

# Working Smarter

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*Ever feel like ministry is happening to you more than you're happening to ministry? You're not alone. There are certain systems and processes that every ministry needs that will help you get more done faster and more effectively. Working smarter is much more fun than working harder!*

## Biblical Imperative

### **Matthew 25:23**

*His master replied, Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!*

### **Ephesians 4:11-12**

*So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up.*

#### **Additional passages:**

- **Exodus 18:17-23**
- **Ephesians 5:15-16**
- **Luke 14:28-30**

## What Systems & Processes Do

- **Systems and processes help you expect the inevitable or potentially possible**
  
- **Systems and processes help provide consistency across your ministry**
  
- **Systems and processes help you equip others for ministry**

## Identifying New Processes & Systems

- **Unimportant tasks**
- **Repeating tasks**
- **Tasks someone else can do**

## Anatomy of a Process & System

- **Time saving tools:**
- **Script actions (guided by experience):**
- **Delegating to others (delegate your weaknesses):**
- **Inspect and evaluate:**

### **Additional Resources**

The E-Myth Revisited  
Eat That Frog  
Four Hour Work Week  
The Checklist Manifesto  
Switch