

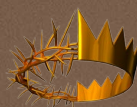


The Toolkit: Practical Strategies for Order

MODULE 3

RTT MODULE 3 SCRIPT

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GOD FIRST
ADVENTIST STEWARDSHIP MINISTRIES

This session moves from principle to practice. Having explored a biblical philosophy of time and the danger of living under the tyranny of the urgent, participants are now introduced to practical tools that help translate intention into lived reality. The focus of this session is not productivity for its own sake, but the creation of order that supports a balanced, worship-filled, and sustainable life.

As noted in the book *The Ruthless Elimination of Hurry* (Comer 2019), hurry is not simply a scheduling problem but a spiritual condition that erodes love, joy, and attentiveness. Order, therefore, is not about doing more, but about creating space in which love for God and others can remain resilient.

The Power of Planning

Planning represents a shift from reactive living to proactive living. Without intentional planning, most people find that urgent demands, interruptions, and external expectations quietly shape their days. Planning allows individuals to decide in advance what matters most, rather than constantly responding to what is loudest or most immediate.

From a spiritual perspective, planning is an act of trust rather than control. It acknowledges that time is finite, meaningful, and entrusted to us. When individuals do not plan, they often default to living at the mercy of anxiety or other people's priorities. As *A Non-Anxious Life* (Fadling 2024) observes, anxiety thrives when everything feels equally urgent. Planning gently restores proportion.

This is not about predicting outcomes or eliminating uncertainty. It is about aligning one's time with values before pressure arrives. What is not planned for is often what is most easily lost.

Weekly Review and Mapping

At the heart of effective time stewardship is the practice of a weekly review. This involves intentionally looking ahead before the week begins, rather than entering the week unprepared. Many people find Sunday evening to be a helpful moment for this practice, though the specific timing is flexible.

The weekly review functions as a pastoral pause, a moment of attentiveness rather than judgement. Participants are encouraged to look back with gratitude, look ahead with realism, and name their limits with compassion. Without this pause, weeks tend to drift, important tasks are postponed, and spiritual priorities are gradually crowded out.

This practice is discussed in depth in *Atlas of the Heart* (Brown 2021). It is a discipline which highlights how clarity reduces emotional overwhelm. The weekly review does not demand perfection; it cultivates awareness. Its purpose is not control, but presence.

Time Blocking / Time Boxing

Time blocking, sometimes referred to as time boxing, moves planning from a simple to-do list into the calendar itself. Instead of merely listing tasks, time blocking assigns specific tasks to specific hours. This approach recognises a key principle of time stewardship: what gets scheduled gets done.



To-do lists communicate intention, but calendars reveal commitment. Time blocking helps protect important but non-urgent tasks, reduces decision fatigue, and prevents chronic overcommitment. By giving tasks a defined place in the day, participants honour decisions they have already prayerfully made.

It is important to emphasise that time blocking is not meant to create rigidity. As writers on compassion and trauma-informed leadership, such as Redeeming Power (Langberg 2020), remind us, healthy structures support human dignity when they remain flexible and humane. Plans exist to serve people, not the other way around.

Task Management Systems

In addition to calendar-based planning, participants are introduced to simple task management systems designed to prevent overwhelm. The goal is clarity, not complexity. Examples include methods such as the ABCDE system or identifying the “Big 3” tasks for the day.

These systems help participants recognise that not all tasks carry equal weight. By naming what truly matters, individuals reduce mental clutter and increase their capacity for focus and presence. As David Allen observes in his book, *Getting Things Done* (Allen 2019), the human mind works best when it is freed from holding everything at once.

A simple, consistent system is far more effective than multiple complicated tools that quietly increase stress.

Managing Energy, Not Just Time

Effective time stewardship requires attention to energy as well as availability. Not all hours of the day are equally productive, and each person has natural rhythms of alertness and fatigue. Wise planning matches demanding work with peak energy and schedules relational or routine tasks during lower-energy periods.

This approach honours the body and mind as part of God’s good creation. It also reflects a compassionate theology of limits. As explored in *The Wisdom of Your Body* (McBride 2021), ignoring bodily signals often leads to depletion rather than faithfulness. Stewardship includes listening to those signals with wisdom and grace.

Activity: The Ideal Week

This session concludes with a practical workshop in which participants design an “ideal week.” Using a blank weekly calendar template, participants are guided to first block out non-negotiables such as sleep, work hours, and commuting. They then immediately block out spiritual anchors, which will be explored further in subsequent sessions. Only after these are in place do participants fill in the remaining commitments.

Participants are reminded that the goal is not to design a perfect or idealised life, but to create a realistic and workable rhythm. The exercise is intended to bring clarity and relief, not pressure. Compassion toward oneself is framed as an essential part of faithful stewardship.



