

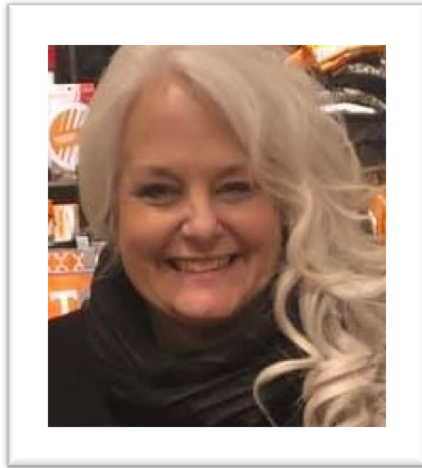
The Ultimate *Productivity* Challenge

"Write the vision; make it plain on tablets so he may run who reads it. For still the vision awaits its appointed time; it hastens to the end - it will not lie. If it seems slow, wait for it; it will surely come; it will not delay." -
Habakkuk 2:2-3

By Cindy Rushton

Ultimate Productivity Challenge Action Guide Week 4

Welcome!



I am Cindy Rushton, your hostess for the month of April as we take the challenge to work together for ULTIMATE PRODUCTIVITY!

This is it! This is about to be your best year ever! This is the year for massive action.

During this challenge, you will be surrounded by some of the most amazing and talented and blessed ladies and men on the planet. First, those in this tribe have a heart for God, their families and helping others. I cannot wait to introduce them to you in this challenge. By the end you will see what I mean and you too will call them friends.

A challenge is not to make you feel guilty about what you have or have not done in the past. A challenge is not to make you stressed about what the future holds.

A challenge is for right now, for such a time as this.

A challenge is as much or as little as you want to put into it - and the choices are varied and will fit the most advanced to the beginner.

Are you ready to roll up your sleeves and see what God has in store for you? I am and the best news, we will be beside you all the way!

Let's do this!

Ultimate Productivity Challenge...

A 31 Day Challenge to Support You As You Step Up to Your Calling and Life Purpose!

31 days from now your home, life, homeschool, business or ministry can look radically different. In fact, commit just one hour a day to work on your challenge and you will never be the same. This will be a month of taking **massive action**. It will be a month of **stretching yourself and your capabilities**. It will be a month of **impact and influence**. It will be a month where you make time to do the things that will impact your bottom lines, your influence, your outreach, and your impact for this year and years to come.

Ultimate Productivity Challenge is a 31 Day Challenge where you will commit to work on your home, life, homeschool, business or ministry every day with our community.

It may be planning. It may be brain dumping. It may be working on your calendar or your schedule. It may be working on a list of things to do. It may be rewriting or revising old content or copy. It may be taking steps to do something very new that takes you outside of your comfort zone. It may be working on a project that has bottlenecked your progress. Each day you will take massive action. As you do, you will post your progress in our group where you will find accountability, encouragement, and great ideas that will take you even further than working on this by yourself.

That is not all!

Private Group Sessions

We have live group sessions each week on Zoom. These sessions will feature a quick topic then we will open the mic for group coaching to help you as you work through your challenges. You can bring your questions to the group where our team and fellow group members will help you. You will find support, encouragement, and practical ideas from one another. You will develop relationships that will forever impact your business. We want for you to join us live for every session, but we also understand the demands of your busy lives. We will have replays available of every session. Now, do note that missing the live sessions and listening to the replays will only give one credit for your challenge points. Also, it will limit your ability to access the benefit of group coaching. Make plans to join as many live sessions as possible. This 31 Day challenge is FOR YOU. Set aside this time for you and your business or ministry.

Our Zoom Room can be found here:

<http://www.CindyRushton.com/Zoom>.

Private Pop-up Sessions

We are planning surprise pop-up sessions on topics that are going to be a big help for you as you work on your challenges. These will be available only to our challenge members. We will

offer replays for a few of these sessions, but we really want for you to join us live so not everything will be available for replay.

Bonus Challenges

This is where we will have even more fun. We will have bonus challenges that can help you earn extra challenge points. Of course, these bonus challenges also help you to get things done and take massive action and help others take massive action.

Facebook Group

Get even more support and more awesome ideas on our Facebook Group. Here is where you go to join us:

<https://www.facebook.com/groups/SteppingUpToYourCall/>

For our challenge, you will receive points by submitting daily updates of three things:

1. What you accomplished during the day to work on your challenges.
2. Your big takeaway from our daily group sessions, pop-up sessions, or session replays.
3. Updates on any special bonus challenges.

Prizes

Not only will you have your home, family, business or ministry benefit from taking massive action, we have **fun prizes that you can earn as well**. Every person who completes the challenge as a finisher, will earn a prize. Completing the challenge requires that you finish one challenge of your own (counts as 10 points), plus earn a total of 50 points by the end of the challenge. Not only do you “win” by taking massive action toward ultimate productivity, but you also win a great prize!

For those who hit 150 points, you get the first prize PLUS you can earn a private coaching session with Cindy Rushton. The top 5 people with the highest points will receive access to an online event of their choice with Cindy. That is not all! Our challenge members will also be added to teams who will be competing against each other for a chance to win access to a special one-day “Intensive” with Cindy Rushton.

Points:

- 2 points per day for being live in the live sessions and posting a takeaway in our Facebook group.
- 1 point for listening to a replay and posting a takeaway in our Facebook group.
- 1 point for posting in the group what was accomplished each day.
- 10 points for each challenge that you complete and post a video in our group.
- PLUS! Weekly Bonus Challenges!

Ready to dig in?

This guide will provide you with a self-study plan for working on your challenges. The best way to get started is to read the next couple chapters and work through the journals, brain dumping, and planning in those. Then, take a look at the various challenges. Just pick one. Find the one that will make the biggest difference in your business or ministry this year. Perhaps choose the one that is your “next step” or something that has been nagging you for a while. Let’s work on that one first. If you get it done before the challenge is over, you may want to look through others and pick another. You can use this guide throughout the year to challenge yourself after this challenge is over. And...we will have a guide for you each week of this challenge.

Our goal for you is to help remove any obstacles, hindrances, lids, or limitations that have kept you from taking massive action. We want to see you step into this year fully prepared for your very best year ever! Let’s do this!

Make Every Day Count

May 1st...

Sweet friend, how is your year going?

Have you gotten off to a good, strong start?

OR

Are you frustrated already with the same old stuff?

Are you getting things done?

OR

Are you finding yourself frustrated with all of the interruptions, chaos, distractions, and constant crisis situations?

Sweet friend, this year holds abundance--soak that in. This year holds lavish blessings—for you, for your family, for your business, for your ministry.

Don't tune me out. This year holds things that you have never seen before. This year is full of treasures awaiting you!

Ready for a new direction?
Ready for a new course?
Ready for a new beginning?
Ready for all things new?

This is key. Today is key. This moment is key!

Don't settle for the same-old-same-old. Today is the day to begin new. Today is the day to get started on a new track. Today we can make everything about our life count.

Of course, if we want a life that counts, it begins with making this year count as never before. Which begins with making this month count as never before. Which begins with making this week count as never before. Which begins with making this day count as never before. Which begins with making this hour count as never before. Which begins with making this very moment count as never before!

If we want a life that counts, we must have a year that counts--a bunch of them. Have months that count--a bunch of them. Have weeks that count--a bunch of them. Make every day count—every one of them! They are our life story.

This means that every day needs to be focused, purpose driven, full of life (abundant, lavish, overflowing life), productive, filled with the good things that cannot be taken away, kingdom building, and for the glory of God.

This is it! This is life—today, this moment, with each and every choice that we make. This is life.

So, How Do We Live in Such a Way that every Day REALLY Counts?

- ☐ **Stay focused on the prize!** Don't get off course. Don't chase around after those bright, shiny objects and opportunities. Keep your eye on the prize that is set before you.

Look up Philippians 3:12-14. Copy it out of your favorite translation:

Take a peek at it in the NASV:

Not that I have already obtained it or have already become perfect, but I press on so that I may lay hold of that for which also I was laid hold of by Christ Jesus. Brethren, I do not regard myself as having laid hold of it yet; but one thing I do: forgetting what lies behind and reaching forward to what lies ahead, press on toward the goal for the prize of the upward call of God in Christ Jesus.

What stands out in that passage?

Look at it again in ***The Message Bible***:

I'm not saying that I have this all together, that I have it made. But I am well on my way, reaching out for Christ, who has so wondrously reached out for me. Friends, don't get me wrong: By no means do I count myself an expert in all of this, but I've got my eye on the goal, where God is beckoning us onward to Jesus. I'm off and running, and I'm not turning back.

Is there anything different that stands out to you? What is it?

Peek at it in the ***Weymouth New Testament:***

With my eyes fixed on the goal I push on to secure the prize of God's
heavenward call in Christ Jesus.

What stands out the most from this translation?

Take a look at the ***Darby Bible Translation:***

I pursue, looking towards the goal, for the prize of the calling on high of God
in Christ Jesus.

What is your takeaway from this translation?

Never forget that you only have today. THIS IS IT! One day at a time. One hour at a time. One moment at a time. One choice at a time. This is what it all comes down to!

What do you want--what do you REALLY want?

If you WANT TO REACH THAT, you have got to get your eyes off of the immediate things. Get your eyes on the prize! Press toward that mark!

Get your eyes set on JESUS!

Look up Hebrews 12: 1-2. Write it out:

Underline where you are to keep your eyes.

Below, I include this passage in several Bible versions. Underline or highlight where you should focus or what you should do with your eyes:

NASV

Therefore, since we have so great a cloud of witnesses surrounding us, let us also lay aside every encumbrance and the sin which so easily entangles us, and let us run with endurance the race that is set before us, fixing our eyes on Jesus, the author and perfecter of faith, who for the joy set before Him endured the cross, despising the shame, and has sat down at the right hand of the throne of God.

The Amplified Bible

Therefore then, since we are surrounded by so great a cloud of witnesses [who have borne testimony to the Truth], let us strip off and throw aside every encumbrance (unnecessary weight) and that sin which so readily (deftly and cleverly) clings to and entangles us, and let us run with patient endurance and steady and active persistence the appointed course of the race that is set before us, Looking away [from all that will distract] to Jesus, Who is the Leader and the Source of our faith [giving the first incentive for our belief] and is also its Finisher [bringing it to maturity and perfection]. He, for the joy [of obtaining the prize] that was set before Him, endured the cross, despising and ignoring the shame, and is now seated at the right hand of the throne of God.

The Message Bible

Therefore, since we have so great a cloud of witnesses surrounding us, let us also lay aside every encumbrance and the sin which so easily entangles us, and let us run with endurance the race that is set before us, fixing our eyes on Jesus, the author and perfecter of faith, who for the joy set before Him endured the cross, despising the shame, and has sat down at the right hand of the throne of God.

☐ **Stay balanced!**

I mentioned last week about a situation I had a few years ago. I had a problem with my car. Out of nowhere it began shaking and bouncing terribly going down the road. I could barely steer it. Plus, as I did, it would constantly pull me toward the

ditch. By the time that I got where I was going, I was worn to a frazzle, stressed out, exhausted. My hands even got calloused. It was crazy!

I told my husband that the car needed help IMMEDIATELY. I was afraid that something terrible was about to happen. He told me to take it to the mechanic.

This is where it gets good.

I was certain that the mechanic was going to find some huge problem. Maybe even something irreparable. Imagine my surprise when he took off a tire and balanced it. Ok...do you know how they do that? They add a little sliver of metal (weight) or take some away. **Just a little thing.**

As I drove off that day, I had my car back.

Life is like this. Homeschooling is like this. Business and ministry are just like this.

All it can take to get everything out of balance is one little thing. One little thing that needs to go. One little thing that needs to be added. ONE LITTLE THING!

That one little thing....

- > Brings in chaos, clutter, confusion, strife, turmoil, frustration.
- > Turns everything up-side down and inside-out.
- > Pulls you away from what really matters.
- > Pulls you into the mire.
- > Wears you out, stresses you out, exhausts you.

But! What do you do? When things like this happen, what is your first response?

May I recommend that first of all--troubleshoot! What is the problem?

There are common problems that we all face--that get us all out of balance. Let's look at things now.

- **Problem #1--Spending disproportionate amounts of time in a certain area of life while neglecting others.** This is soooo common! Wondering "How do you trouble-shoot" this? Wondering what could be done to help? That is what this challenge is all about. So think through your life. Let's troubleshoot to see if there is something keeping things out of balance:

Have you:

- ☐ Set up a framework to your day?
 - ☐ Balanced out everything that you do throughout that framework?
 - ☐ Set time of the day for each thing that needs to get done?
 - ☐ Set a time of the day for each thing that you want to get done (there is a difference)?
 - ☐ Given each activity plenty of time?
 - ☐ Been disciplined to keep moving--if things are not done, continue later OR come back the next day?
 - ☐ If it takes it—are you working with a timer?
-
- **Problem #2--Doing GOOD things or lots of good things, yet not getting around to the best things that really matter.** Again, THIS is sooo common. Turn with me to Luke 10:38-42. Copy it here:

Here it is from ***The Message Bible***:

As they continued their travel, Jesus entered a village. A woman by the name of Martha welcomed him and made him feel quite at home. She had a sister, Mary, who sat before the Master, hanging on every word he said. But Martha was pulled away by all she had to do in the kitchen. Later, she stepped in, interrupting them. "Master, don't you care that my sister has abandoned the kitchen to me? Tell her to lend me a hand." The Master said, "Martha, dear Martha, you're fussing far too much and getting yourself worked up over nothing. One thing only is essential, and Mary has chosen it-- it's the main course, and won't be taken from her."

