

1. **Finish this sentence: “Stop trying to be all things to all people, or you will be nothing to everyone.”**

**What is seldom important and what is seldom urgent?**

Urgent things are seldom important. Important things are seldom urgent. NOTE: While these are truisms, they are not absolutes. It often happens that we put off things that are either not important and/or urgent, to the point where they ultimately become such, and then require attention. In my working career, I didn't always get to choose what things were important or urgent. I was told. And I had to act accordingly. Some bosses appreciate a reasoned discussion about the importance or urgency of an order. Others don't want to have any discussion at all - *Just Do It!*

2. **According to Dr. Robinson, what are some reasons people don't set goals?**

- 1) Lack of direction. (No time, money, people.)
- 2) Confuse activity with achievement. (Goals must be specific and meaningful.)
- 3) Depression. (Usually does not affect those who have specific short-term and life goals.)
- 4) FEAR - (F)alse (E)vidence (A)ppearing (R)eal
- 5) Risk

**List the seven types of goals.**

- 1) Wisdom (dependent on gaining more knowledge and using it wisely).
- 2) Stature (physical and divine health through discipline).
- 3) Spiritual (favor with God through discipleship).
- 4) Socially (favor with man through emotional maturity).
- 5) Calling (in the Church or the Marketplace).
- 6) Family (the 1<sup>st</sup> Church through responsibility and relationship).
- 7) Financial (ability to give beyond your own needs).

**List the seven steps in setting goals.**

- 1) Write it down.
- 2) Set a firm deadline.
- 3) Identify the obstacles/speed/bumps/roadblocks.
- 4) Contacts, groups and individuals you must meet or work with.
- 5) What do you need to know or learn? Skills, information, etc.
- 6) Make a plan of action.
- 7) Why do you want to reach it? What are the benefits? *NOTE: In my mind this should be Step #1!*

3. **Briefly explain the Pareto Principle described in John Maxwell's book, *Developing the Leader Within You*.**

Many things vie for our attention, whether in family life or work life. But treating them all as equally important is a waste of valuable time, which is a fixed commodity. In reality, they all produce different results, some of which are more fruitful or desirable or valuable than others. Those that provide the greatest value results should be prioritized and be the focus of our attention and time. Whatever the commodity, it is estimated that 20% of them produce 80% of the results. Determine which ones are those 20% and focus on them.

**Finish this sentence: “A life in which anything goes will ultimately be a life in which nothing goes well.”**

**What can paralyze you?** Having so many tasks demanding your attention that all of them could never be accomplished, and you don't know which ones to do first.