Stewardship: Life Management



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Organize for Optimism

"But everything should be done in a fitting and orderly way" (1 Corinthians 14:40, NIV).

This booklet is designed to help you organize your life. It will not address every detail, but will draw your attention to the basics. Some of the questions are introspective, but they will help you look to the future. In a world of chaos, we have every reason to be filled with peace and optimism.

Work with these concepts. Failure to get organized is not an option. Some people love being organized, but for many, it is one of the most challenging tasks to accomplish. When it doesn't happen instantly, one can become discouraged. However, getting your life organized will help you manage all of the resources God has given you.

Are you ready? Let's get organized!



My Values

"Your instructions are more valuable to me than millions in silver and gold" (Psalms 119:72, NLT).

The first step to organize your life is to know what you value. Define what is important to you. These values lay the foundation for everything else you do in life.

Example: Family is an important value. Plan positive family reunions and avoid interfamily conflict. Facilitate togetherness, even if it requires an expenditure of money.

Identify values that are important to you.

My Goals

"Commit your works to the Lord, and your thoughts will be established" (*Proverbs 16:3, NKJV*).

"Everyone should have his aims and purposes, and then make every thought and action of that character to accomplish that which he purposes. The thoughts must be controlled. There must be a fixedness of purpose to carry out that which you shall undertake" —Ellen G. White, *Mind, Character, and Personality*, vol. 2, p. 656.

A goal is an aim or desired result.

Set your goals within the context of your values. Short-term goals: 12 months or less. Long-term goals 12 months or more.

Example: Adventist education is a value; a goal is your aim or desired result to complete college debt-free.

Short-term Goals:
Long-term Goals:
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My Details

1 Price (financing)

"If you are faithful in little things, you will be faithful in large ones" (Luke 16:10a, NLT).

Life is wrapped up in details, yet their importance is understated. Take care of the details and you can change the bigger picture of your life.

List the details of your goals; success will depend on them. The more details you add to a specific goal, the more likely you will successfully complete and reach that goal. **Remember: details, details, details.**

5 Now/used

9 Carquirus com

Example: Things to consider before buying a car.

1. Trice (illiancing)	J. New/asca	7. cargaras.com
2. Monthly payments	6. Accident-free	10. One owner?
3. Make, model, color	7. Excellent tires	11. Trade-in value
4. Your mechanic	8. Smoke-free	12. Insurance
List the Details:		

My Time

"There is a time for everything, and a season for every activity under the heavens" (Ecclesiastes 3:1, NIV).

"Time is one of the important talents which God has intrusted to us, and for which He will call us to account. A waste of time is a waste of intellect. The powers of the mind are susceptible of high cultivation"—Ellen G. White, *Fundamentals of Christian Education*, p. 31.

In addition to your devotional time, spend 30 minutes a day in focused study. Turn off electronic entertainment. Activate your mind. Manage your time by making a to-do list, prioritizing the top five. Work on them one at a time until you've completed everything on your list.

To-do List:

My Talents

"God's plan of life has a place for every human being. Each is to improve his talents to the utmost; and faithfulness in doing this, be the gifts few or many, entitles one to honor" —Ellen G. White, *Child Guidance*. pp. 293, 294.

A talent is something you are good at. Your talents grow by improving your skills. This is a learning process. For example, you cannot play a guitar for 10 minutes a month and expect to be an expert. It takes daily practice, "deep practice." *

List Your Skills:			
Skills to Improve on D	aily:		

^{*}Live Stewardship . . . Live Happy, available from www.AdventSource.org.

My Treasure

"For where your treasure is, there your heart will be also" (Matthew 6:21, NIV).

The most important part of managing your finances is to calculate the numbers on paper so you will have a clear picture of your financial situation. After being honest and generous with God, you will see that your income and expenses will be balanced as you increase assets and decrease liabilities.*

	money received):	
	:	
Expenses	(account for every penny):	
Assets (ir	ncrease):	
Liabilities	s (decrease):	

^{*} Go to www.nadstewardship.org and click on resourcces to download a detailed budget sheet.

My Temple

"Dear friend, I pray that you may enjoy good health and that all may go well with you, even as your soul is getting along well"
(3 John 1:2, NIV).

There are many diets, exercises, and general health plans. All of us have tried one at some time or another. Write a simple health plan that you will follow or use the principles of NEWSTART*. Set your goals, then add the details.

Nutrition:					
Exercise:					
Water:					
Sunlight:					
Temperance:					
Air:					
Rest:					
Trusts in God:					
*Go to www newstar	rtclub ora for free	resources on th	nose eight laws	of health	



North American Division