

Finding Peace through Organizing and Planning

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Proverbs

4:25-27

New Living Translation (NLT)

25 Look straight ahead, and fix your eyes on what lies before you.

26 Mark out a straight path for your feet; stay on the safe path.

27 Don't get **sidetracked**; keep your feet from following evil.

Getting Into Alignment

Distraction is a result of *Internal Misalignment*

Peace is a result of Internal Alignment

- ▶ Peace creates the internal stability needed to build, create, and to make progress.
- ▶ *Internal alignment is at the core of who we are, it is where we start from, and what we can build upon – **Christ**.*
- ▶ Peace provides the stability needed to create order

Organizing and
planning helps to
put things in order.

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Habakuk 2:2 NLT: “Then the LORD said to me, “Write my answer plainly on tablets, so that a runner can carry the correct message to others.”



Take the whirlwind thoughts that are in your mind and put them down on paper.




Make it clear and make it precise.

Organizing & planning

Things we can organize:

- Our **thoughts**
- Our **day**
- Our **work**
- Living space
- Work space
- Creative space
- Prayer & Meditation space (alter)



Possible Tools for Organizing, Planning, and Taking Action

- ▶ Stephen Covey quadrants
- ▶ Spreadsheet monthly expenses
- ▶ Spreadsheet- tasks
- ▶ Vision board

	URGENT	NOT URGENT
IMPORTANT	<p>Quadrant #1 "NECESSITY"</p> <hr/> <p>Your Key Action: "MANAGE"</p> <hr/> <p>Common Activities</p> <ul style="list-style-type: none"> - Crises - Deadline-driven activities - Medical emergencies - Other "true" emergencies - Pressing problems. - Last minute preparations 	<p>Quadrant #2 "QUALITY & PERSONAL LEADERSHIP"</p> <hr/> <p>Your Key Action: "FOCUS"</p> <hr/> <p>Common Activities</p> <ul style="list-style-type: none"> - Preparation and planning - Values clarification - Empowerment - Relationship-building - True recreation
NOT IMPORTANT	<p>Quadrant #3 "DECEPTION"</p> <hr/> <p>Your Key Action: "USE CAUTION or AVOID"</p> <hr/> <p>Common Activities</p> <ul style="list-style-type: none"> - Meeting other people's priorities and expectations - Frequent interruptions: - Most emails, some calls - Urgency masquerading as importance 	<p>Quadrant #4 "WASTE"</p> <hr/> <p>Your Key Action: "AVOID"</p> <hr/> <p>Common Activities</p> <ul style="list-style-type: none"> - Escapist activities - Mindless tv-watching - Busywork - Junk mail - Some emails - Some calls

Stephen Covey quadrants

Blank Spreadsheet Monthly expenses (1).xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat Design Tell me what you want to do

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, A⁺, A⁻, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals, Fractions

Styles: Normal, Bad, Good, Neutral, Calculation, Check Cell, Explanatory..., Input, Linked Cell, Note

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Expenses	September	October	GOAL
Mortgage	0	0	0
PG & E	0	0	0
Food	0	0	0
Car insurance	0	0	0
Smud	0	0	0
Household Supplies (cash)	0	0	0
Cable/internet	0	0	0
Cell phones	0	0	0
Gas (cash)	0	0	0
Blow/extra (cash)	0	0	0
Giving	0	0	0
Loans	0	0	0
Investments	0	0	0
Additional Payments	0	0	0
Car repair	0	0	0
Retirement contributions	0	0	0
house repairs	0	0	0
Gym	0	0	0
Family ER Fund (bank account)	0	0	0
Kid's Needs	0	0	0
Entertainment	0	0	0
health	\$0	\$0	\$0
beauty	0	0	0
Gas (cash)	0	0	0
Kids Lunch	0	0	0
Credit Cards	0	0	0
Additional expenses	0	0	0
Expense Total =	0	0	0
Actual Income	0	0	0
Additional funds			
Pay increase			
Extra Expense - Total - Current Month			
dental			
Car registration/Smog			
Christmas/Birthdays			
Balance to be deposited into savings			
Updated 10/30/18			

Sheet1



Spreadsheet monthly expenses



Making PROGRESS While in the Midst of Change

1. If something changes as things often do, we must learn to change with it.
2. When something changes, be willing to recalibrate.
3. Whatever you do...keep moving forward with your goals.



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