

Small Group Discussion Guide

Finding More Time in Your Life

By Dru Scott Decker

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Getting Started

I'm busy already. Why host a small group discussion on Finding More Time?

Three reasons top the list.

- Some small group members want a short series that will help put practical tools into people's hands to help with major pressures and stresses.
- Some individuals are looking for a good way to reach out to their un-churched neighbors and friends.
- Some people want to build attendance for a weekly women's Bible study. They know the topic of Finding More Time will encourage people to sign up who "haven't had the time" for other topics. This discussion will also encourage people to invite their neighbors who don't yet know that Jesus loves them individually.

Whatever the reasons, you can wrap them all in the joy of discovery, discussion and encouragement.

OK, how do you start a group?

One couple introduced the discussion into their on-going small group.

One leader scheduled the discussion for her church wide weekly Bible study and encouraged her regular members to invite people who did not attend church to this special 6-week series.

One woman who wanted her busy neighbors to know of the love of Jesus Christ, so she asked four women in her church to join her in hosting the small group. They started praying for the group-to-be and then each of the four hosts invited one or two friends or neighbors who didn't go to church to come for coffee and an hour introduction for a discussion group on Finding More Time.

Invitation—Small Group Book Discussion
Introduction and a Six Week Series—Gathering for an hour a week

Finding More Time in Your Life
With Wisdom from the Bible and Tools That Fit Your
Personality
By Dru Scott Decker

**Basically organized or not,
you can find the time tools that fit
your pressures, priorities, and personality**

If you feel harried and hurried with too many things to do and too little time for the people and things that matter, explore this fast and easy way to gain the time you need.

Since a “one size fits all” approach to time is not enough for most people, Dru Scott Decker offers you ways to understand your personality and find the time tools that work for you—even with people complications.

- Discovering which of the two basic time categories you are and what you can do.
- Remembering the first place to go for help with your time—God the “Wonderful Counselor.”
- Finding a surprising prescription for procrastination—Shepherding your time.
- Getting out of the guilt trap—The classic time waster.
- Seeing how your Stimulation and Excitement Quota impacts your time.
- Using two powerful tools to lift your energy and spark yourself out of the doldrums.
- Learning to handle interruptions with grace and skill.
- Stopping wasting time searching—The one sign to put up.
- Finding the right time and the right way to say “no.”

Dru Scott Decker is an internationally known author and expert in finding abundant time. Over two million people around the globe have read Dru Scott books in French, Portuguese, Swedish, and Spanish. They have watched her training videos in ten different languages and tens of thousands have heard her speak at meetings around the world. Her passion for this book grows from her history as a “recovering dis-orderly.”

\$9.99 at your local Christian Book Store or www.toolscart.com

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Category: Christian Living, Self-Help

About the Weeks

Week One

Preface

PART ONE: THE STRONG FOUNDATION —STARTING WITH GOD

1. The People Side of Time Management and the Power of a Coach
2. How This Book Can Help You
3. What the Basically Organized People Don't Tell You

Week Two

PART TWO: PERSONALITY TOOLS—FOR KNOWING YOURSELF AND PICKING YOUR TOOLS

4. Exposing the Myths about Time Success
5. The Secret Pleasures of Mismanaging Time
6. Your Stimulation and Excitement Quota and Your Time
7. How Slippery Guilt Drains Time
8. Mom, Dad, and Your Time Today
9. The Few Techniques That Free You From Compulsive Time

Week Three

PART THREE: FOCUSING TOOLS—FOR DIRECTION AND ORGANIZATION

10. What to Carve Out When There's Too Much To Do
11. What to Put in When People Pull You off Target
12. Turning True Wants into Practical Targets
13. What Happens When You Do Central and Essential Priorities Now

Week Four

PART FOUR: OVERCOMING TOOLS—TO GAIN ENERGY AND GET BACK ON TRACK

14. Burnout—Preventing It and Getting Out of It
15. Unlocking Your Energy by Getting Closure
16. Shepherding Your Time—For Stalling or Straying
17. Emergency Care for a Bad Case of Procrastination
18. The Workaholic Quiz

Week Five**PART FIVE: DAILY TOOLS—FOR SUCCESS WITH EVERYDAY DAILY TIME DEMANDS**

19. Early Excitement Beats Running Late
20. “Yes” Is a Time Trap When You Want to Say “No”
21. How to Never Waste a Moment Waiting Again
22. Interruptions—Coping without Being Rude
23. The Telephone—Tool or Tyrant

Week Six**PART SIX: SPIRITUAL TOOLS FOR ENJOYING YOUR COACH AND COUNSELOR**

24. Put PBC on Your Calendar
25. Be Compared to a Wise Builder
26. Be a 3-list person
27. The Do It Daily Secret for Finding More Time

The Introductory Session

Why have an introductory session?

