

GTD—"Getting Things Done" is the mindset of the marketplace.

"A man is rich in proportion to the number of things he can afford to let alone."

—Henry David Thoreau

11Now these things happened to them as an example, but they were written down for our instruction, on whom the end of the ages has come. 12Therefore let anyone who thinks that he stands take heed lest he fall.

13No temptation has overtaken you that is not common to man. God is faithful, and he will not let you be tempted beyond your ability, but with the temptation he will also provide the way of escape, that you may be able to endure it.

—1 Corinthians 10:11-13

<sup>1</sup>Jethro, the priest of Midian, Moses' father-in-law, heard of all that God had done for Moses and for Israel his people, how the LORD had brought Israel out of Egypt. <sup>2</sup>Now Jethro, Moses' father-in-law, had taken Zipporah, Moses' wife, after he had sent her home... —Exodus 18:1-2

<sup>5</sup>Jethro, Moses' father-in-law, came with his sons and his wife to Moses in the wilderness where he was encamped at the mountain of God. <sup>6</sup>And when he sent word to Moses, "I, your father-in-law Jethro, am coming to you with your wife and her two sons with her," <sup>7</sup>Moses went out to meet his father-in-law and bowed down and kissed him. And they asked each other of their welfare and went into the tent. —Exodus 18:5-7

13The next day Moses sat to judge the people, and the people stood around Moses from morning till evening...

17Moses' father-in-law said to him,

"What you are doing is not good."...

24So Moses listened to the voice of his father-in-law and did all that he had said." —Exodus 18: 13, 17, 24



"Successful people don't allow the unimportant things in their lives to become important. And conversely, they don't allow the important things to become unimportant. They make a habit of spending their best resources on their best pursuits. In short, they order their activities so that they're always gravitating toward success."

—John Maxwell



"Being busy does not always mean real work.

The object of all work is production or accomplishment. And to either of these ends there must be forethought, a system, planning, intelligence and honest pursuit; as well as perspiration. Seeming to do is not doing." —Thomas Edison





## Delegation... is not dumping. is deciding to accomplish more by doing less. is developing a work plan that recognizes and respects your personal limitations. requires depending on others to do something you can do, but they can do better.

Moreover, look for able men from all the people, men who fear God, who are trustworthy and hate a bribe, and place such men over the people as chiefs of thousands, of hundreds, of fifties, and of tens. —Exodus 18:21

## Delegation... is not dumping. is deciding to accomplish more by doing less. is developing a work plan that recognizes and respects your personal limitations. requires depending on others to do something you can do, but they can do better. allows you to develop friendships and partnerships that will add value to your life and effectiveness.

"It is one of the most beautiful compensations of this life that no man can sincerely try to help another without helping himself."

—Ralph Waldo Emerson