Listen to it again from ***The Amplified Bible***:

Now while they were on their way, it occurred that Jesus entered a certain village, and a woman named Martha received and welcomed Him into her house. And she had a sister named Mary, who seated herself at the Lord's feet and was listening to His teaching. But Martha [overly occupied and too busy] was distracted with much serving; and she came up to Him and said, Lord, is it nothing to You that my sister has left me to serve alone? Tell her then to help me [to lend a hand and do her part along with me]! But the Lord replied to her by saying, Martha, Martha, you are anxious and troubled about many things; There is need of only one or but [a]a few things. Mary has chosen the good portion [[b]that which is to her advantage], which shall not be taken away from her.

Think about that story. Martha was doing very good things, things that are very important. But, somewhere along the line, she got sooo busy, sooo distracted that she missed doing THE MAIN THING. She had every symptom of a life out of balance:

- ☐ irritable
- ☐ agitated
- ☐ resentful
- ☐ fussing
- ☐ stressed out
- ☐ anxious
- ☐ missing the very best
- ☐ too busy
- ☐ overly occupied
- ☐ anxious
- ☐ troubled

- fussing far too much

Anybody feel her pain?

We ALL do this one. Yet, if we want to stay balanced, we are going to have to be on guard against all of the good things. They will take us away from the very best--the things that count, the things that matter.

Let go of the good things. Even if they were the best in a past season, it is time to let them go so you can grasp on to the best. Get busy with the very best. Decide today to be picky about everything that you do so you can stick to the best. Make sure that what you do really counts.

- **Problem #3--Not saying "Goodbye" to great things after their season is over.** Take a peek at a very familiar passage from Ecc 3: 1-11. Copy it here:

Here it is:

To EVERYTHING there is a season, and a time for every matter or purpose under heaven: A time to be born and a time to die, a time to plant and a time to pluck up what is planted, A time to kill and a time to heal, a time to break down and a time to build up, A time to

weep and a time to laugh, a time to mourn and a time to dance, A time to cast away stones and a time to gather stones together, a time to embrace and a time to refrain from embracing, A time to get and a time to lose, a time to keep and a time to cast away, A time to rend and a time to sew, a time to keep silence and a time to speak, A time to love and a time to hate, a time for war and a time for peace. What profit remains for the worker from his toil? I have seen the painful labor and exertion and miserable business which God has given to the sons of men with which to exercise and busy themselves. He has made everything beautiful in its time. He also has planted eternity in men's hearts and minds [a divinely implanted sense of a purpose working through the ages which nothing under the sun but God alone can satisfy], yet so that men cannot find out what God has done from the beginning to the end.

Yes! "TO EVERYTHING there is a season, and a time for every matter or purpose under heaven..." There is one thing that you have GOT to know if you are going to stay balanced and make every day count—that seasons come and seasons go. Great things will pass away. Talk about hard to move on, change, and go on to the next thing.

THIS IS A BIGGIE!

Yet, sooo many of us get stuck here.

Is it time to move into that NEW season?

Did you just get to a place where you like the season and now...

Are you resistant to move on?
Do you feel that resistance just coming up?
Are you just plain stuck?
Do you have no idea what to do now?
What is going on?

OH! Beloved, it is time to let go and move on. You have so much right ahead on the horizon.

There are going to be times that you must let go of those great things if you are going to move on to even greater things. That may sound easy. But, we really know how difficult that really is. Usually those things are very satisfying, profitable and seem very secure. That is what makes it very difficult to let go.

The bigger thing is usually risky, different, requires a learning curve, requires a big investment (time, energy, resources, YOU). It usually requires a leap from where you are to where you need to go. It usually requires that you step out in faith.

BUT! It is worth it.

Until you do, things are going to get more and more out of balance. They will get harder to handle. They will wear you out. They will burn you out.

Make a commitment to "Say Goodbye" to great things when their season is over. The new things are soooo much better. The ride on the other side is so much better.

- **Problem #4--Not Troubleshooting to find a better way to do things--simpler, easier.**

Talk about a big, BIG problem! As matter of fact, if there is one thing that I hope we accomplish in this course, I hope that we set up a discipline of setting up systems that will constantly tweak things and make them as easy and simple as possible. What have you set up that will help you troubleshoot better ways to do things on a regular basis?

This is key to making the most of our time. This is key for keeping things moving and in balance.

- **Problem #5--NOT Saying, "NO!"**

Talk about one of the most important things that you will need if you are going to get things done and reach for your goals.

Today is the day to pull back and really get to thinking about who you are, what you are supposed to be doing, what your message is, what your work is supposed to be. There are going to be thousands of opportunities. You must know yours that are best for you today and you must let the others pass by.

No--they don't have to have you do it for it to get done.

No--they don't have to have you do it for it to be a success.

No--they don't have to have you do it for it to be done right.

The only thing that truly needs you is your own life calling and life purpose. Just say "No!" to anything else.

Now, I know that this is going to be hard at first, but can I tell you how much more fulfilling it is to stay on target and do what you and only you can do? It is powerful. This is what you really want.

So...just say "NO!"

- **Problem #6--Procrastination!**

Yep--procrastination has many faces. A lack of balance is one of them. You might think that procrastination would keep us from having an issue with balance--don't you do less?

Well, some do. The balls that they juggle still crash on their toes.

Some don't--they pull in so many extras that it is utter chaos to watch the juggling act!

How do you procrastinate?

Do you just let everything crash in on you? The house, the bills, the kids needs, your health, your marriage, your business? OR do you do everything except what really matters to you?

Want balance? You will need to know what you are going to be all about, what you need to do and then stick to it, get it done.

Could it be because deep down you need to give yourself permission to go for the life that God wants to give you and enjoy that life?

Our calling will bring us great joy. It will be those things that delight you--that are just fun for you. Put a time on the schedule and work at it bit-by-bit. You can enjoy it.

Don't put it off because it is great!
Don't put it off because you are scared of success!
Don't put it off because it is FUN!

Dig in. Work it. Get it done. Enjoy all along the way!

○ **Problem #7--Getting Sucked into this "Go-Go-GO" World!**

Oh! Do I know this one. I go, go, go more than anyone I know. I love it, but there are limits on it as well. I know that I cannot truly be productive, prolific, and successful if I do not have time to work, think, rest, play, enjoy my family and my business.

So, how do you do it--how do you keep it in balance?

1. Make time for what really matters--If you are not getting that done, it is time to pull back from going.

2. Make time for solitude--Greatness only comes from solitude. If there is not solitude, pull back. Slow down.

3. Make going work for you--Take your work with you. I love, love, love working on my laptop while I travel. There is always work that can be done without being tapped into the internet--actually the internet can distract you and pull you away. So, if you are on the go, take your work with you. Make going work for you.

4. If you get tired, pull back, get some rest, and STOP GOING!!!

Yes. All good soldiers retreat. Even in the midst of the battle, all soldiers pull back to retreat—to rest, strategize, and resupply for the battle. If you get tired in this journey, retreat. Pull back. Get some rest. Review and renew your strategies. Resupply. You have too many important things to do. You need to stay in balance! Watch those little things!

How are things going for you?

Ready to retreat? What is needed? Rest? Review and renewal of your strategies? Resupply for the battle? All of it? How do you plan to work this in?

Challenge #15: Retreat!

1 Timothy 2: 2-4 is a passage that I prayed over my children for years. I have used it as a reminder of how I can be strong as a virtuous woman, or mighty woman as well. Write out that passage and dwell on it for a week. Listen to it in different versions. Plan a retreat to rest, strategize, and resupply for the battle. Take a one-day retreat or a couple days to retreat. Get that time with God to rest, strategize, and resupply. Then, hop on our Facebook Group and share what God does for you. Give them a background on what God revealed to you. Share the changes that you expect as a result in your life, home, homeschool, business or ministry. See our group here:

<https://www.facebook.com/groups/SteppingUpToYourCall/>

□ **Stay Motivated!**

This past year, I learned a big, big lesson about motivation! Our success in everything is very dependent upon our motivation. Motivation is tricky:

- We can't buy it.
- We can't borrow it.
- We can't fake it.
- Others can't give it.
- We can't force it.
- Others can't force it.
- If it is not there, we will NOT stay the course and reach toward the mark!

Whatever we do, especially something new, something overwhelming, something that is big, we are going to battle with motivation.

Motivation is KEY. If the devil can frustrate us, we will not stay the course. If he can get us distracted, we will not stay the course. If he can get us “happy” and “content” where we are, we will not stay the course. If he can paralyze us with fear, doubt, worry, and anxiety, we will not stay the course. If he can get us stuck in over-thinking, over-analyzing, over-planning, or overwhelm, we can never stay the course. If we don't keep our WHY in front of us, we will go back to default.

We must be motivated or what we are called to do will not happen. We must stay motivated or it will die away. We must stay motivated or we will push it aside for another day...that day that never comes.

BUT HOW? Here are some big keys:

1. PLAN.

I will talk more about this in the next point, but for now, we have to realize that the only way that we will stay motivated is if we are staying on course. The only way to do that is to plan for it.

Wanting to have that time with God—then, we have got to plan for it. We must know what we want to do, we must get everything together ahead of time, we must schedule that time where we can concentrate and not be rushed.... We have got to plan it or it will not happen. We all know that the devil is going to work against it. He knows how that powers us up and he will fight us in that area.

Wanting to get fit and healthy –then, we have got to plan for it. We must have those clothes ready, we must have that gym membership, we must have that time in your schedule... It does not just happen. It will not easily become a habit and lifestyle. And, without strategic plans, everything will work against it. Plan it. Plan it first!

Want to grow closer to your husband—we have got to plan for it. We must plan time that is a non-negotiable time of our week/day to intentionally focus on that relationship, we must plan so there is time and energy for him, we must plan so that everything else is on auto-pilot...OR we know that everything will go haywire. The last thing that the enemy wants is healthy, beautiful, passionate, forever marriages. They are a weapon that is formidable for his kingdom. Plan intentional, non-negotiable time to build, nurture, and grow your relationship. Plan it!

On and on...

Want to minister to your children?

Want to develop a friendship?

Want time for your business or ministry? To write that book? Etc.

Want time to remodel your home?

Want time to heal your heart, soul, body?

Want to pour into mentoring?

What do you want?

Whatever we really want, we must plan for it. If we don't plan, the default is what we will get.

2. SET GOALS—DAILY.

This is another point that I will talk about more in the next point, but this one is SOOOO important. Back to my lessons from last year, I found that my biggest key to staying motivated was to set goals every day. Yes, you read correctly. Every day I set goals. Little goals. It may be to spend more time on whatever I am working on. It may be to set a faster pace. It may be to set a higher incline. It may be to just evaluate. It may be to just take the next step.

How can you work this into your own life?

As I reach little goals each day, I feel a satisfaction that motivates me to keep on keeping on! Each day I am more and more excited to reach for the next goal. Funny thing, each day, I tend to set bigger and bigger goals. Talk about fun. Give it a try—set goals daily. More on this in the next point....

3. SET DEADLINES.

We have talked about this a lot in our Ultimate Productivity Challenge. Deadlines are so important for productivity. We need deadlines.

Deadlines will...

- ☐ Keep you unstuck
- ☐ Help you to stay on task
- ☐ Eliminate the risk of forgetting things
- ☐ Keep you moving consistently forward
- ☐ Help you get things done
- ☐ And, most of all, keep you motivated

Of course, if we use them properly.

4. FOCUS ON ONE THING UNTIL DONE!

Ahhhh! The power of focus. Nothing can chill your motivation quite like failure or delayed success. Want to be motivated? Want to stay motivated? Focus. Focus on one thing. Give it your entire focus. Give it your entire effort.

What is your next step—the one thing that needs to be done next?

Do an experiment with me. Work on that one thing. Let's plan it. Let's put it in on the calendar. Let's work with focus. Work on it until it is complete. Then, feel the success.

That success will create an enthusiasm and excitement that will hunger for more. Then, do the next thing. Do the next thing with focus until it is all done.

Then, look back in a year to your story of productivity--you will reach those goals, you will get things done, you will reach for your dreams, and most fun--you will be motivated to do more. Then, look back in 10-20-30 years with contentment, satisfaction at a life that counts. I love it.

Focus. You will stay motivated.

- **KEEP MOVING.**

There is something about getting started that seems to trigger the enemy to look our direction. He assaults us with every weapon in his arsenal. And, if he can get us to stop, quit, pull back, go a different direction, then he will use that weapon every time we step out to do something.

