

4. Learn to _____.

Never do anything you can get another to do. It is better to get ten to work than to do the work of ten. You do the major things and delegate the minor.

- Evaluate
- Eliminate
- Delegate

What's left is _____.

5. Manage _____.

- Schedule back-to-back appointments. Keep notes of your counseling.
- Schedule counseling around times when you must be at the church anyway.
- Learn to counsel on the spot. Don't do it standing up. Sit down face to face.
- Prescribe reading assignments or activities.

6. Pray early and _____ your day.

Time is like money. You can't spend for everything you want.

If I don't know my priorities, everyone I meet will set them for me.

7. Don't manage _____ things and don't try to spiritualize
_____ things.

8. If there are drop-in visitors who spend too much time, take them with you on a ministry assignment.

9. Handle most mail and paperwork only _____.

10. Have periodic times of planning—a “_____” conference.

Don't plan each event as it presents itself. Put the big rocks in first.

11. Try to return your calls at an _____ time back to back.

- Have the secretary answer some.
- Have an associate answer others.
- Move up the agenda when talking. A greeting and then ask this question:
“How may I help you?” or “What can I do for you?”

12. Don't whine, don't complain, and stop making _____.

13. Pay the _____.

“The bitterness of poor quality lingers long after the sweetness of cheap price has been forgotten.”

14. Pass the _____, as well as the praise, on to Jesus.

15. Pray with people on the _____, so you won't forget.

16. Learn to say, “_____,” gracefully.

17. Make _____ to yourself.

“The weakest ink is better than the strongest memory.”

18. Learn to be _____. Think of being on time as late.
19. Learn to _____ your time.
- Drive and listen to tapes or CDs.
 - Carry reading materials with you.
 - Sign certificates during phone calls.
20. _____, don't pile materials. Have someone to do filing for you.
21. Have your secretary prepare you for personal conferences and phone calls that are scheduled.
22. Do the things that you dislike _____. "If you have three frogs to swallow, swallow the big one first."
23. Learn to _____ read. Twenty percent of the book has the real content.
24. Be more careful about taking _____ commitments rather than one-time commitments.
25. _____ is half done.
Procrastination is a form of disobedience.
26. Stay balanced between _____ and _____.
Which wing of a bird is the most important?
27. Be _____, keep your mind open to new experiences.
Learn something from every acquaintance and experience.

28. Aim for _____. Quality produces quantity.

29. Develop the _____ of your ministry and let God develop the _____.

30. Strong _____ will give you great confidence.

31. If you don't want it _____, don't say it.

32. Keep your people _____.

Soldiers in the barracks may bicker and fight with one another, but soldiers on the battlefield stay unified because they need one another.

33. Never be behind closed doors alone with another _____ other than your wife or family member.

APPENDIX

KEEPING PACE

Keeping Pace Spiritually

P raise	I praise You that You've given Yourself for me.
A cceptance	I accept that You've given Yourself to me.
C ontrol	I place myself under Your control that You might live Your life through me.
E xpectation	I expect that it's going to be a great day as I live my life with You.

Keeping Pace Personally

P osture	I need to stand straight.
A ttitude	I need to be positive.
C ountenance	I need to look pleasant.
E nthusiasm	I need to project vitality.

Keeping Pace Socially

P raise	Find something to compliment.
A cceptance	Greet with enthusiasm.
C oncern	Ask about their situation.
E ncouragement	Leave them with a blessing.

APPENDIX

ANSWER KEY

Introduction

Session I: elder, shepherd, bishop, maturity, ministry, management, genuine experience, glowing enthusiasm, godly example, fade away, strive for

The Pastor as Elder

Session II: blameless, character, undivided, hide, fear, emotional, heart, intellectual, mind, volitional, will, negative, self-willed, uncontrolled temper, uncontrolled appetites, violent, greedy, positive, hospitable, good, self-controlled, upright, holy, disciplined

Session III: choice, right choices, wrong thing, praying, preaching, evaluate, eliminate, delegate, family, faithfulness, love

Session IV, Part One: at home, equality, faith, roles, privilege, responsibility, equals, covenant, contentment, little, bitterness, hellish, human, heavenly, communication, disintegrate, skills, self-centered, bitterness, distractions, fear, insecurity, roof, walls, busyness, sensitive, self-centeredness, put right, fun, plans, four dates, God, kids, yourself, mate, romance, courtship

Session IV, Part Two: leadership, example, firm, fun, fair, family worship, house of God, prayer

Session V: avoid sexual sin, Spirit, own marriage, priority, flesh, unexpected, undetected, unprotected, wife, other women, consequences

The Pastor as Shepherd

Session VI: guards, guides, grows, pulpit, convicts, corrects, constructs, confidence, consistency, courage, content

Session VII: topical, textual, expository, introduction, exposition, conclusion, proposition, sermon, text, word, experience, passage, theme, pertinent, value, fear, life, positive, receives, practical, needs, pointed, inform, transform, knowledge, lives, provocative, plain, simple, persuasive, material, lesson, commandment, sin, blessing, truth, topics, texts, quotations, illustrations, outline, conclusion, application, introduce, notes, manuscript

APPENDIX

ANSWER KEY

Session VIII: house, windows, known, unknown, literally illustrate, punctuate, motivate, skyscraper, mindbender, sleep inducer, plan, alive, alert, read, enlightenment, enjoyment, enrichment, devotional, doctrinal, practical, enablement, ears, eyes, cathedrals, leadership, creative, logical, heat, light, different, ideas, imagination, solutions, creative, your own ideas, unusual, words, write, people, authors

Session IX: faultless, dirty, full, touch, task, preach, hear, fit, fashionable, forceful, fresh, fitting

Session X: courageously, clearly, concisely, convincingly, cooperatively, consistently, creatively, compassionately, convictionally, celebratively

The Pastor as Bishop

Session XI: procedural, body, head, manifested, ministering, motivating, organism, mutual, pastor, responsibility, authority, deacon, growth, problems, solutions, testimony, Spirit-filled, wisdom, deacon, may not, greater, committee, discover, develop, deploy, congregationally

Session XII: world, flesh, devil, external, internal, infernal, gloriously given, legally lost, righteously regained, was, did, dominion, personally possessed, under and over

Session XIII: natural, positional, entrepreneurial, spiritual, message, ministry, personal, purpose, persuasion, virtues, integrity, spirituality, humility, charity, values, vision, insight, hindsight, foresight, valor, objective, goals, strategies, plans, individuals, your own family, build, lead, learn, love, lead, look, A, B, movers, leaders, not known to you

Session XIV: pace, treasure, grow, delegate, yours to do, counseling, prioritize, spiritual, management, one time, big rocks, appointed, excuses, price, criticism, spot, no, notes, punctual, stretch, file, first, speed, ongoing, well begun, discipleship, evangelism, creative, excellence, depth, breadth, preparation, repeated, challenged, women