People can gain an overview. See if the timing is right for participating in this discussion group at this time.

What goes into the hour-long introductory session?

This schedule gives you a starting point that you can adapt.

(5 minutes)

Invite people to stand and visit. Add to the welcome by providing a steaming pot of coffee and a plate of cookies.

(20 minutes)

It's time to move. Ask people to sit down in the area where you want to meet. The living room, a family room, or a dining table all work. Ask each person to share her first and last name and a time pressure and a priority she wants to handle even more effectively. To start the introduction, introduce yourself and mention the pressure and a priority you want to handle more effectively. What you say sets the tone, so be vulnerable. Next explain that you are going to write each person's name with a pressure and priority because you are going to pray daily for God's wisdom and power in each area. (If others wish to join you in praying, that's fine, but it's not an assignment.)

(5 minutes)

So that people can look at the Table of Contents, pass out copies of Finding More Time. Point out the Six Parts because you will be reading and discussing a part each of the six weeks. Show the memory hook diagram on page 24.

(10 minutes)

Hand out the Seven Tips for a Good Small Group Discussion

(15 minutes)

Reading for a Head Start

To give people insight into the Time Styles of Category One and Category Two, ask people to read Chapter 3 out loud. One person reads a page or so out loud, and the next person reads another page or so until you have read the chapter (or run out of time).

(5 minutes)

Thank people. Confirm who will be in the six-week series. Collect money for books. (Even though you may be able to give the books, people in a class usually value them more when they pay for them.) Answer questions.

What things can you gather before the Introductory Session?

- Three or four samples of blank notebooks that could be used for a time notebook. Having both loose leaf and bound samples works well.
- Books: *Finding More Time in Your Life* by Dru Scott Decker Harvest House Publishing; 2001; ISBN 0-7369-0307-0 \$9.99 retail
- Copies of Handout #1 for each person. (It's coming up shortly.)
- A few copies of the New Testament with Psalms and Proverbs. The Gideon's sell a nice small one in the New King James Version with practical helps in it. Or you may want to have a couple of New Testaments in a contemporary version. Many people don't own a Bible and do not know where to buy one.
- Coffee and tea and some light snacks. (Food doesn't have to be fancy. Since the topic and company are center stage, grocery store goodies are fine.)

What if it's time to start and someone hasn't arrived?

Since people coming to your sessions are concerned about time, it works most effectively if you start and end on time. Then people relax knowing that you respect their time.

If someone arrives after the starting time, smile, invite them in, but don't stop and recap everything. You can fill in the gaps after the session if you wish.

Handout

Secrets for a Great Small Group Discussion.

1. Find a time notebook.

This is a notebook where you can write your priorities, ideas and question. It could be a loose leaf binder or a bound book with fabric on the cover and blank pages on the inside. Or it may be the back of an organizer that you are already using. Your Time Notebook is for you, and you don't need to show it to anyone. You may want to look at the three or four samples your discussion leader has collected.

2. Get a copy of *Finding More Time in Your Life*.

As you read, underline or mark it to emphasize what is useful for you. This can also help you learn the material and refer to it later. To save you shopping time or shipping fees, your discussion leader has purchased some copies that you can purchase.

3. Use the big three questions.

When you read, use a classic method to boost your benefits. Think about these three questions in mind as you read.

What? –

What ideas or time tools stand out to you?

So what? –

What about the idea appealed to you?

Now what? –

What could you do with the idea? How can you use it in your life to help with your priorities and pressures?

4. Ask God for help.

Each day, ask God to help you handle your time pressures and priorities wisely. And ask him to help you pick the time tools that fit your personality, pressures, and priorities.

5. Read one “Part” of the book for each gathering.

The reading schedule is easy to remember. For discussion #1, read Part One, for Discussion #2, read Part Two and so on.

6. Grab 15 minutes a day to read for your personal development.

Spending 15 minutes a day on something with a rest on Sunday adds up to 78 hours a year. It's a fantastic tool for a project that is collecting dust, and it's a great way to learn how to find more time. When you read some of *Finding More Time in Your Life* for 15 minutes a day, you will probably finish ahead of schedule and have time for other reading.

7. Come anyway.

If you didn't do the reading before a gathering, come anyway. Enjoy the comments of the people who have read, and add to the discussion when you have read the material.