Turn with me to 2 Corinthians 4: 16-18. Copy it here:

I love it in ***The Message Bible***. Here it is:

So we're not giving up. How could we! Even though on the outside it often looks like things are falling apart on us, on the inside, where God is making new life, not a day goes by without his unfolding grace. These hard times are small potatoes compared to the coming good times, the lavish celebration prepared for us. There's far more here than meets the eye. The things we see now are here today, gone tomorrow. But the things we can't see now will last forever.

Want to make every day count? Want to stay motivated? Don't stop--regardless of how tough things get. It is only for a little while. Don't quit--you cannot imagine what is on the other side. It is worth it. Shrug off the bad days. Get back on the program. Stick it out. Keep on moving.

- **SHAKE THINGS UP.**

I have hit those plateaus--spiritual, financial, weight, homeschooling, even in my marriage, parenting, friendships. What do you do?

Don't quit. Don't get discouraged. Don't slow down. Shake things up.

Change things up. Don't lose your motivation. Stick it out. It is sooo worth it!

- **GET SUPPORT.**

Don't be a lone ranger. Take a peek at 1 Peter 5:8. Copy it from your favorite Bible version:

Look at it in ***The Amplified Bible***:

Be well balanced (temperate, sober of mind), be vigilant and cautious at all times; for that enemy of yours, the devil, roams around like a lion roaring [[a]in fierce hunger], seeking someone to seize upon and devour.

What jumps out to you from this passage?

- **DON'T RUN ON FUMES.**

None of us can run on empty. You can't run long on low fuel. You must re-charge.

- Re-charge your quiet times.
- Re-charge your relationships—marriage, mothering, friendships.
- Re-charge your life—your day, your schedule, your commitments, your business, your homeschool, your home.
- Re-charge you--re-charge your emotions, your mind (brain!!), your heart, your body!

Plug in. Let God flow through you—you know the difference. If God is flowing through you, you will flow on overflow. The only way to do that, It is time to re-charge.

- **PUSH PAST THE SLUMPS.**

You are going to hit slumps. Know it. Don't let them get you down. Don't let them stop you. Dig in and push past those slumps!

- **GETAWAY.**

I remember years ago listening to a ***Focus on the Family*** episode. James Dobson was talking about a getaway with his wife that he took to "finish a book." I remember thinking how nice that "would" be someday. As you read that, are you thinking the same thing?

Well, sweet friend, you can! Yes. You can. Want to stay motivated? Want to stay productive? You are going to need regular getaways. It might not be an exotic location. It may not be to a cabin for a month. But, you can getaway:

- How about an afternoon at the park?
- Kick back under a tree and just enjoy the time planning, journaling, dreaming while your little ones scamper about?
- How about a morning breakfast with God?
 - At a restaurant?
 - On your deck?
 - On your front porch?
 - In your own bed?
- How about a time away at a coffee shop--just you, your Bible, your journal?
- How about a hotel for the weekend (or night)?
- How about a vacation cabin/condo?

- What about your idea....

Invest in yourself:

- Make the time.
- Invest your best into yourself.
- Focus—know what you want to do and just do that. Leave the stuff at home so you can focus on what you really want to do.
- Enjoy

Getaway to plan, to hear God, to brainstorm, to work with focus, and to get things done. Getaway regularly. It is an investment in yourself, your home, your marriage, your family, your homeschool, and your business and ministry.

- **INVEST IN YOURSELF.**

A while back I read a passage in the Bible in Romans 2:21 (ESV) that cut me to the core. Paul asked the probing question:

"You, then, who teach others, do you not teach yourselves?"

Anybody saying, "OUCH" with me? Oh! You may not be teaching this challenge, but sweet friends, we are **ALL** teachers. We are always teaching those around us. We cannot operate on empty. We cannot do it in our own strength. We have limits, self-imposed limits, that are based upon how much we invest in ourselves. Do we SAY we love others, but neglect ourselves? We CAN'T! We can't love them any more than we love ourselves! If we do not invest in ourselves, we will not have anything to offer others. Everyone does.

Felt it?

- ☐ Burned out?
- ☐ The well runs dry?
- ☐ Get foggy thinking?
- ☐ Lose that enthusiasm, excitement, passion, and motivation.
- ☐ And, worst of all, we don't live a life that counts—we just settle for so much less!

Invest in yourself. Make it a commitment. Make it a lifestyle.

- ☐ Read—read widely.
- ☐ Study—learn something new. Challenge yourself. Dig deep.

- ☐ Connect with others--learn from them, teach them what you know, learn with them, invest in them, and let them invest in you.
- ☐ Live—fully live right now. Determine to live fully and live well.
- ☐ Find things to refresh yourself.
- ☐ Make time to RECREATE—to give new, fresh, life. To redesign into the fullness of God’s original design for you and your life. To join God in the “remake” of you and your life. Take time with God—in His presence! To fully bask in His Holy Spirit until you are full to overflowing, transformed, and operating on fire.

This is NOT an extra. This is ESSENTIAL! Be intentional about investing in yourself.

Sweet friend, this is your year. You have the very best months ahead. Get motivated. Get moving. This is your year to be productive. This is the year for you to experience ultimate productivity!

Stay Focused
Stay Balanced
Stay Motivated...

And, finally...

- ☐ **Stay on the move!**

This is so important. As we have shared in our ***Ultimate Productivity Challenge***, if we don't make every day count we will get stuck. We will get disappointed. We will have a hard time when (and if) we decide to get going again. This is why productivity should be a way of life, a lifestyle.

Are you staying on the move—what does this look like for you?

How do you pull it together so that you are clear about what you are to be doing?

How do you clarify so you are clear and so others are clear about what you are all about?

How do you stay focused so you can get things done, rather than chasing after all of the options, ideas, opportunities?

What do you do with all of these options, ideas, and opportunities so you know that you are choosing the best use of your time or the best project to work on?

How do you know what to do first?

How do you get unstuck when you find yourself in a holding pattern, rut, or overwhelmed?

A Secret to Scheduling Success

Want to know one of my biggest secrets to ultimate productivity? This one secret can make your daily schedule finally fit. It can end your scheduling frustrations forever.

I do have to confess—I am not a "schedule by the minute" type of person. (GRIN) I fail with schedules like that. They don't meet my needs. My life includes too many areas that have different needs each day. Timed schedules just do not work for me.

So, what has worked for me? Setting up a framework to my day. This is one incredibly powerful tip. It can make a huge difference in your day as well. It just might be the secret that has alluded you through the years.

Wondering what I mean by a "framework" for your day? By framework, I mean a general flow to each day that includes all of the areas of my life that I juggle. But, how do I do that? Here are some quick tips:

1. Decide what should be included in your daily schedule.

Look at what you are all about. Look at your goals, activities, values, priorities. Look at your husband's schedule--wrap everything around him. Look at what you need to include in your day to get everything done--quiet times, lessons, homemaking, read-alouds, work, etc. This is important. Otherwise, you will include things in your schedule that may not be the very best choices. And...one big risk...you may never get around to the things that matter the most. Decide what really needs to be a part of each and every day for your day to be successful.

Looking over your day. What needs to be a part of each day?

Looking back over your day as it is, what needs to be eliminated?

Looking back over your day, is there anything that needs to be added into your day? How can you add it in?

2. Decide the best time for the tasks you need to complete each day.

This will help you get a good flow to your day.

When I had family at home and homeschooling, We had a set flow for every day. Quiet times were best at the beginning of the day. Chores worked well right after them--I needed them completed so my brain could focus on the table time. Our business work and errands needed to be done in the early afternoon. Read alouds were best before bedtime. You get the picture. When I tried to read aloud over lunch, we had so many distractions and interruptions that we could never fit it in. Trying to work the business in the morning never worked...and of course, we couldn't take care of business errands at night. See how important it is to really look at the best time to get tasks done.

For me right now, I set my alarm an hour before I plan to wake up each day. I turn on worship music and just soak. Even if I fall back to sleep, it is a nice way to begin the day. I get up with my quiet time. Then, I look back over my plans for the day (that I set the day before). I hit my tasks for the day like I did when I worked a job. The first thing is handling correspondence, confirming any details that need to be prepared for the day or the next day, and any follow-up communication or tasks. Then, I balance the day with my tasks for work and school, family time, margin, and personal goals

Take some time to think through what you want for your day to look like. Look at what you need to include in each day. Look at the best time for all of the tasks that need to be done. Look at the best flow to get everything done easily each day. You may not get this right at the beginning, but you will get closer and closer each day. You will love it!

3. Balance your day.

Don't let any one area of your life get out of balance. Everything that we do in our day has tendency to grow into a bigtime thief--homeschooling, homemaking, home business, ministry. Those important aspects of our life can easily grow out of their boundaries. While I love each of them, they can get rather exhausting if we don't keep them in balance with the other things that we have to do. The best way for me to stay balanced is to be reasonable about what I expect for each day, keep things simplified and easy, and keep everything inside of its time of the day. I don't mind those days that we want to dig deeper in a topic that we are studying. I also don't mind those days that we tackle a messy room. I don't even mind those days that we have a special business project that needs more time. But, if those areas were demanding extra time every day, it would be easy to get burned-out, frustrated and battle with our time each day. Want to make it work? Find a balance for your day.

Are there any areas out of balance right now—which ones?

What is your plan for getting them back in balance?

4. Set up routines.

Talk about a huge help for me. Without routines, things can get so frustrating every day--there are constant decisions, there is more strife in the family, there is no consistency. Routines help us to make things go faster, without the strife and struggle of figuring things out daily. Routines reduce the stress of making decisions daily. Routines help our children to know what to expect so they can move through all of the things that they need to do each day. Routines are crucial. They assure a smooth ride. They keep us on track. They keep us out of the ruts. They take us in the direction that we want to go. One of the toughest things I ever did was develop routines in my home. However, one of the most rewarding things that I ever did was develop routines in my home. When I got very, very sick, everything kept going. During those times that I have been stretched, things kept on going. All because of routines. Set up routines. Then, your children and you will know what to expect. Everyone will learn what is next and next and next. The decisions will be made for you. They will be able to "just

do it" with or without you. Set up routines for your family. Develop one set of routines at a time--look for the time of day that things go haywire. If it is morning, for example, look at all that needs to be done. Brainstorm. Make a to-do list for that routine. Write it out. Work it as a checklist until it becomes a habit. If you see other things that need to be added into that set of routines, add them. Tweak it until it is smooth. Then, move to the next trouble spot. Do this for all of the times of your day. Watch to see how much it helps!

Which areas need a routine?

5. Prune anything that is not necessary.

Truth is, we cannot do everything. What we do in our day keeps us from doing other things. It zaps our time, energy, strength. We need to be picky about what we add to our day. Every single thing that we do costs us something. We need to constantly prune those things that are not necessary. Prune anything that hinders, distracts. Be honest. Be ruthless. Prune. Even the good things. Go for the best.

6. Take the squeeze out of your schedule.

Watch out for the squeeze in your schedule. Don't fill every minute of your day with something to do. Why? Because there are always going to be crisis situations, interruptions, melt-downs, delays. If we have our schedule maxed out, we will constantly be overwhelmed, overworked, and squeezed. Find ways to take the squeeze out of your daily schedule--cut out extra running, watch out for time thieves, prioritize your daily to-do's (and eliminate any that make the day too tight), cut out extras that are unnecessary, keep the day simple and easy. Keep a relaxed atmosphere. Constantly, take the squeeze out of your daily schedule.

7. Stay flexible.

Stay adaptable! Actually, one of the reasons that we really want to develop a framework to our day is so we have more flexibility, so we have more "space" in our day to be adaptable. We want to be able to seize opportunities that come our way. We want to be able to slow down and enjoy our children. We don't want to miss teachable moments. These days just go by too fast. We want to enjoy every second. We want to make sweet, sweet memories. This requires that we stay flexible and adaptable. So, take the time to develop your own framework to your day. Do the tough work. Get your plans together. Work on these suggestions. Then, stay flexible. Stay adaptable. Grasp on to all that God has in store for you!

Organize Your Business or Ministry as You Organize Your Day

Take a look at last week for a moment--how did your week go?

Let's ask a few questions...

- ☐ Did you get those ideas out of your head and onto paper?
- ☐ Did you get a good look at your options for projects?
- ☐ Did you plan out your calendar?

Ready to roll?

Well, today's lesson is going to meet you where you are and help you to organize your daily, weekly, monthly, and yearly schedule so you can get it done. In this lesson, we are going to get down to the nitty-gritty and troubleshoot our schedules so that we can live the life of our dreams. Stick with me. I want to see you make the most of every day this year.

As we dig in, first, take a few minutes to really evaluate where you are.

Take a good look at your business or ministry. Where are you?

Where did you want to be at this point?

What is going on with your home, family, relationships, ministry, or business right now?

What is missing?

What have you gotten done?

What do you want to see this year?

Goals?

Plans?

Needs?

Wants?

Dreams? (Even the impossible dreams)

What are your hindrances?

Financially?

Mentally?

Emotionally?

Relationally?

Technologically?

Other:

List 10 doable, actionable goals for your business or ministry this year (that you can do right now)?

List 10 possibly impossible goals for your business or ministry this year (Note--I don't think that they are impossible).

Now, let's look at your life (home, relationships, personal needs, and business or ministry--everything as a whole) for a moment....

