



# Shepherd Care®

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*To Care for People Where They Live and Work*

## COMMUNITY *Care* TOPIC

### **Life and Organization Tips**

How can we keep things together in a hectic and scattered world? Let us look at our day as an opportunity for a new start and a new beginning, so as to help bring some order to the chaos around us.

#### **Some Tips**

- Make Notes- jot down grocery needs as you discover you have a need to avoid last minute impulse shopping.
- Keep a "To Do" List- write what needs to be done in the short and long term.
- Prioritize.
- Make Goals.
- Get a Calendar or Day Planner- schedule parts of your day, what activities and appointments are ahead, and when something is due.
- Plan "Down" Time- give yourself intentional breaks and plan vacations.
- Plan Buffer zones- give

time in your day to arrive early to your meeting so you will not be running late and speeding.

- Fill Up your Gas Tank before you are at a quarter of a tank or near empty.
- Purchase a GPS- plan your map route before you drive.
- Limit Cell Phone Use- if you are multi-tasking or driving be careful of cell phone use (especially limit texting).
- Diet and Exercise- take care of yourself. Eat healthy.
- Improve Yourself- learn a new skill.
- Budget- plan for expenses and save some money.

You are important. Plan to make this new day, this new week, new month, and new season a successful one!

Introducing your Community Chaplain

**Eric Kieselbach**  
(pronounced "key-sill-baa")

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"You were born to win, but to be a winner, you must plan to win, prepare to win, and expect to win."

**Zig Ziglar**

"The preparations (plans) of the heart in man, and the answer of the tongue, is from the LORD. All the ways of a man are clean in his own eyes; but the LORD weigheth the spirits. Commit thy works (plans) unto the LORD, and thy thoughts shall be established."

**Proverbs 16:1-3**

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