

The Genesis Way

A genius without a _____ will get lost in any country.

Everybody gets _____ hours every week.

- Time...We can't make more of it, but are trying to make the most of it.
- How will you _____ your time?
- "Plan the _____, and work the _____."
- Apostle Paul: "Run in such a way as to get the _____." (1 Corinthians 9:24)
- Maximus: "What you do in life echos in _____." (Gladiator, 2000)
- _____ in life is not automatic; neither is _____.
- Time can't be _____, it can only be spent one second at a time.

THE GENESIS WAY: 3-step _____ process

"In the beginning God created the heavens and the earth. ² Now the earth was formless and empty, darkness was over the surface of the deep, and the Spirit of God was hovering over the waters." Genesis 1:1-2

1. _____ IT
2. _____ IT
3. _____ IT

In the beginning, _____ (your name) created _____. (What are you trying to create? Establish a rhythm? Calendar for the year. Design your week. Organize a project.)

First, _____ IT (Get everything out of your head onto paper)

Second, _____ IT (TOOLS)

- A. _____ CALENDAR (transfer information to your Digital Calendar)
 - a. <https://www.neueyear.net/>
 - b. First thing, you will set a RHYTHM for your week, month, quarter, and year.
- B. _____ CALENDAR
 - a. RULE: use one calendar ONLY to manage all appointments
 - b. RULE: USE A LARGE WALL CALENDAR TO PLAN YOUR YEAR, AS IT HELPS WITH PERSPECTIVE, ESPECIALLY WHEN CHANGES ARE REQUIRED
- C. PAPER _____ (include a page for LONG TERM PARKING)

Third, _____ IT

- _____ ALL ACTION ITEMS for the day
 - To prompt you to complete your action item list, ask these questions:
 - What do I know? Who needs to know it? Have I told them? Write it down.

- Looking at yesterday's Planner notes, action items, and appointments, what actions should I take today or assign to another day? Write it down.
- Looking at my calendar over the coming week(s), what action items do I need to add to my list? Write it down.
- Thinking about each person on my team, what do they need from me? What can I do that will help them thrive? Listen to a podcast? Read a book? Have an intentional coaching conversation? Write it down.
- Looking at my goals, what action items can I do to move me closer to completion of my goal(s)? Write it down. (Use the bicycle image with the Wheel of Life and SWS Model Wheel to develop your goals.)
- For each item on my list, ask, "Will this take me closer to or further from my goal?"
- List WORK ITEMS: _____
- List PERSONAL/FAMILY/MINISTRY ITEMS: _____
- ASSIGN A _____ TO EACH ITEM (top-down will be W1, W2, W3, etc., and bottom-up will be P1, P2, P3, etc.)
- DROP EACH ACTION ITEM THROUGH THE _____
 - **First Filter:** Can I _____ this?
 - **Second Filter:** Can I _____ this?
 - **Third Filter:** Can I _____ this?

Decide the appropriate Level of _____

DESCRIPTION	DETAIL
Level 1 Do as I say.	This means to do exactly what I have asked you to do. Don't deviate from my instructions. I have already researched the options and determined what I want you to do
Level 2 Research and report.	This means to research the topic, gather information, and report what you discover. We will discuss it, and then I will make the decision and tell you what I want you to do.
Level 3 Research and recommend.	This means to research the topic, outline the options, and bring your best recommendation. Give me the pros and cons of each option, then tell me what you think we should do. If I agree with your decision, I will authorize you to move forward.
Level 4 Decide and inform.	This means to make a decision and then tell me what you did. I trust you to do the research, make the best decision you can, and then keep me in the loop. I don't want to be surprised by someone else.
Level 4 Act independently.	This means to make whatever decision you think is best. No need to report back. I trust you completely. I know you will follow through. You have my full support.

Decide the _____ Level To Assign To The Task

LEVELS of
priority for tasks

WHEN TO DO

Level A	"A" priorities are Important, Urgent, and Time Critical	_____
Level B	"B" priorities aren't time critical, will become "A" if not scheduled soon.	_____
Level C	"C" priorities should be done when possible or when everything else is done	_____

- **Fourth Filter:** Can I _____ this? (see next step)
- **Fifth filter:** Can I _____ this? (Use long-term parking)
- SCHEDULE EACH ITEM IN YOUR PAPER PLANNER USING CODES. Do this first, before you open social media or take action on any one item, regardless of how simple or quick it seems to you.
- NOTE: YOU SHOULD HAVE EVERY ITEM ASSIGNED BEFORE YOU START YOUR DAY. Before you get started checking things off, finish this step.
 - Ask yourself: "When will I complete (_____)?" Write that code on your schedule and circle it.
 - After scheduling a task, mark it with a dot to the left. The dot means it has been assigned a time in your day. You now know THAT it will be done and WHEN it will be done. You have assigned it a place.
 - Once completed, draw a line through the circle and use a CHECKMARK over the DOT for each completed item, an ARROW for things reassigned to a different day, and an ARROW POINTING DOWN for items you choose to ELIMINATE.

Treat your ATTENTION with _____. Don't fragment it. Let it remain whole.

Focus your thoughts:

1. Get a _____ for daily decisions.
2. Set your _____, then submit to the process.
3. Foster high-quality _____ with people you want to be like.
4. Think ahead and schedule touch points in your calendar (Proverbs 12:1). Start by scheduling your _____ calendar review and _____ planning times.
5. Live in _____ (Proverbs 11:3) - F.O.C.U.S.

If it's significant enough for you to spend your time on, give it your full attention! (Do not seek _____)