Sample Timetable for the Six Sessions

This outline will give you a starting point for developing a pattern that fits your group.

(5 minutes)

Invite people to stand and visit. Provide some simple refreshments. People often feel more a part of the group when they bring something, so it's also great to invite someone to bring goodies. Since this is a discussion on time, it is particularly helpful to start and end on time.

(5 minutes)

Open by praying and asking God to guide all the discussions and give extra wisdom to each person.

Ask people to discuss how they did with the Grab 15 daily. Ask the people who did it daily to stand so the group can give them a round of applause.

(45 minutes)

1. People go around and share the answers to the first two questions: What? And So What?

Before people start sharing answers to What and So What, figure out with the group about how many minutes each person has so you can make sure there is enough time for each person.

(This is a good encouragement for estimating and keeping track of time too.)

The advantage of sharing the answers to the first two questions first is that hearing the comments often stimulate people's thinking about the third question: Now What?

2. People share the answers to Now What.

Write down the answers to "Now What?" so you can pray about them at the end of each session.

(5 minutes)

Get closure by reviewing the application for next week:

Read Part _____

Grab 15 minutes a day

Mention any Extra Value Options that will benefit your group.

Close by praying out loud for each person and each "Now What" item.

Extra Value Options

If you wish, you can begin these options in Session Two or later.

Being able to put PBC on your calendar

For example, since you read in Chapter One about the daily benefits of Praying, reading the Bible, and seeking to understand the Character of God, you may decide to encourage people to start that practice if they are not already doing it. This practice can be life changing. And it only takes about three minutes a day to start this great practice.

Put God's wisdom into your heart

Memorize one of the quotes from the Bible in the Part you are discussing. This will skyrocket the value people take away from the series. Each person can pick the quote that most relates.

Ask for keepers and improvements

A great way to build commitment and to give you a sense of service and excitement is to get feedback from the group members. You can even start at the introductory session. Hand out a 3 x 5 card to each person. Ask them to write three keepers and three improvements. The keepers are the things they want you to continue doing. The improvements are areas where you can make it even more useful. You may want to ask for this information every other session or at the half way point and end. It's highly motivational and helpful.

Background on Dru Scott Decker

Author and corporate trainer turns into cheerleader for the healing power of Christ for your time.

Dru Scott Decker is an internationally known author and psychologist. Over two million people around the globe have read Dru Scott books in French, Portuguese, Swedish and Spanish. They have watched her training videos in ten different languages. Thousands have heard her as she has spoken at meetings in the U.S., Canada, Europe and Africa. Even though she describes herself as a “recovering dis-orderly,” she is known for helping organizations and individuals find practical solutions for persistent problems. Her clients include: E.I.duPont, Oracle, Apple, Cisco Systems, and the University of California.

Management guru Peter F. Drucker acclaims her work with: “I know of no one in the world who does a better job of training than Dru Scott.”

Books and videos

Nightingale-Conant published her audio book titled: *How to Put More Life in Your Time*. The training video, *Do it Now*, was produced by the Cally Curtis Company in Hollywood. Her other training videos include the BNA Communications release: *Customer Service is Everybody's Business*.

Dru Scott is the author of *Stress That Motivates* (Crisp Publishing) which one company has made available to its 310,000 employees. She is also the author of the Book-of-the-Month Club feature *How to Put More Time in Your Life* (New American Library). Other Dru Scott books include: *Customer Satisfaction: The Other Half of Your Job* (Crisp Publications). This easy-to-use book is based on her work with E.I.duPont in the US and Europe.

Personal Background

Dru Scott was a successful single woman when she married a widower with three teenage children and moved from a quiet condominium in San Francisco to a busy house in the suburbs. When marriage and three teenage step-children did not deliver her dream of romance and happiness, one night she sought out the friend who had helped her investigate the Bible and trust Jesus and pleaded, “Is there any Biblical way out of this marriage?”

Her life took a different turn when her friend took her by the hand, looked her in the eyes, paused, and told her, “No. There is no Biblical way out of your marriage. You are about to become a woman of prayer.” Her friend’s unexpected response opened the door to the healing power of prayer, the joy of faith, and the surprise of abundant time.

Media Skills

Dru Scott Decker has appeared on the Good Morning America show, been interviewed on a number of commercial radio and television shows, and appeared in five training videos used by companies and direct marketing organizations around the world. Now she brings her heart and skills to Christian media. She even has an opportunity to fine tune her media skills over her oatmeal for breakfast because her husband Bert Decker is the founder of Bold Assurance—a program published by LifeWay which helps people build speaking confidence with God-given principles.