Session Integration

The tools introduced in this session, planning, weekly review, time blocking, task management, and energy awareness, work together to create order that supports a balanced and worship-filled life. They help participants move from anxious busyness to attentive faithfulness.

In this way, order becomes the quiet companion of generosity. When time is received with gratitude and arranged with care, it can be shared more freely, with God, with others, and with oneself. These practices prepare participants for the next sessions, which focus on daily worship and safeguarding the Sabbath, grounding stewardship not in pressure, but in grace.

SESSION 3 — SLIDE DESIGN

The Toolkit: Practical Strategies for Order

(10 Slides)

SLIDE 1 — Session Focus

The Toolkit: Practical Strategies for Order

- Moving from intention to practice
- Creating order that supports a faithful life
- Tools that serve worship, rest, and relationships

Slide 1 — Facilitator Notes

This session is where theology becomes liveable. We are not shifting into productivity mode, but into practice. The tools introduced here are meant to support a balanced, worship-filled life, not to create pressure or perfection. Emphasise that this session serves the whole journey of the seminar.

SLIDE 2 — Why Order Matters

- Order is not control
- Order is an act of stewardship
- Order creates space for love

Slide 2 — Facilitator Notes

Reinforce that order is not about squeezing more into life. Drawing on The Ruthless Elimination of Hurry, you may note that hurry erodes love, attentiveness, and joy. Order, by contrast, protects what matters most. This is about arranging time, so love has room to breathe.

SLIDE 3 — The Power of Planning

- Reactive living vs proactive living



- Deciding in advance what matters
- Aligning time with values

Slide 3 – Facilitator Notes

Explain that without planning, urgent demands quietly take control. Planning is not about predicting outcomes, but about alignment. You may reference A Non-Anxious Life, noting that anxiety often increases when everything feels equally urgent. Planning gently restores proportion and calm.

SLIDE 4 – The Weekly Review

- A pause before the week begins
- A moment of awareness, not judgement
- A foundation for intentional living

Slide 4 – Facilitator Notes

Describe the weekly review as a pastoral pause. It helps participants look back with gratitude, look ahead with realism, and name limits with compassion. You may briefly draw on Atlas of the Heart to note that clarity reduces emotional overwhelm. Stress that the goal is awareness, not perfection.

SLIDE 5 – Three Weekly Review Questions

- What am I thankful for?
- What truly matters this week?
- What must be scheduled to be protected?

Slide 5 – Facilitator Notes

Encourage participants to keep the review simple. These three questions are enough. Emphasise that what is not scheduled is often what is lost. This practice helps participants enter the week with intention rather than drift.

SLIDE 6 – Time Blocking

- From to-do lists to calendars
- Giving tasks a home
- Protecting important but non-urgent work

Slide 6 – Facilitator Notes

Explain that to-do lists show intention, but calendars reveal commitment. Time blocking helps reduce decision fatigue and overcommitment. Gently remind participants that time blocking



must remain flexible and humane. Plans serve people, not the other way around.

SLIDE 7 – Task Management (Keep It Simple)

- Not everything matters equally
- Simple systems reduce overwhelm
- Clarity frees the mind

Slide 7 – Facilitator Notes

Introduce simple task systems such as the “Big 3” or basic prioritisation. Avoid complexity. You may reference Getting Things Done, highlighting the idea that the mind works best when it is not holding everything at once. Simplicity is an act of kindness.

SLIDE 8 – Managing Energy, Not Just Time

- Not all hours are equal
- Honour personal rhythms
- Steward both body and mind

Slide 8 – Facilitator Notes

Explain that effective stewardship involves energy as well as availability. Encourage participants to notice peak and low-energy times. Drawing lightly on The Wisdom of Your Body, note that ignoring bodily limits often leads to depletion rather than faithfulness. Compassion includes listening to the body.

SLIDE 9 – Workshop: The Ideal Week

- Block non-negotiables first
- Add spiritual anchors
- Fill in the rest realistically

Slide 9 – Facilitator Notes

Frame this exercise carefully. This is not about designing a perfect life, but a workable rhythm. Encourage honesty and compassion. Remind participants that this is a draft, not a verdict. The aim is relief and clarity, not pressure.

SLIDE 10 – Gratefully Received, Abundantly Shared

- Gratitude receives time as gift
- Order protects what is received
- Generosity shares time freely



Slide 10 — Facilitator Notes

Close by linking order to generosity. When time is received with gratitude and arranged with care, it can be shared more freely with God and others. These tools prepare the way for daily worship and safeguard the Sabbath. Order becomes a servant of grace, not a taskmaster.

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