

## Successfully Managing Our Lives

By: *Min. Soundra Simpson*

The demands of life that we all face from day to day can be stressful, demanding and challenging to say the least. Even in the midst of trusting God and standing on His word, there are times when we feel as if we're coming apart at the seams. For some of us, we live to serve others as we walk out the will of God for our lives, while others struggle with simply saying no. On the contrary, there are those of us who are aggressive and simply take on more than what we can successfully handle.



Whether we raise our hands in volunteering for the next project or simply charge after the next opportunity, the fact is we must learn effective time management skills and creative ways to manage our daily responsibilities. Failure to do so will result in you and I becoming overwhelmed with the cares of this world. And guess what? Somebody will pick up where we leave off and carry the baton to the finish line.

Our bodies have a unique way to send powerful signals that "burnout" or sickness is on the way. For me, I typically find myself in the bed with a terrible sinus infection that requires a doctor's visit, at least two rounds of antibiotics, and several days of rest. For those of us who need a spiritual confirmation, let Genesis 2:2, be your example, "And on the seventh day, He rested from all His work.." Now, if God, our Maker can find time to kick His feet up, and rest, what about you and I? (Cont. Below)

### SUMMER EDITION

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### Foundational Scriptures

**Colossians 3:23** - "Whatever you do, work heartily, as for the Lord and not for men."

**Psalm 90:17** - "Let the favor of the Lord our God be upon us, and establish the work of our hands upon us; yes, establish the work of our hands!"

If we are to be of service to our heavenly Father, family, friends and communities, we must be healthy in order to be effective. And so it is, that I focus this edition on enjoying life while finding creative ways to manage everything that comes our way. As I shared in our Spring edition of Journey (April 2011), we focused on the importance of eating right and exercising on a consistent basis. There are little, yet impactful changes that can have significant results in how we feel in our bodies and how we respond to those in our circles. For some of us, we will need to make a slight adjustment here and there, while others will need to make major decisions to permanently clear some meetings and events from our calendars. I'm not saying to erase those things or people permanently, but to reconsider for another time or season of your life. The greatest joy of life is to enjoy our journey one step at a time. –Selah.



# Building Effective Time Management Skills



In order to accomplish everything successfully in the run of the day, it becomes essential to develop effective time management skills. The failure to have a well executed plan means that something important will fall through the cracks. We're fortunate to live during a time that offers savvy technological advances to help manage our day to the minute.

Time management skills is a technique that allows each of us to manage our daily load whether for personal or business activities. It allows us to shifts all tasks to a designated time, person or place and include a broad range of techniques such as setting goals, planning, scheduling, prioritizing, delegating, and decision making. Briefly, let's review a few techniques.

**Goal Planning** simply involves defining what is required to help achieve your daily or personal goals, scheduling and execution.

**Prioritizing** - is the first thing you should consider when planning and scheduling. Do some personal soul searching to determine what you like to attack first. Some people find it easier to complete tasks by completing the biggest job to the smallest or the easiest to the most difficult. There is no certain way to prioritize; you can make a list, organize it and then reorganize based on what's most important at the time.

**Decision Making** - Making decisions or deciding what to do is one of the hardest tasks for many people. One thing to consider is to give thought to the impact when a particular task is not carried out. Being able to make a decision is the most important because all other techniques weighs upon your ability to put a stake in the ground and move on.

**Delegating** - Delegating is sharing the work load that must be done during a specific time period. When you delegate a responsibility, it will free you up to move on to more

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## EFFECTIVE TIME MANAGEMENT SKILLS

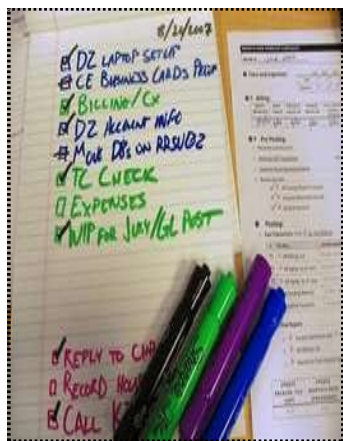
**Delegating Cont.** important tasks. Delegating should consist of assigning the task, and stepping back to allow others to become engaged in what needs to be done.

