

10 Unconventional Ways to Stay Productive

Guest Presenter: Ryan Frank



Just like anyone else, I battle _____ and _____ overwhelm on a daily basis.

_____ is one thing that we should all strive to be excellent at. "Whatever you do, work heartily, as for the Lord and not for men" (Col 3:23).

The battle for _____ is one that you will wage daily and the fight never ends.

Sometimes the _____ things can make us more productive than ever.

1. Get back to basics: A good _____

- It's no secret that a good night's sleep is the key to a great (and productive) day.
- When you sleep, your brain literally _____.
- Sleep in on the _____ side of the clock.
- God started each day in the _____, not the morning. Your day doesn't have to start when you get up.

2. Don't turn on your _____ or check your _____ until mid-morning

- Resist the temptation to get sucked into checking email or _____ in the morning.
- When you check your email first, you allow others to set your _____ for the day.
- "_____ is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you." Carl Sandburg
- "Look carefully then how you walk, not as unwise but as wise, making the best use of the

time, because the days are evil." (Ephesians 5:16 ESV)

3. Plan your _____, plan your _____

- "An hour of _____ can save you 10 hours of doing." Dale Carnegie
- Set aside an hour at the beginning of every week to just _____ and plan out your week.
- Use a daily _____ planner. Prioritize what needs to be done today.

4. Avoid _____. When you must meet, keep it short and effective

- Every meeting should have an _____.
- The agenda should include the desired _____.
- Take notes of important points, especially next _____.
- Review the next actions at the end of the meeting.
- Harvest all next-actions to your to-do lists immediately after the meeting, so you don't _____.
- If you're still stuck going to a completely useless meeting, take stuff that you need to _____ or review.

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5. PITTOT

- Remember David Allen's _____ rule.
- "Do not boast about tomorrow, for you do not know what a day may bring" (Proverbs 27:1 ESV)

6. Disconnect from the _____

- According to research, about half of your time on the Internet is spent _____.
- The Internet can keep you occupied — and _____ — for hours on end.
- Have _____ times when you're going to check your email, and only let yourself check your blogs or surf the web when you've gotten a certain amount done.
- When you do go online, do it on a _____. When the timer goes off, unplug again until the next scheduled time.

7. Be a _____

- The hardest part is often just starting.
- I've found that it's especially hard for me to start when a task is _____ or complex.
- If you can just get _____ on a project (even for a few minutes) it tends to get easier.

8. Learn to say _____

- The two most powerful words in the English language are yes and no. They determine your _____.
- The more difficulty that you have saying no, the more likely you are to experience stress, _____, and even depression.
- Saying no doesn't have to mean "never," it can mean "not _____."

9. Eat the _____ first

"Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day." Mark Twain

- Do the _____ tasks first.
- Only once you've done the hard stuff should you allow yourself to do the _____ stuff!

10. Get the right _____

- I use an _____.
- I dump tasks in _____.
- I keep my notes in _____.
- I plan my week on a _____.
- I use a productivity _____ every day.

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