

Staying “On Task”

Bob Young

Most of us tend to get distracted. Ministers are no different. Staying “on mission” can be a challenge with myriad responsibilities, urgent matters, and an endless list of things that need to be done.

Here is a simple framework to help you stay “on task” in your ministry. The principles I set forth apply to everyone who is involved in God’s kingdom work. Because our work is ultimately God’s work, we commit our work to God and seek to be guided by God. *“Commit your work to the LORD, and your plans will be established”* (Prov. 16:3). *“Unless the LORD builds the house, those who build it labor in vain. Unless the LORD watches over the city, the watchman stays awake in vain”* (Ps. 127:1).

Here are three steps toward productivity.

1. Review your mission and your values.

- Am I still aiming for the same long-term goals? Do I need to update?
- Does this work align with my values? Does this work move me toward my mission and goals?

2. Define your priorities for the next period of time (day, week, month).

- What do I need to do this week? What would I like to do?
- What should I do this week to fulfill each of my roles?
- What should I do this week to move towards my goals?
- What should I do this week for each of my major projects?
- What should I do this week from my action list?
- What is on my calendar this week?
- How can I help people in need, work for justice, and promote the wellbeing of my family, church, and community?

3. Organize your priorities in a way that makes them easy to do.

- Which of the items are small? Which will take more time or investment?
- Is this list doable within one week? If not, what should I eliminate or delay? What is most crucial?
- Which of these items need to be scheduled? When should they be done?
- Which of these small actions can I accomplish right now?