Are you balancing it all well? How?

Are you getting around to what really matters to you--what really counts?
What does this look like?

Is this yet another year that you are finding yourself not getting around to those things on your heart? What is going on?

Are there hindrances and obstacles that you are dealing with?

You are going to love this session and this lesson. Today, we are going to work hard to organize your day, troubleshoot those areas that are holding you back, and see if we can get you geared up and moving forward. There are 5 big areas that we are going to work on together. This should really help you as you organize your day. Let's dig in deep...

1. GET DOWN TO THE FOUNDATION.

This is probably the most important, transformative, essential, and pivotal point you will hear and work on during this whole course.

This is the most neglected area in typical business courses and coaching programs. Well, except mine. It has been the pivotal difference that has set me apart from my "competitors" or moved me into a place where I do not have "competitors." It keeps me on the cutting edge. It keeps me productive, prolific and very successful.

Some of you will think that this is a big, big waste of time and that you can skip this one, but this one is what separates businesses, especially now.

Organize your business—get down to the foundation...

KNOW WHO YOU ARE.

Who are you? Really think about it. Write it out here—who are you?

Sure, you may have lots and lots of ideas floating around in your mind. You may have many options and have no clarity of which way to go. You may be working hard, but still struggle to see how things come together. But, how do you pull it together so that you are clear about what you are to be doing? How do you clarify so your customers are clear about what you provide--so much so that you become the "go to" person for that topic? How do you stay focused so you can get things done, rather than chasing after all of the options, ideas, opportunities? What do you do with all of these ideas so you know that you are choosing the best project to work on? How do you know what to do first? How do you get unstuck?

PULL ASIDE AND GET TO KNOW WHO YOU ARE.

- It is so important. This one thing can change everything. Without it, you can work to the bone and not see change--not see progress.
- **Pull back and get to know who you are.** So many pull back and study publishing, marketing, trends--but, want to set yourself apart? Want to get on track for great success? Take time to get to know who you are, what you are to be all about, your message for the world.

Who are you? How do you know?

Let's work through this together. Brainstorm with me...

1. What do you know? Enough to be an authority. Enough to share great content. Enough to have contacts/relationships in that field. What do you know? Brainstorm...

Any special abilities?

Any special knowledge?

2. What do you love? Your passion? Your heartbeat? Your hobbies? Your job?

3. What are your gifts?

Your talents?

Your bents—things that you just go back to, things that you just tend to do and can't seem to help doing?

Your biggest interests?

4. What is your message/topic? Your biggest life lesson(s)? Your favorite topic? Your heartbeat? Your most pressing topic--your heart cry? The topic that everyone asks you about?

5. What do you think that people need or want?

What questions are they asking?

What is missing?

What do people ask you?

6. If you had to sum it all up, what are you all about?
(Visions/goals/dreams/heartbeats/calling/experiences/ purpose)

7. What trials/struggles have you overcome?

8. In what have you succeeded where others have failed?

9. What is in your library--at home/on the computer? What do you love learning?

10. What is your dream or what are your dreams? Brainstorm. List the big ones and the little ones.

11. What is your life message? Got more than one? List them here.

Any common denominators.

12. What is your life purpose?

Sweet friend, you must start here...

...or you will lose yourself.

...you will get started and get off track, Then, get started again and get off track again.

Then, eventually wonder if you are really meant to do this?

...you will bounce around from one thing to another thing to another thing.

...what you do will just be stuff--no power, no anointing.

...you won't have focus.

...you will just sit "spinning your wheels."

...you will get stuck and have a hard time getting moving again.

...you won't have focus.

...you won't get things done!

My sweet friend, I know that you want to make your life count. I know that you want to produce the best products available. I know that you want a business or ministry filled with the best products available. I know that you want to be productive, prolific, and very, very successful.

So, start here. Take time to pull back, get to know who you are and what you are going to be all about. Dare to be yourself. Don't try to compete with others. Don't try to keep up with others. Be yourself. Build your business or ministry. It all starts with the foundation of your business--getting to know you.

Oh! God is calling you. He has a special call for you and only you. He has a special purpose for your life and for you! Step up to the call. Let Him put His message in your mouth. Let Him flow through your pen. Be yourself. Build your name. Build your business. Want to organize your business or ministry, organize your day? It all starts with the foundation of your business or ministry--getting to know you.

Next--KNOW What You Really Want!

This is probably going to be the hardest part of this whole course.

So many of you are simply incredible--you lay your life down to serve everyone, you are in this business/ministry because you really care about others and helping them. But, for a bit--let's put everything on hold. This is me and you--let's get real here. If we don't, we will not be able to do the tough work on our schedules that help us live the life that God is calling us to live. Stick with me and you will see what I mean in a moment....

Ok...take a few minutes to answer the following....

What do you really want for your life to be like--don't be shy or "virtuous" or "modest." Let's get real, what is deep down in there?

Can you see it—what does it look like?

What does it include? Write it out....

How is it different from right now?

Does it seem impossible? Why? What makes it seem impossible?

Let's go even deeper--anything that seems frivolous now?

Now, let's **DEFINE YOUR ULTIMATE LIFE...**

Your day—what is it like?

What would it include?

What seems simply impossible, but just what you want?

Your Lifestyle...

What would you want different?

Your Personal Environment?

What do you want?

What is just you?

Your Relationships? Connecting?

What do you want for your relationships?

What needs to change?

Your Health/Fitness

What is your ultimate health and fitness like?

What would it take to get there?

Your Money

If you were living your ultimate life, what do you want for your finances to look like?

What would be different?

How could you get there?

Your toy/tools:

Now, with this one, I want for you to remember that this is just me and you. Make your list, check it twice, what would you like if money were no consideration?

Now, which toys are a must for you now?

Which toys/tools are on your wish list for this year?

Your Personal Life

What is important to you?

What would make you proud?

What do you need to work on?

Your Spiritual Life

What does your ultimate spiritual life look like?

What do you want for worship?

What do you want for study?

What does your ultimate quiet time look like?

Which spiritual disciplines need focus this year?

Are there any decisions that need to be made to help you get moving forward in this area?

Your Support
Who supports you?

Where are you needing some more support?

How can others help you?

What are you going to do to connect with others who can support you?

Your Play

What do you do to play?

How do you work it into your day?

Your Learning

What could you learn right now that would take your business uplevel?

Is there something that you need to pursue--that license, that certification, that course?

Your Work

What do you do?

What do you want to do more of?

- ☐ Write
- ☐ Teach
- ☐ Coach
- ☐ Train
- ☐ Create products
- ☐ Connect with others
- ☐ Other....

Now....Take some time to really think through and ***DEFINE YOUR ULTIMATE LIFE.***
Don't be shy. Don't be reserved. Don't hold back. Get it out of you and onto paper.

This is your life. Don't live it small! Don't put lids or limits that hold you back from grasping onto all that Christ died to give you. NOTE—***Christ died to give it to you.***
This is your inheritance. So, what do you really want?

Now, let's look at your life now and how we can get there from here....

What needs to be different?

What needs to be adjusted?

What do you need to work on?

My dear friend, I know that this is A LOT of tough work. I know that this WILL stretch you. BUT! I also know that this will be key in organizing your day so that you can reach for your dreams. Just stick with me.

This brings me to the next thing....

SET YOUR SCHEDULE.

Your schedule will make or break you. For a long time, I could not seem to make/keep schedules like "normal" people seemed to keep. Finally, I realized that very few people like those "by the minute schedules" and I realized that I **did** have and use a schedule- a framework for my day. When I realized that, I finally found my key to organizing my day. Go back to the last section and set your schedule using a framework for your day.

Then, this brings me to the next thing....

MAKE TIME FOR WHAT REALLY MATTERS!

There is something in all of us that just gives us a tendency to do everything else, but the things that really matter to us. Just one question...

Can you think of things that you are just not getting around to doing, but they are really, really important?

It is so easy to get swamped in the day-to-day demands and not have time for the things that you really want to get done like...

- ☐ Beginning your business
- ☐ Working on your project
- ☐ Spending time with your children
- ☐ Dating your sweetheart
- ☐ Planning
- ☐ Quiet times
- ☐ Taking care of yourself

Oh! We are all like this. If there is one problem that we all face, this is it.

I believe from the bottom of my heart that we all really do want to do the very best. You would not even be in this course if you didn't want to get things done that really matter. But, what do you do?

KNOW WHY YOU DO NOT GET AROUND TO IT. Check any that apply....

- ☐ Making excuses? (Don't have enough money, don't have enough time, don't know how, not sure if anyone would want it, on and on....)
- ☐ Doing everything else and waiting to do this last?
- ☐ Procrastination? Do it later when circumstances are perfect.
- ☐ Too busy?
- ☐ Waiting until perfection—of circumstances, of life, of finances, of time, of relationships.
- ☐ Guilty when you work on what you love?
- ☐ No time?
- ☐ Or, did something else pop into your mind?

If you want to get things done, you have got to do some serious heart surgery—know why you are not getting around to doing what really matters to you.

KNOW and STICK TO *YOUR* PRIORITIES.

We all face a million options for how we spend our days, weeks, months, years, and lives. The difference in those who get things done and those who end each and every year disappointed usually has one pivotal difference—yep, priorities.

Oh! We may all know our priorities, but there is so much more--we need to live them and stick to them.

BUT...HOW DO YOU DO THAT???

1. Go back to point one--your foundation--who are you?

What are you to be all about?

2. Next, what needs to be in each day?

What are you to do?

What is the main thing?

3. Set up your day around your priorities. Plan them in first. Pull back, look at your day--set your schedule up around what you are supposed to be all about--what you need to do each day--your main thing. Ask--what is included in my perfect day?

What must I do each day?

What can you and only you do?

4. Then, if you have room (time and energy) for extras, fit in those around your priorities. But, want to know what usually happens? We get picky and we let those "extras" go. Of course, if we don't take the time to really evaluate what our priorities are supposed to be, we will do those extras that don't count and not have room for what really matters.

Get to know your priorities. Set up your day around your priorities first. Then, stick to your priorities. See if you don't get more things done that really matter.

PRUNE.

Continuing on that thought, but getting deeper. There are going to be things that you think are your priorities. But, maybe those things are dragging you down and zapping you. Maybe those good things are hindering you from getting around to what really matters.

If so....

It is **time to prune.**

What can you prune so that you can have bigger fruit, better fruit, and more nutritious fruit?

What do you really want?

Make time for all you do--for what is important to you.

First, know what is most important. Take a few minutes and jot down what is most important to you....

Next, decide how you will make time for what is really important in your day. Brainstorm some ways....

Today is the day to really get a good look at your day, week, month, year, life. Make sure that what you do really counts. Make time for what really matters.

TROUBLESHOOT YOUR PROBLEM AREAS.

Know who you are.
Define your ultimate lifestyle
Set your schedule
Making time for what matters
BUT....

Still not getting it done?

Let's troubleshoot everything to organize your day....

SIMPLIFY EVERYTHING.

What is it about us that has a tendency to make things harder than they really are?

- ☐ Quiet times?
- ☐ Homeschooling?
- ☐ Marriage?
- ☐ Parenting?
- ☐ Homemaking?
- ☐ Business?
- ☐ Meal preparation?
- ☐ Ministry?

- ☐ Business?

If there is one thing that I could encourage you to evaluate on a regular basis, it is your tools, techniques, and systems. Regularly look at what you are doing and evaluate whether it is simple and easy--as simple and easy as it can be.

If not, you will get bogged down and out of balance.

Ask yourself...

- ☐ Is there an easier way to do this—what is it?
- ☐ Is everything as easy as possible?
- ☐ Am I making this too complicated?
- ☐ Is there something that I am making harder than it needs to be? Be honest....
- ☐ How can this be streamlined?
- ☐ Do I have this down to an easy checklist?
(Make a checklist for each area that you need to simplify.)

Challenge #16: Simplify with Checklists!

Do you have an area that needs to be simplified? Make a checklist! Actually, for this challenge, think through what you do in a typical day. Think through a project that you are working on, or all of the projects that you are working on. Create checklists for each task or project. If it is a repetitive task, create a master checklist and continue to develop it so it could be given to someone else (like a team member) and they could do the task for you. This is how you would eventually create a training manual for future team members. Take this challenge by creating at least 5 checklists. Share them with our group. Who knows you may make a process easier for them. You may help them troubleshoot an area that gets them stuck. The great news is that as you develop them in detail to share with others, you will also have a great checklist for you to use in the future. Create pdf versions of your checklists and a video to explain what you did. Share with our group here: <https://www.facebook.com/groups/SteppingUpToYourCall/>

Simplify everything. Find a quick and easy way to get things done. Write it down. Work it! As you work it, tweak it to make things even simpler. Then, look--you will find your life getting more and more simplified and more and more productive each and every day!

WORK!

There is a fallacy perpetrated all around the internet and live events. It is a nice theory, but it has devastating results in businesses every day.

This teaching is that there is some way (or lots of ways) that these self-proclaimed gurus have developed to set your business so that you do not have to work. They proclaim that if you do as they do, you won't have to work, or at least as much as "losers" who do work. The biggest appeal is that they promise millions or instant growth of your business or instant success.