**Keep an up-to-date "To Do" List** - In order to benefit from your "To Do" list this is where your prioritizing skills will be most helpful. You will be amazed at how many tasks are accomplished when you write a visible list that will allow you to check tasks off as they are accomplished.

**Failing to Manage Distractions** - Because a great deal of time is lost due to distractions, this should be our motivation in making sure they are personally managed. Again, technological distractions or a personal crisis that belongs to someone else can utterly destroy our plans for the day. Remember, if you want to maximize

the time in your day, it's important to minimize frequent interruptions. This can be something as simple as disabling instant messaging (IMs), texting, emailing and scheduling appointments for others to meet with you.

**Just Say "NO"** - Rest in knowing it's okay to say no, when your calendar is already filled with tasks to be completed. As an alternative consider referring someone for the job or reschedule for a another day and time that doesn't prevent you from accomplishing your tasks.



To-Do List





*Min. Soundra w/ Family*



*Min. Soundra w/ friends*



*Min. Soundra preaching*



*Min. Soundra Working*



*Min. Soundra graduating*

# The Spirit of Procrastination

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**Procrastination** is the deliberate putting off of a task or assignment that must be done by a specific date. For many of us, procrastination has become a way of life that is driven by having too many assignments on our plate. It doesn't always signify a sign of laziness, but often becomes our motivational fuel and coping mechanism in managing our lives. For many years, I've always worked a full-time job, part-time job, went to college at night and did the work of the ministry all at the same time. In all of my responsibilities of spending time with family, performing well at work, meeting goals, completing assignments and preparing messages for speaking engagements, I've learned to manage in the midst of everything. But, I can honestly say this lifestyle came with fast food dinners, late nights of studying well past midnight, very little time for a social life and feelings of complete exhaustion. This way of life does work, but if we're honest, something of importance typically falls through the crack. Below are a few ways to help manage our time wisely and to eliminate the spirit of procrastination.

## WAYS TO AVOID PROCRASTINATION

1. Get organized and create a space that inspires you to focus and to work. Being unorganized leads to feelings of being overwhelmed.
2. Establish realistic timelines and do not commit to the point where it causes what should be enjoyable to become stressful.
3. Divide large tasks into smaller more manageable jobs. Decide what must be done first and what can be done at a later time.
4. Don't be afraid to delegate to those around you. This is an opportunity for them to learn and to grow.
5. Practice self discipline and hold yourself accountable for completing all tasks on time. We must understand the impact to others when we fail to honor our word.
6. Celebrate your accomplishments and don't be afraid to "toot your own horn."
7. Surround yourself with positive people and motivators. The best people are those that have accomplished what you desire to do.
8. Learn from your past mistakes.
9. Ask for help when needed!!!



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**"Commit your way to the Lord; trust in Him, and He will act."**

**Psalm 37:5**

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Charlotte, North Carolina

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***"Women from all Walks of Life Called to World-wide Ministry."***

## Enjoyable Ways to Rest



The Bible clearly says that on the seventh day, God rested (Gen 2:2). So, if our heavenly Creator took the time to pause and to admire all that He created between day one and day six...shouldn't you and I? I personally know people who suffer from insomnia and find it difficult to sleep throughout the night.

When my plate is full, I typically find myself waking around 4:00 A.M. to begin working on some project or to jot down a few notes in hopes of not missing anything of importance for the day ahead.

The failure to get a good night sleep is of great importance because it affects our ability to make sound decisions, affects our eating habits and it negatively affect our relationships with others.

**Here are a few ways to help get a good night sleep:**

1. Stick to a nightly bedtime schedule.
2. Sleep only at night and avoid naps if at all possible. If you must, no more than a 15 minute power nap.
3. Exercise early mornings or afternoons for 20 to 30 minutes. Avoid bedtime.
4. Enjoy a hot shower or bath with your favorite oils and soaps.
5. Avoid eating at least 2 hours before bedtime.
6. Read a good book.
7. Quiet the room and set a comfortable room temperature.