consulting associates have refined in day-to-day practice over the past 20 years to help clients develop their Masterplans.

**MENTORING Confidence In Finding A Mentor and Becoming One**

Having a mentor can add 50% to your life's horsepower ... If you would like to be a mentor, or find a mentor, but don't know where to start, this is it! This book explains clearly and completely what mentors do and don't do, the nature of the mentor / protege relationship, the most common roadblocks to effective mentoring, and much more. This book shows you that being a successful mentor doesn't require perfection, and finding a mentor is probably much easier than you think. If you have been praying about a way to have your life make a very very significant difference ... Mentoring may be your life ministry!