Well, if you guys took this course looking for help in doing this, I am about to devastate you--it ain't going to happen. In fact, I seriously question if it has "happened" for these gurus. Many have been in business for very short times. If you sit back and really listen to them or look at their businesses, either they do not have the business that they elude to having OR they work a lot harder than they will ever admit.

Want a productive, prolific and very successful business? Then, it is going to require a lot of hard, hard work! It will demand a work ethic that is not common in our culture--

- Work with focus.
- Work with intention—using a daily "To-do" list.
- Work with clarity--planning, brain-dumping, scheduling.

- Work with discipline--use disciplines to get it done and move on to living, enjoying life.

Again, you will have to work if you want success, but nothing is like doing the work you love. Embrace work. Work with focus, intention, clarity, and discipline.

SET LIMITS.

I somewhat addressed this in the last point, but this needs focus of its own. If you want for your business to be productive, prolific, and very, very successful, you have got to organize your business or ministry. And, to truly organize your business or ministry, you have got to intentionally set limits, reasonable limits in two main areas:

1. Business or ministry
2. Family

Make both mind!

Are they both "minding" right now?

Is one "kicking and screaming" for all of your attention and leaving the other neglected?

How can you creatively keep them both in their boundaries so that you don't go crazy trying to "do it all?"

You can make it work. In fact, the need to make it work can bring you better and more profitable solutions. Just stay creative!

TRAIN YOUR FAMILY. Teach your children to respect your work time. If needed, give them plenty of things to do while you work. I used to write while my children wrote out their school lessons. Again, this is a powerful lesson for children.

DON'T LET THE BUSINESS OR MINISTRY STEAL FROM YOUR FAMILY. You do not get to come this way again. You will have many, many years left for business after the children grow up. Don't let the business steal from your children or husband. Don't let your business keep you so busy that you don't take good care of yourself or get the rest that you need to be the very best you can be. Instead, keep it within its boundaries.

This brings me to...

Balance it ALL!

Remember that story I shared earlier about my car tire being out of balance? It was a little thing that got the whole car and “ride” out of sorts. Life is just like this. Business is also just like this. All it takes to get everything out of balance is one little thing. One little thing that needs to go. One little thing that needs to be added. One little thing.

That one little thing....

- ☐ Brings in chaos, clutter, confusion, strife, turmoil, frustration.
- ☐ Turns everything up-side down and inside-out.
- ☐ Pulls you away from what really matters.
- ☐ Pulls you into the mire.
- ☐ Wears you out, stresses you out, exhausts you.

But! What do you do?

1. **Troubleshoot**—What is the problem?

2. **Know what YOU are going to be all about**—what you need to do. What are your essentials?

3. **Get it into balance.** Balance it all. You have too many important things to do. You need to stay in balance. Watch those little things.

Work on your "Things To-Do" each and every day.

This means that you work—not just on stuff, but on tasks that count. Work on things that...

- Help you stay productive
- Help you reach your goals
- Make progress
- Bring satisfaction
- Get it done
- Things that count!

Look at your "to-do" list for today. Are the things on your list matching up to what you really want to accomplish?

What one thing would help the most to get you moving forward today?

Finish bit-by-bit!

This is sooo important! I really do get lots done. I am asked “how I do it” more than any other question that I am asked. But, the way that I get things done is bit-by-bit. I have a steady pace day-in and day-out. I work on something every single day. It gets easier and easier.

If you are starting out, it is going to be a little more difficult, but as you learn how to do things and how to pace yourself, it will get easier and easier.

What do you need to do today?

Are you breaking it down into small enough steps? Write them out:

Fight the Urge to Stray.

What distracts you? Check any that apply....

- ☐ Email, offers on the internet, chat on the internet?
- ☐ Things at church?
- ☐ Things with friends?
- ☐ Too many things that you could do--like a dog chasing its tail?
- ☐ Something else come to mind?

The only way to get things done is if we work with focus. There will always be things that battle for our time, energy, and capacity. If we want to reach for ultimate productivity, we must fight the urge to stray.

What distracts you?

How can you eliminate those distractions or at minimum, make them mind?

Get a clear vision

We have discussed vision quite a bit. Here is where you put it into practice. Get a clear vision for each year, each month, each week, and each day. Take time to pull aside for a yearly retreat with God to plan out your year. Even if it is what I call “penciled in” so it can be yielded to the direction of the Holy Spirit, it gives you a plan to work on consistently.

Each month, take some time to spend with God so you can plan out what you will focus on during the month. Ask Him what He wants in your month. Take enough time to hear Him for your plans.

Then, each week set aside some planning time. For me, I plan out my week on Saturday. I take time to look at what needs to be done that week and I take time to brainstorm all of the things that need to be accomplished to get it done. I put those things either on a post-it note that has the whole list of things to do or I put those on each day of the week. That helps me to plan each day as I go along the way. For each day, I take time to plan the evening before. That helps me to get ready for the next day and start the day on the right track. I also love having my list of things that need to get done for the week. If I have extra space in the day, I can go to the list and do that next thing.

Do you have a clear vision of what needs to be done this year, this month, this week, and today?

What would work well for you — what is your plan?

- Have you got the vision for this year?
- Have you planned this next month?
- Have you planned your week?
- Have you planned your day?

Determine what you WILL NOT DO!

Selectively procrastinate. Procrastinate on the things that are not as important--those things that are hard to let go of--so you can focus on what you are doing. If the things are still there and tempting later, do it. But, get things done now!

What will you procrastinate so you can fit in your essentials?

Get and Stay ORGANIZED

Yes. Do the hard work and you will be amazed how much it helps you get things done each day.

- ☐ Have you organized your ideas?
- ☐ Have you organized your day?
- ☐ Have you organized your commitments?
- ☐ Have you organized your home?
- ☐ Have you organized your homeschool?
- ☐ Have you organized your business or ministry?
- ☐ Other:

BE ON GUARD AGAINST DISTRACTIONS!

One more time, let's talk about distractions. It is so important. Decide now:

- ☐ No shiny objects.
- ☐ Focus on what you are doing now.
- ☐ Do the very best--let go of all of the rest.
- ☐ Leave space/margin for the distractions, interruptions, and utter chaos--deal with it and keep moving.

Have any of those kept you from reaching your goals and dreams? Which ones?

Has it been worth it? Why? Why not?

Today, commit to be on guard against the distractions and focus on the call that God has for your life.

Finally, just plain OVERWHELMED???

Oh! If this is where you are, my heart goes out to you. I have been here too often myself. In fact, I added this point because I was there just a few weeks ago. Yep! *I* was there and I will be there again. And, my dear friend, you will be there as well from time to time too. Brainstorm ways that you can keep yourself from being overwhelmed....

Ok, Sweet friends...

Now, you have some ideas to help you get and stay organized. Give yourself some time to work through this section. Troubleshoot. Let's get things organized and see if we can get you geared up and moving forward. This is going to be a year that counts. Let's go for it!

Challenge #17: Get Your Business or Ministry Organized. (25pts – if you get them all—plus 10pts each)

Let's roll up our sleeves and take action on what we are learning. YES! WE. You and I! Sure! You could do this on your own, but for this course, I would love to trouble-shoot and problem-solve with you. Remember, it is usually the "little things" that can get our businesses and ministries out of balance and off-track. Let's organize our business and ministry and get them ready for the very best year ever! Ready? Roll up your sleeves and let's dig in...

Let's work on your business or ministry schedule—Go back over this action plan. Think through all that you have to do each and every day. Think about what your "perfect day" looks like. Then, set up your schedule so that you have a time set aside to work each and every day. Be sure to include all of your priorities first. It doesn't have to be perfect. Let's get your schedule cleaned up and get it on track so you can truly be productive, prolific, and build a very, very successful business. Keep it simple. Give lots of margin. Be on the alert for any commitments that may need to be pruned. That brings me to the next thing to work on this week...

Let's work on your business or ministry commitments—Go back over all of your commitments daily, weekly, monthly, regularly. It is time to pray about them. Are they helping you move toward your life purpose? Are they weighing you down? Are they distracting you? Is their season over? Are they good rather than the best? Are they keeping things out of balance? Weigh them out. Pray them out. It might be time to say, "Goodbye" to those so you can move on out into the new thing. It just might be time to organize. Roll your sleeves up and be ruthless.

Let's work on your business or ministry ideas—Let's organize those ideas. Have you brain-dumped? Are you keeping your ideas in a spot? Have you brain-dumped that next project? Now is the time to get your ideas out of your brain and into your binder. Let's get them organized.

Let's work on your business or ministry calendar—Now, let's put it all together. This is the biggie. Get out your calendar and let's put your projects on the calendar. Sure, it will be "penciled in" so you can move things around if the Holy Spirit changes things up. However, let's get a plan that is in place so you don't wake up even one day without a plan. Get as detailed as your ideas for your blog posts, your live video series, your membership program topic, and your podcast. Plan it out and set it on the calendar.

If you want for me to peek back over this and give you feedback, just zip me an email (CindyRushton@gmail.com) with your answers. I will work on it this week with you. We will ORGANIZE YOUR BUSINESS! Once you finish this challenge, hop on our Facebook Group and share it IN A VIDEO! Give them a background on what you have done. Share what this will look like in your business or ministry. See our group here: <https://www.facebook.com/groups/SteppingUpToYourCall/>

Organize Your Ideas

So, we are going to roll up our sleeves and dig in deep so we can organize our business or ministry. We are going to **Organize Our Ideas!** Are you ready?

We are going to have a crash course on how to take those ideas out of your mind and turn them into products which in turn will explode your business or ministry—this year. Want that?

Got a product in your head? Or on your heart? Want to get it done? Want to get THEM done?

My dear friend, your ideas are sooo important. They are sooo needed. I have no idea where you are today. What I do know is that if you are living and breathing, then you have a message that only you can share. Soak that in...

- ☐ You
- ☐ Only you
- ☐ You have a message
- ☐ Only you can share your message
- ☐ God is calling you to share your message now
- ☐ God is calling you to step up to the call.

You are the one. Someone needs you. Someone needs your message. Someone out there is desperate for your help, hope, direction. Will you step up to the call? Will you dare to let go of everything that is holding you back? Will you stop putting it off? Will you take the time to sit at the Heavenly Father's feet and let HIM uncover, develop, and equip you to share your message now? Will you dare to step up to the call to set the captives free?

My sweet friend, **today is the day to step up to the call.** God has a mighty message inside of you. Your message is so needed. Today is the day. This is the year.

Well, that is my goal for you this year! Actually, that is my goal this week. This week, we are going to learn some secrets behind getting things done and becoming a productive, prolific, and very successful business or ministry.

HEADS UP! Some of these things are going to seem simple or maybe even a waste of your time, but I promise they will make a world of difference when you bring them into your business or ministry. Trust me in this process.

Roll up your sleeves...

Here we go!

Getaway.

Want to know one of my big, big secrets to being productive, prolific and producing resources that I love? You have got it—it is to **getaway**. Getaway and get a vision. Get it all out. Brain-dump. Brain-dump everything—everything in your life. Brain-dump your ideas. Brain-dump your projects. Brain-dump everything about your project—brainstorms, outlines, order for project. Get it all out of your head and in a notebook. Get your checklists together—to keep you on track each day. Get it all out of your head, organized and ready to go. Pull back for a getaway. It will help you get on the right track!

Brain-Dump!

Key to Focus and Productivity!

I mentioned this biggie. This is a big secret to success and ultimate productivity. If I could recommend one thing that can change your whole business or ministry, this is it. Let's look at why?

- ☐ Gets those ideas out of your head and onto paper.
- ☐ Clears your mind so you can focus--if an idea comes swirling in, you have a place to put it.
- ☐ Helps you to get a vision of your project.
- ☐ Keeps your ideas in one place.
- ☐ You have ideas that you can easily work on or later you can easily repurpose.
- ☐ Helps you to develop ideas and plans more fully.

Getaway and brain-dump. Actually, this is a regular discipline that you must incorporate for success and ultimate productivity.

Wonder why we do this? This takes up valuable space in your brain. Plus, these are the things that so many people forget to do while they are writing and working on projects. Then, they wonder why they have their book out and available and no one buys it. This part has to be done. It takes time for this to work. We will always balance these things. But, we do it while we write and while we produce. We keep it up while we move on to the next project and the next because we are building a business or ministry, not just writing a book. Get it all out of your brain. Dump all of the things that you can think of into your notebook. More on this in a bit--and next week!

Heard me talk about brain-dumping, but wonder what on earth I am talking about? Let's walk through the process...

- **Get out a big journal/notebook.** (I have one notebook for everything that I am working on this year. I call it my "Idea Notebook" or my "Brain-in-a-Binder." When I begin working on a big project, it out with all of the outlines and brainstorms. Doesn't matter what type. If you don't like it, you can always try something else next time. It is best if it is new and unused. Only use it for your ideas.
- **DUMP.** Let's make list of all lists!
 - **On one page write--THINGS TO DO.** Dump out everything you can think of that you need to do. You may want to include steps to projects, work on your website, checklists (more on that in a bit), any things that you want to get done for your business or ministry.
 - **On another separate page--PROJECT IDEAS** (You may want to think of each type of product OR you may want to think of the topic and brainstorm it out. I use topics because I re-purpose them into blog entries, articles, audios, workshops, book chapters/books, seminars, coaching programs, memberships, etc). You can list ideas for each type of product--different products on the same topic--what they include. Do it your way. Make it work for you. I put these in different sections for different parts of my business--Quiet Times, Marriage, Mothering, Homeschooling, Homemaking, Home Business, Organization, etc. I also have different sections for different aspects of my ministry--sometimes I get ideas just for those--Mom-to-Mom Radio Show, Iron-Sharpening-Iron Show, The Cindy Rushton Show, Marriage 911 Flight Plans, Talk-a-Latte Mommy Club, Ultimate Events, Coaching Program, etc. Some of these are going to be detailed projects--seminars, books, studies, etc. Set up a separate page for each of them. Brain-Dump all possible chapters/sessions/articles/etc.

Brain-dump. Get it all out of your brain and on paper. This is big.

Did You See Challenge 12? Did you do it? This is the perfect time to take this challenge.

Challenge #12: Brain-dump!

This challenge works hand-in-hand with #11 and #12 or completely on its own. Regardless of what else is needed, this is an essential for ultimate productivity. So, get out a notebook or journal that is fresh and clean, ready to go. Take time to get everything out of your head and onto paper. EVERYTHING—that vision, your goals toward the vision, your wishes, your needs, your project ideas, your project brainstorm, your things to do, your ideas, etc. Brain dump. Get everything out of your brain and on to paper. Write it out. Share an update on what you did and how it feels on our Facebook Group. Share how this will make a difference in your life, business or ministry. See our group here:

<https://www.facebook.com/groups/SteppingUpToYourCall/>

After you do it...How does your brain feel?

As you brain-dumped, did you get a clarity? Could you see some of your projects more fully/clearly? Share about it:

Could you feel more excitement/passion for some of the projects? Got one you must get going now?

Did you see some common themes--categories that you are called to share on? Can you see how they come together? What do you see?

- **GO BACK THROUGH YOUR PAGES.** This is going to be a "regular thing." This will be your yearly, monthly, and weekly planning discipline. This is not just for a one-time purpose. It is to be one of your productivity tools. If you will get in the habit of brain-dumping and working on your ideas through this discipline, you will be amazed at how it helps you to develop those ideas that have been floating around your head and use them to create powerful messages that minister to those in your tribe.

NOW WHAT???

These are your goals--some are immediate, some are long-range--some are small, some are biggies (big dreams!). These are the projects that you are going to work on. These are your things that you will do. These are your plans. This is your action plan! This is your helper—your “Brain-in-a-Binder.”

1. Use these as your plans. As you plan your year/month/week, go back to your list and see what can be fit in--things to do/topics or projects that you can work on. (Yearly plan, Monthly plan, Weekly Planning, Daily Planning)
3. Have an idea/thing-to-do pop up? Add it to your list. Dump it out. This is a discipline. This is a lifestyle.
4. Get something done? Highlight it. Mark it off. Celebrate.

ABOUT YOUR NOTEBOOK...

I am often asked about what to do if your notebook is too chaotic or messy after you brainstorm. If this is distracting, brain-dump, then copy it into a pretty journal that you can carry with you in your tote or in your purse (preferably).

Convenient.

Reminder of what you have done.

Challenges you to reach for your goals--the big ones!

IDEAS: WHAT DO YOU DO WITH THEM TODAY?

1. Decide which topic TODAY. Take some time to really think through what you want to work on today. Let's think through this:

What's your vision?

This is why we do so much work clarifying our vision. What is your vision? When you can see it clearly, then work your vision. Get a clear vision and it will give you clarity on what is most important. Look first at your purpose, vision, message.

What's your passion?

What content do you already have?

Is there any of it that can be re-purposed? What?

Is there any of it that you can re-purpose and expand in other formats? What does that look like?

Is there any of it that you can develop into larger, more detailed projects?

Got content that gets buzz already? USE IT!

Any projects ALMOST ready to go?

What is needed?

What should be first or next?

What do people ask you about the most?

What will open up the bottle-neck—is there a project that is holding up everything else?

What will create momentum--what will fuel YOU?

What will have the greatest impact?

2. Decide what type of product.

Nothing limits you! If you want to build a productive, prolific, and very successful business or ministry? Think business. Think ministry. You can build a business or ministry around one simple idea/technique/how-to. Choose your type of product for the next project that you want to work on (more on this in a bit):

Print:

You can create any “print” product that fits your message. What would work best for your message (perhaps think about now and even a follow-up product.):

- Books
- Printable pages
- Ebook
- Special Reports-->Full books
- Checklists
- How-to sheets
- Manuals
- Planners
- Newsletters (Paid Newsletters)
- E-courses
- Challenge
- Membership Sites--FT Memberships, Communities, Product Membership Sites
- Home study courses

Audios:

Does your message lean toward an audio presentation? There are many options that you can use for developing that idea into a product. What would work best?

- Single audio (CD, Mp3 download)
- Audio club--Monthly teleseminar/Monthly audio (Marriage 911 Flight Plans)/Monthly Audio Set (TAL Mommy Club)
- Set
- Audio E-courses
- Bundles--Collections on a topic, Everything you need on a topic.
- Studies--Bible studies, study through a book (your book--MHC/OOPS)
- Seminars--Companion workshop (Notebooking/LAEW)
- Membership Sites

- Home study courses (Online/Mail-Order)
- Online classes/teleseminars/webinars
- Coaching--Group/Personal/Coaching Clubs/Personal Study

Videos:

Some messages just work best in video format. Would that be a good solution for your next product? What would work best?

- Vlogs
- Video E-courses
- Tutorials (Camtasia/Snag-it, Screenflow, Screen-Capture)
- Coaching (Carrie Wilkerson)==Membership/E-study
- Webinars/Online events on video
- Seminars on Video

Online Teaching:

Online teaching has expanded into a myriad of options for your message production. Would it work well for your message? What would work best?

- Classes
- Webinars/Seminars
- Coaching
- Social media live presentations/courses
- Bible/Book Studies
- Challenge – group coaching challenges
- Podcasts
- Teleseminars

YOU CAN TAKE ALL OF THESE AND COMBINE THEM INTO GREAT PRODUCTS AND SERVICES:

- Single products
- Bundles
- Sets
- Online teaching--book studies/studies/classes
- Membership Sites--communities, FTM, Individual memberships
- Coaching--Group/Personal/Coaching Clubs//Personal Study

Got your ideas...

Go back through your topics. What would work best for presenting those ideas.
Brainstorm here:

- ☐ **DECIDE WHICH TOPIC.**
- ☐ **DECIDE WHAT TYPE OF PRODUCT.**

3. SCHEDULE TIME TO PREPARE IT!

Don't know where to begin? Let's do this together. You will begin here for now by brainstorming all of the things that need to be done to get it done--more on that in a bit. For now, begin brainstorming all that you can think about that will need to be done to prepare your product.

4. SCHEDULE TIME TO DO IT!

Put it on your calendar--next point! :

5. GET BUSY AND GET IT DONE!

We are not just brain-dumping, we are brain-dumping WITH PURPOSE. We are going to use everything. We are just going to use it so that you can get things done. We are going to build a rock-solid lifestyle that helps you to become productive, prolific, and profitable. We are going to get a pace that allows things to happen in our business without neglecting our greatest treasures--our family or ourselves.

Now, on to the next point...

3. PLAN YOUR YEAR!

Yearly planning.

Let's plan your yearly calendar. Get a good look at your calendar and what projects work best throughout the year. One thing that I have done more and more of the past few years is called "Post-It Note" planning. Yep. I made that up. Here is how it works for me. I pull out my calendar and a pile of Post-it Notes. I go back to that list of projects that God is leading me to work on during the year. I put each of them on a Post-It Note. Then, I put them on the month that it looks like they will fit well. Why Post-It Notes? They give me flexibility and adaptability. I know that if I can move them or shift things, I can pivot with the Holy Spirit as He moves. I am prepared but I am also able to pivot without struggling with Holy Spirit about the plans in "ink."

I do this with topics for my weekly blog posts, Social Media posts and live videos, podcasts, ezine articles, website articles. This fills out my calendar giving me flexibility and adaptability to follow the Holy Spirit as He leads. It also helps me with momentum. I don't have to sit around without ideas when I can snag time to produce something.

Plan for momentum. Plan for massive action. Plan for ultimate productivity. This is what will set you apart.

Set Firm Deadlines.

Deadlines will help you get things done. They are not meant to "beat you up" or "condemn you." They are meant to help you take massive action and not keep on putting things off until the "perfect time" or the "perfect circumstances."

Begin now to "Map" out your yearly schedule for the next 12 months—Yes. In the middle of the year. 😊

List the projects that you want to do:

Look at good release dates. Jot them in above.

Pencil (or POST-IT) into your calendar with a project for each month.

Did you see Challenge #5? Take the challenge!

Challenge #5: Plan Your Year!

Set aside time to plan out your year. This challenge will require that you follow this entire section. But, as you brainstorm your topics and set up your calendar, plan to make a video or go live share your plans in our community. Have fun! See our group here: <https://www.facebook.com/groups/SteppingUpToYourCall>

4. PLAN YOUR PROJECT.

Organize Your Project for Success!

I want to bring you a little deeper into my life and my personal disciplines.

You can have all of the "how-to's," all of the equipment, all of the ideas (even outlined), but, this is what will determine whether you are a success. This is what will determine whether your business or ministry is as profitable as it can be. This is what I think will separate all of you from those who work just as hard, have as many ideas as you, and have really good ideas, but never get traction. If you want to get it done every month of every year and not just dream it, plan it, brain-dump it, here are some things that will help you...

Ready?

HOW TO ORGANIZE YOUR PROJECT FOR SUCCESS:

- ❑ **Organize your ideas to work productively.** Set up an "Idea Notebook" or your own "Brain-in-a-Binder." Brain-dump regularly as a discipline. As you see a topic developing more fully or as you come to the time on your calendar to work on the project, set up a notebook for your project. Pull out all brainstorms/ideas on the topic. Set up a "Project Notebook." I set up one notebook per book, seminar, course, or project. This helps me develop the topic, plus I can use it for extra promotional material that I develop like blog posts, articles, ezine articles, social media posts, and even radio interview topics. Set up your "Project Notebook." Then, that is where you will develop your topic. It will be where you brainstorm more. It will be where you will add all of your research.

This brings me to the next thing:

- ❑ **Brainstorm/Research.** You have your ideas, you have your notebooks, now, develop those ideas more fully. Develop your ideas so fully that you have the resource on your topic. The most complete. The jumpstart. Everything that you need to know. The most exhaustive resource!
- ❑ **Plan. Plan your project (more on this in a bit).** Set up daily things to do to get it ready. Write a certain amount--1 chapter? Plan all steps that are needed. Set up daily to-do's. Set up a plan to work it!
- ❑ **Plan your schedule (we have already discussed this).**
- ❑ **Plan your life.** This has to be considered here again. What do you want your LIFE to be like? Can you SEE your lifestyle well enough to make it happen alongside of this

project—are either suffering? Set limits on your day, then you will stay fresh, focused, passionate, moving forward. You won't get foggy, cluttered, burned out, upside down! Plan. Invest time planning. Then, work your plan.

- **Set Deadlines.** Yes. Deadlines for this specific project. When will it need to be ready? What is needed to make that happen?
- **Brainstorm ALL that needs to be done for launch--set up checklists.** This is going to be a gift that keeps on giving. You will use your checklists again and again. This gets sweet. This makes the most of your time now and later. Set up checklists that help you brainstorm out all that is needed each step of the way. Here is what happens—you can think through everything that is needed each step of the way and create checklists that you can use again and again when you do it for other projects. Over time you have very thorough checklists that can help you to get things done without missing anything along the way. You can easily transfer your checklists into your calendar. It becomes easier and easier.

What is needed? Let's begin brainstorming for your checklists. What checklists could you create for projects?:

- Begin with brainstorming.
- Outlining--preparation to write or record.
- Recording/Writing--how much needs to be done each week/day?
- Editing
- Set-up
- Getting it online
 - Website
 - Sales/Download process
 - Upload/Hosting/Links
 - Download Page
 - Salesletters
 - Mailing list
 - Freebies
- Launch/Marketing (promo tools)

Brainstorm all that is needed. Put into order. Develop checklists. Develop to-do sheets. Put on your calendar as monthly/weekly/daily to-do's.

This brings me to the next thing...

- **Work Your Plan.** Don't get all excited and let that be the end. Productivity means that we end with a product. Ultimate productivity exceeds that by doing it again and again. So, work your plan!
 - **EACH MONTH:** Make final decision on your project. Brainstorm all that needs to be done. Set firm deadlines.
 - **EACH WEEK:** Brainstorm all that needs to be done again--in great detail. Evaluate--missing anything? Need more work on something? Make to-do lists. Put on calendar--Post-It Notes!
 - **EACH DAY:** Watch your day so you have time to work your plan--your to-do's. No excuses. Make it happen. It happens little by little--work on tasks each day. Keep yourself accountable each day. Put every project into a block of time each day--make time! (writing and recording/web work/marketing/social networking/joint ventures).

Challenge Yourself!

Challenge #5: Plan Your Year!

Set aside time to plan out your year. This challenge will require that you follow this entire section. But, as you brainstorm your topics and set up your calendar, plan to make a video or go live share your plans in our community. Have fun! See our group here: <https://www.facebook.com/groups/SteppingUpToYourCall>

Challenge #6: Develop Checklists!

Your checklists are going to be some of your favorite productivity tools. Is there something that you are working on that has a lot of steps that you don't need to forget? Are you needing clarity on what you need to do each step of the way? Don't keep that on your mind while you are creating. Take time to brain-dump those steps and put them into an order of when things need to be done. Sure, you will miss some steps at first. Just add them into your checklist for the future. Your checklists are going to be developed over time. Keep them in a notebook for all of your business processes. Then, you will have them for easy reference and planning all through the years. For this challenge, develop five checklists for your current projects. Make a live video explaining what you are doing and share your video and your checklists in our community. See our group here: <https://www.facebook.com/groups/SteppingUpToYourCall>

Challenge #7: Work Your Plan!

Implementation. Implementation is where the breakthrough comes and everything comes together for maximum momentum. Where is your "sticking point" in your plan? Work on your plan. Work your plan. Practice working with momentum for 15 days. Each day Share prepare a live video each day that captures your process. Have fun! See our group here: <https://www.facebook.com/groups/SteppingUpToYourCall>

Organize Your Life!

Yes, my dear friends, today we are going to look at another area of your business or ministry that we need to organize if we are going to make your business all that it needs to be this year or any year.

Far too many people have no clue of the importance of this area.

They go to conferences...

Study the gurus...

Buy the packages...

Even hire coaches...

Yet, very few programs help them to truly live the life that they have always dreamed of living.

This is so vital! In fact, this is one of my goals for my entire business--every area of my business has the goal of helping encourage, inspire, and equip people to get back to God's design so they can live a life of purpose--stepping up to their call, living it out, and pursuing those dreams that God has put on their hearts.

You can have all of the ideas.

You can have all of the how-to's.

You can have your plans.

You can have your calendar and schedule ready.

You can have your website, blog, mailing list, and social networks all buzzing along.

BUT!

How do you live the life of your dreams? How do you pull it all together? How do you make it happen? How do you balance it all so that you do get time to do a good job on everything--family, business, ministry, and still live? What will it take to get there? Ready to roll up your sleeves and organize this area of your business? Let's do it!

First things first, set aside time with God.

It is not too late. In fact, did you plan to have time daily with God in December? Have you gotten just too busy, almost dismissed it all together OR are dismissing it right now?

Pull aside. Get alone with God! Let Him give you His vision. Let Him birth those dreams that you have been pushing aside. Let Him give you the goals to help you reach for

those dreams. Take it all before Him. Plan. Write it out fully. Seek Him. He has BIG plans for you. Again, go back to Jeremiah 29:11-14 in your favorite Bible version:

Here it is in the NIV Version:

For I know the plans I have for you, declares the LORD, plans to prosper you and not to harm you, plans to give you hope and a future. Then you will call upon me and come and pray to me, and I will listen to you. You will seek me and find me when you seek me with all your heart. I will be found by you, declares the LORD, and will bring you back from captivity. I will gather you from all the nations and places where I have banished you, declares the LORD, and I will bring you back to the place from which I carried you into exile.

What stands out to you?

Look at it in **The Amplified Bible**:

For I know the thoughts and plans that I have for you, says the Lord, thoughts and plans for welfare and peace and not for evil, to give you hope in your final outcome. Then you will call upon Me, and you will come and pray to Me, and I will hear and heed you. Then you will seek Me, inquire for, and require Me [as a vital necessity] and find Me when you search for Me with all your heart. I will be found by you, says the Lord, and I will release you from captivity and gather you from all the nations and all the places to which I have driven you, says the Lord, and I will bring you back to the place from which I caused you to be carried away captive.

What is your takeaway from this version?

Here is the same passage in ***The Message Bible***:

I know what I'm doing. I have it all planned out, plans to take care of you, not abandon you, plans to give you the future you hope for. When you call on me, when you come and pray to me, I'll listen. When you come looking for me, you'll find me. "Yes, when you get serious about finding me and want it more than anything else, I'll make sure you won't be disappointed." God's Decree. "I'll turn things around for you. I'll bring you back from all the countries into which I drove you, God's Decree. I will bring you home to the place from which I sent you off into exile. You can count on it.

What do you notice in this passage?

Sweet friend, soak this in....

God is thinking about you.

God has a plan for you.

A good plan...

to prosper you

to restore you

to give you hope and a future.

to give you the future you hope for!

You are created for so much more. Set aside time alone with God. It is exactly what you are looking for.

Next....

2. Set Your LIFE Before You!

Get an good, honest look at your life.

Where are you right now?

Why are you here?

Are you happy with the past year?
Why? Why NOT?

What do you wish you had done differently?

What do you wish you had done?

What do you wish you had NOT done?

Fast forward 12 months--what is your answer? 😊

What would you like to do different this year?

Where do you want to be 12 months from today?

What does this year look like?

What do you really want?

What would you like to change by Dec. 31st?

What would you like to see accomplished by Dec. 31st?

What will YOU be like when you have done it?

How will you feel when you have done it?

Which actions do you need to take this year to step up to your call and live it out?

Start with an honest evaluation!

This point reminds me of a song by Switchfoot, ***This is Your Life***. Pause for a moment and check out their video: https://youtu.be/Sx9Rcl_EueM

Play that video and soak in the words. Put it on replay and let's do the following together:

This is YOUR life!

Are you where you want to be?

Are you WHO you want to be?

Where are you—are you where you want to be?

What do you want?

What do you need?

What is it going to take to get where you want to be?

Are there things that you want to see changed?

Don't get locked into the same old, same old repetitive behaviors. Don't get stuck in the same old rut. If we are not moving forward, reaching for resolutions, goals, and dreams, we are not living the life that Christ died to give us. Where are you now—are you who you want to be? What needs to be different?

Set Your Overall Goals, Resolutions, and Dreams for your Business Before You....

My sweet friend, this is sooo important!

Without goals, resolutions, and dreams, we...

- ☐ We don't pull apart and get back on track.
- ☐ We live from one crisis/problem to another to another--they zap all of our energy and time.
- ☐ We play it safe and never experience life.
- ☐ We don't grasp on to all Christ died to give us,
- ☐ We don't step up to our call.
- ☐ We are horrible examples to our children--and yes, children learn what they live and later live what they have learned. It is their legacy.
- ☐ We get stuck in the rut of daily stuff and look back to a blur of nothing.
- ☐ We settle for "just getting by."
- ☐ We let our dreams die--bit-by-bit.
- ☐ We let ourselves down over and over and over--we fail ourselves.
- ☐ We don't truly live.

This is your life!

Dare to get out of your comfort zone. Dare to push and press for your breakthrough. Decide today—NO playing safe. No playing small—you won't get excited. Make yourself proud. Push and press to go uplevel.

Will you?

Set your goals, resolutions, and dreams out before you. Get a piece of paper and just brain-dump the possibilities....

What do you want this year?

Next, let's go back over all that came out. Let's evaluate those IDEAS (yes, this is where most people stop with their list and wonder why they get stuck and don't get things done that really matter to them.

Now—I am not discouraging you or pooh-poohing your dreams. We are just sifting out the "pie-in-the-sky" ideas that keep you stuck and sitting in failure! DEAL? Let's evaluate those goals, resolutions, and dreams for this year....

Are they realistic, tangible? No more pie in the sky goals and resolutions. No more sabotaging your own success. Slow down and get realistic. Otherwise, your goals and resolutions will frustrate you and discourage you. You will lose your motivation. Let's set smaller, real goals and resolutions. Go through your brainstorm--

Which challenge you but are just out of reach?

Which CAN you reach with some hard work?

Do you care? Yes—do you really care about it? You can set a million goals and resolutions, but if you are apathetic or content with "status-quo" or in your comfort zone, you will not press in and reach your resolutions because the first bit of resistance and you will pull back, put it off, and quit. Do you really care about this?

Are you desperate enough to make it happen? Do you want it badly enough?
How do you know?

Why do you want it? What is your purpose? You must have a very strong purpose or otherwise you will fail, fade out, give in to excuses, get distracted, quit, go astray, procrastinate, get off track and misdirected, and get stuck. Why do you want to reach this resolution? What is your purpose? It has to be...

Stronger than the difficulties that lie ahead.

Stronger than the temptations.

Stronger than your fears.

Stronger than your quit.

Stronger than your default.

Know why you want it. Then, you will become focused, driven, efficient, and resilient.

Why do you want it?

Is it specific?

Not—want to write that book. Rather—what topic, what will it be about, how will you write it, when will you write, how will you publish, how will you promote it, who will help you learn all you need to make it a success?

Not--want to begin that podcast. Rather—what topic, who is your audience, what will you share, what format, when?

Not—just want to offer a seminar--what topic, who is your audience, how often, what will you share, what format--live or pre-recorded, audio or video or teleseminar, when?

You get the idea.

What, why and by when? Describe it. Be specific about what you want, why you want it, what it will look like, and when you want it done. Be specific. The more specific, the more likely you will be to reach it. Name it. What do you want? Name it. Define it. Let's get a plan.

What do you want—be specific, write it down:

Reachable, doable, attainable--No more self-sabotage. Self-sabotage is when we set a goal that we know is just impossible from where we are. We let ourselves down. Then, we get into a place where we don't believe ourselves any more. Don't self-sabotage. Set goals that are just out of reach and get moving toward them. You can attain it. You can do it. You can reach it.

Definable--it isn't a reachable resolution unless you can define what you want. Otherwise, it is just a wish, a brainstorm.

Definitive--Get an idea of when you can accomplish it! Can it be attained in a reasonable amount of time--now, CAUTION--Some of you may need to give your timelines over to God and give up on your timelines. You may have some huge resolution that is bigger than a year—it might need to be on a 5-year plan or a 10-year plan. Those need to be added to your BUCKET LIST! We are looking for resolutions that can be added to your plan for this year. Sure, part of a big plan can be added to your plan for the year--that is fine. But, let's set ourselves up for success. Look for things that can be attained in a reasonable amount of time. Set a deadline. No more maybe's or some day's. Let's set a date! Let's set a deadline of when you can do this.

Take a look at your goals and resolutions. Let's work on a list of things that we can make happen before the end of this year.

Challenge #18: Set Your Resolutions (YES! This time of year!)

You have learned so much during this challenge. You should be able to set “rockin” resolutions and goals. For this challenge, write out three resolutions or goals that you will work on by the end of the year. Once you finish this challenge, hop on our Facebook Group and share it IN A VIDEO! Give them a background on what you have done.

Share what this will look like in your business or ministry. See our group here:

<https://www.facebook.com/groups/SteppingUpToYourCall/>

Next, SET YOUR VISION!

Can you see what you want?

Can you see that project in its finished state?

Can you see that product line?

Can you see that website?

Can you see your lifestyle?

What do you want?

- Lifestyle?
- Business?
- Relationships?
- Spiritual life?
- Finances?
- Health?
- Fitness?
- Life?

Define your "Ultimate Life." Write it out:

Describe your "Ultimate Day." What is it like? What would it include?

What seems simply impossible, but JUST what you want?

Describe Your Ultimate Lifestyle...

What would you want different than your life right now?

Describe your Ultimate Personal Environment?

What do you want?

Describe your Ultimate Relationship?

What do you want for your relationships?

What needs to change?

What does your ultimate health and fitness look like?

What would it take to get there?

If you were living your ultimate life, what do you want for your finances to look like?

What would be different?

How could you get there?

Your toys or tools—Now, with this one, I want for you to remember that this is just me and you. Make your list, check it twice, what would it look like if money were no consideration?

Now, which toys are a must for you now?

Which toys/tools are on your wish list for this year?

Now, let's look at your personal life.
What is important to you?

What would make you proud?

What do you need to work on?

Your Spiritual Life

What does your ultimate spiritual life look like?

What do you want for worship?

What do you want for study?

What does your ultimate quiet time look like?

Which spiritual disciplines need focus this year?

Are there any decisions that need to be made to help you get moving forward in this area?

Your Support
Who supports you?

In what areas do you need more support?

How can others help you?

How can you connect with others who can support you?

Your Play or Recreation

What do you do to play/recreate?

How do you work “play” into your day?

Your Learning

What could you learn right now that would take your business or ministry uplevel?

Is there something that you need to pursue--that license, that certification, that course?

Your Work

What do you do?

What do you want to do more of?

- Write
- Teach
- Coach
- Train
- Create products
- Connect with others
- Other....

NOW....Take some time to really think through and ***define your ultimate life***. Don't be shy. Don't be reserved. Don't hold back. Get it out of you and onto paper.

This is your life. Don't live it small. Don't put lids or limits that hold you back from grasping onto all that Christ died to give you. ***NOTE—Christ died to give it to you.*** This is your inheritance. So, what do you really want?

We need to take time to get a vision—clear vision of what we want and where we want to be. Do you see it?

What does it look like?

Without a crystal clear vision, it is easy to get stuck in our ideas, in our everyday life, in our projects, in our business, in the process. Without a vision, you will run on empty, get tired and weary, stay dry and blocked, and wear yourself out trying to make things happen. Don't get stuck. Take time to pull aside and get a vision. Write that vision. Get back up and run with that vision.

That brings me to the next thing....

Set Your Goals to Get Moving to Your Life Purpose--Your STEPPING STONES!

Name them. Write them. Be specific. Goals are the stepping stones toward your life purpose. They help you to step toward your vision. Once you have a vision, you need to brainstorm—all of the steps, all that is included, and put it all on paper. It is said that "Goals not written down are just wishes." Write every one of your goals down. This works for your life purpose, your vision, your dreams, your business and ministry vision and goals, your life vision and goals, your commitments, your to-do's—down to the smallest task. PJ McClure wrote about this in his NEW book, ***Resolution Revolution***...

"Purpose is different from goals or strategy. Where goals and strategy are carried out and accomplished (met), purpose is ongoing. Instead of accomplishing your purpose, you fulfill it. Purpose transcends goals and you will find that you can carry purpose from one goal to another. Watch for that distinction.

In other words, it is easy to set a goal to lose weight for that wedding, high school reunion, or to win that contest. But, if you really want to keep it off, you must have a very strong why—purpose. If not, the day in, day out circumstances wear away at us. Just a few storms in life, obstacles, fears, frustrations and we give in to excuses, get distracted, fail, fade out, quit, go astray, procrastinate, get off track and misdirected, and get stuck.

Take time to set goals, resolutions, and dreams. Make some time to pull apart and set goals, resolutions, and dreams for the next year and for your life. Make sure that you

take the time to really put them to the test. Take time to set goals, resolutions, and dreams for this year and for life.

And, this brings me to the next thing...

SET YOUR PRIORITIES!

We can work hard on brainstorming, setting, and breaking down our vision into goals, but there can still be a disconnect. We can still fail to reach for our goals, resolutions, and dreams. Have you ever experienced this? Share about it:

Priorities connect your purpose, dreams, goals, and resolutions to action. Our goals, resolutions, dreams, and life purpose have to become priorities for us or we will not reach them. If you want to live out those goals, resolutions, and dreams for your business, your business must be fit into your life priorities.

Is it an extra? Then, they are still wishes or ideas or brainstorm.

OR...is it an essential? THIS is where they MUST be or we will shove them aside with every hindrance, crisis, melt-down, challenge, and even our own EXCUSES!

Think about it....

- ☐ Quiet times/worship
- ☐ Weight
- ☐ Fitness
- ☐ Finances
- ☐ Habits
- ☐ Organization
- ☐ Save some money
- ☐ Business

- ☐ Romance
- ☐ Memories

These are the essentials. Of course, the devil loves to steal, kill, and destroy. Go back to John 10:10. Copy it from your favorite translation of the Bible:

What sticks out to you?

Here it is in the NIV:

The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full.

What do you notice from this version?

Here it is in ***The Amplified Bible***:

The thief comes only in order to steal and kill and destroy. I came that they may have and enjoy life, and have it in abundance (to the full, till it overflows).

Share three things that you notice from this verse?

These are things that God has given us. They are the things that we need to live and enjoy a full, overflowing, abundant life. These are the things that we are to grasp ahold of. Remember Philippians 3: 12-19? Here it is again in ***The Message Bible***.

I'm not saying that I have this all together, that I have it made. But I am well on my way, reaching out for Christ, who has so wondrously reached out for me. Friends, don't get me wrong: By no means do I count myself an expert in all of this, but I've got my eye on the goal, where God is beckoning us onward to Jesus. I'm off and running, and I'm not turning back. So let's keep focused on that goal, those of us who want everything God has for us. If any of you have something else in mind, something less than total commitment, God will clear your blurred vision, you'll see it yet! Now that we're on the right track, let's stay on it. Stick with me, friends. Keep track of those you see running this same course, headed for this same goal. There are many out there taking other paths, choosing other goals, and trying to get you to go along with them. I've warned you of them many times; sadly, I'm having to do it again. All they want is easy street. They hate Christ's Cross. But easy street is a dead-end street. Those who live there make their bellies their gods; belches are their praise; all they can think of is their appetites.

What sticks out to you in this passage?

Let's not get off the path. Let's set our priorities. Then, we will be braced to make it happen. We will live it. We will live the life of our dreams. We will reach our goals, resolutions, dreams and life purpose.

Speaking of making it happen, this brings me to the nitty-gritty and the next two points....

Set YOUR Plan!

We have worked on planning this whole challenge. There is a reason--plans are everything. Many who get frustrated and quit along the way seem to have one major common denominator—they do not plan.

Want success? Of course you do! Well, planning is not an extra. It is an essential. You must take time to get away and get your plan—regularly.

Without a plan, we will not have clarity on what needs to be done, what to do each day to get there, how to fit it into our already busy lives (and navigate around the distractions, interruptions, melt downs, and chaos situations) or even when we are successful. We won't have that excitement, fulfillment, and contentment that comes from seeing it or knowing when we are done. Without a vision and a plan, you just get up and exist--putting your goals, resolutions, ideas, and dreams on hold--collecting dust. This is a big, big secret to ultimate productivity. This is your key to get unstuck and moving forward toward your goals, resolutions, dreams, and life purpose.

Of course, speaking of setting up our year and day, this is a big key to helping us reach our resolutions! And, this brings me to the next thing...

KEEP YOUR DAY (& YEAR) ON TRACK.

Now, be realistic. You will need to consider your own life. We are doing so much more here than just designing a product.

You could put your life on hold long enough to complete one project. The problem comes around to other details that are involved with producing a book that is a success. For example, there is a problem with promotion Problem--how do you get time to promote? What happens when you only have 5 sales and they are your Mama, your sister, your Daddy, your husband and YOU? Is that really what you want? Not me!

Want success? True success?

If you want success, you must build a business or ministry. To do that, it must fit into your life and lifestyle. You have to create a life where it is a part of your life. Your lifestyle

must include the disciplines of writing, marketing, ministry, marketing. It must fit into your life and lifestyle.

Want some help? Here are some tips:

1. Set a pace that fits into your schedule--your life.

2. Make it a lifestyle! Make it work with your life--your family---your schedule.

3. Balance! Balance all areas. Don't neglect ANY areas--your family, your website, your mailing list, your JV partners. Even if you take a little longer to launch products, you will have a good, strong foundation--you'll have better results.

4. Overcome obstacles--work around them. Don't let them slow you down or stop you. If you have constant obstacles, you are not alone. We all do. You may have felt that was insensitive to your "obstacle," however if you were to interview those who lead the biggest businesses and ministries and ask them about their lives and their obstacles, you would find that they have very big obstacles. The difference is that they are committed to work around them and never let them hold them back. We all have obstacles. The question—will your obstacles hold you back and stop you?

5. Work with momentum. There is power in getting started. Sometimes that hardest part is lacing up your shoes when you want to get running. Once the shoes are on, it is easier to take the first step. This is exactly as it is when we step up to our calling. The first step is hardest. Things just get easier and easier. As we take steps, our passion pushes us. It creates momentum. This is why we are committed to challenges such as this one. We are here to help you take those first wobbly steps. Then, you can get momentum and crush it. Today, take those wobbly steps while we are here to catch you as a group. Then, take the next step and then the next. Work with momentum. Keep rolling!

6. Dig in and DO IT. Even if what you are doing is only 70% of your normal standard of excellence or 70% of what it could be if you waited for "perfect" circumstances. Don't wait for perfect circumstances. They will never come. Do it imperfect. Do it even if it is 50%. DO IT! You can always update, expand or create part 2 OR bonuses. The big truth--You are going to change things and grow anyway. Go ahead. Do it. Do it now. Get it done.

7. Enjoy. You are doing it. Soak that in. You are doing it! This is the life and lifestyle. You are doing it. So, get it done. Live your dreams. Enjoy.

LIVE LIFE OR CHANGE IT!

Going back full circle. This is a new life. This is a new lifestyle. Where are you--are you living it?

Either live life or change it. We don't have even one day to waste! This is the day. This is the month. This is the year! Make it count. Live it or change it. What have you done lately to—Live?

What have you done lately to—work and get things done?

What have you done lately to—play and recreate?

Sweet friends, it is sooo important that we organize our businesses and ministries. Get things cleaned up so that you can live it. Get things rolling strong so you can make this year really count. Organize your life, yourself, your business or ministry.

This is the year to go UPLEVEL!

It is time to elevate. It is time to go for all Christ died to give you. It is time to grasp onto all Christ has for you. This is more than just another business or another ministry.

Turn with me to Jeremiah 29:11-14. Copy it here from your favorite version:

Here it is from ***The Message***:

I know what I'm doing. I have it all planned out. Plans to take care of you, not abandon you, plans to give you the future you hope for. When you call on me, when you come and pray to me, I'll listen. When you come looking for me, you'll find me. "Yes, when you get serious about finding me and want it more than anything else, I'll make sure you won't be disappointed." God's Decree. "I'll turn things around for you.

Can you soak this in for you? What does it say to you?

God has a good plan for you--FOR YOU!

Turn back a few chapters to Jeremiah 1: 4-12. Copy it here from your favorite version:

God does not change. Just as He spoke these words to Jeremiah, He canonized them for you as well. What is God saying to you today in this passage?

Why are you here—what is your life purpose?

How does God use your gifts, talents, bents, experience, and skills in the kingdom?

I believe that God places our “next steps” on our hearts. What are your “next steps” or the plans that God has for you next?

Here is that passage in ***The Amplified Bible***:

Then the word of the Lord came to me [Jeremiah], saying, Before I formed you in the womb I knew [and] approved of you [as My chosen instrument], and before you were born I separated and set you apart, consecrating you; [and] I appointed you as a prophet to the nations. Then said I, Ah, Lord God! Behold, I cannot speak, for I am only a youth. But the Lord said to me, Say not, I am only a youth; for you shall go to all to whom I shall send you, and whatever I command you, you shall speak. Be not afraid of them [their faces], for I am with you to deliver you, says the Lord. Then the Lord put forth His hand and touched my mouth. And the Lord said to me, Behold, I have put My words in your mouth. See, I have this day appointed you to the oversight of the nations and of the kingdoms to root out and pull down, to destroy and to overthrow, to build and to plant. Moreover, the word of the Lord came to me, saying, Jeremiah, what do you see? And I said, I see a branch or shoot of an almond tree [the emblem of alertness and activity,

blossoming in late winter]. Then said the Lord to me, You have seen well, for I am alert and active, watching over My word to perform it.

Did you notice anything else in this version?

You are the one to: root out, pull down, destroy, throw down, build, and plant! YOU!

Turn with me also to Isaiah 61. Read that chapter in your favorite version. What sticks out to you?

Have you experienced any of these tough times? How did they end?

Does anything in this chapter describe your heartbeat for others? What?

YOU are the one. Someone needs you. Someone needs your message. Someone is desperate for help, hope, direction.

- ☐ Will you step up to the call?
- ☐ Will you dare to let go of everything that is holding you back?
- ☐ Will you stop putting it off?
- ☐ Will you take the time to clean out your life so you can go uplevel?

Sweet friend, this is the year. It is time to get everything ready to roll. It is time to clean out everything that does not need to be there. It is time to go uplevel. Let's do it! Let's roll up our sleeves and dig in.

I promise you that it is SOoooo worth it. If you will invest your time, you will see major changes. This is the year. Let's go for it.

Bonus Challenge (AND BONUS, BONUS CHALLENGE) Week 4: Give Me a Video Review!

We are taking the last lap in this fun challenge. How far have you come this past month? Are you making yourself proud? You guys are taking massive action! And, it is only beginning!

BONUS CHALLENGE (5 Pts)

This week, our bonus challenge will be something that you can send directly to me (615-238-1939 or email cindyrushton@gmail.com) AND post here in our group and on your own Facebook or your own blog. Here is what to submit:

Why You Joined Our Ultimate Productivity Challenge

What You MOST Needed This Past Month

What You Have Accomplished Through Our Ultimate Productivity Challenge

How This Challenge Has Impacted Your Life/Home/Business/Ministry

What Is Going To Be Different After This Challenge

Do You Recommend This Challenge For Others?

Do we have permission to use Your Video for Promotion of this Ultimate Productivity Challenge or Other Challenges?

BONUS-BONUS CHALLENGE! :) (10 PTS)

Record an additional video about my ministry/coaching/etc and how it has impacted you and your life. Similar to the Weekly Bonus:

Why You Connected with Me and My Ministry

What You MOST Needed/What You Were Looking For

What You Have Accomplished As A Result

How My Ministry Has Impacted Your Life/Home/Business/Ministry

What Is Going To Be Different As a Result

Do You Recommend Us For Others?

Again, you can send directly to me (615-238-1939 or email cindyrushton@gmail.com) AND post here in our group and on your own Facebook or your own blog. Let's do this!