



¹ John Maxwell, *Everyone Communicates, Few Connect: What the Most Effective People Do Differently* (Nashville, TN: Thomas Nelson, Inc., 2010), 2.

Notes:

EFFECTIVE LEADERSHIP COMMUNICATION

It's not enough just to work hard. It's not enough to do a great job. To be successful, you need to learn how to really communicate with others.¹

John Maxwell

BEFORE GOING ANY FURTHER, IS CHRIST ON THE THRONE?

If not, make sure He is!

MEMORY VERSE

The lips of the righteous nourish many...

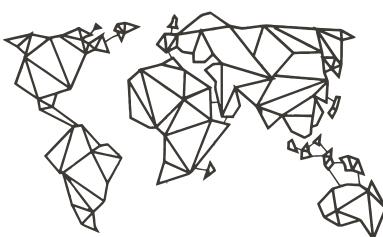
Proverbs 10:21a [NIV]

LEADERS ARE COMMUNICATORS

Jesus demonstrated bold speech in His ministry and taught us the importance of speech (Matt. 12:33-37). Esther's bold speech saved God's people from destruction. She was one of many Jews scattered throughout Persia around 500 years before Christ. Esther was made queen by Ahasuerus King of Persia (Xerxes) in the third year of his reign (Esther 2:17). While she was queen, her cousin Mordecai, who raised her after her parents died, told her of Haman's plot to exterminate the Jews and encouraged her to use her position of authority to speak boldly on behalf of her people, even though her life would be endangered by such boldness (Esther 4:9-14). Esther decided to say what needed to be said regardless of the danger and fearlessly said, "if I perish, I perish" (Esther 4:16). Esther told the king of the plot and she and her people, the Jews, were saved (Esther 7:1-6). Leaders must be willing to say what needs to be said, the right way and at the right time, regardless of the consequences. Esther is a great example of this.

GREAT COMMISSION LEADERSHIP

HOMEWORK PACKET TWELVE



BIBLICAL COMMUNICATION

Leaders must communicate in various ways in different circumstances. The tongue is powerful (Pr. 18:21) and it must be used (2 Cor. 4:13) but it must be used wisely (Mt. 12:36). Whether teaching, confronting, resolving conflict, witnessing, or encouraging, leaders

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speak what needs to be spoken on God's behalf (1 Peter 4:11). As leaders, we follow Christ's example, setting an example for others (1 Cor. 11:1) in speech (1 Tim. 4:12). Leaders must communicate the gospel (Rom. 10:13-15), they must speak the truth in love (Eph. 4:15), and—as they communicate the vision, the plan, and the priorities—they must do it all in a godly way (Titus 2:8).

- **Use the verses mentioned in this week's homework as a starting point this week for a personal Bible study on speech.**
- **Do you find it easy to speak with others or challenging? Why?**

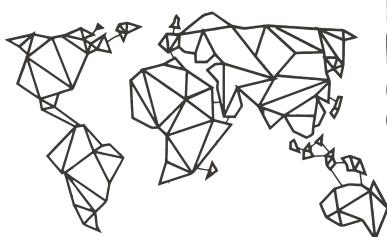
- **Have you ever had the opportunity to see God "speak through you"? If so, describe that experience.**

- **What has been your experience speaking the gospel and sharing your faith?**

SPEAKING CAN BE HARD

Remember Moses' example in Ex. 4:1, 10-15 (NIV):

Then Moses said, "What if they will not believe me or listen to what I say? For they may say, 'The LORD has not appeared to you.'" Then Moses said to the LORD, "Please, Lord, I have never been eloquent, neither recently nor in time past, nor since You have spoken to Your servant; for I am slow of speech and slow of tongue." The LORD said to him, "Who has made man's mouth? Or who makes him mute or deaf, or seeing or blind? Is it not I, the LORD? "Now then go, and I, even I, will be with your mouth, and teach you what you are to say." But he said, "Please, Lord, now send the message by whomever You will." Then the anger of the LORD burned against Moses, and He said, "Is there not your brother Aaron the Levite?



Notes:

I know that he speaks fluently. And moreover, behold, he is coming out to meet you; when he sees you, he will be glad in his heart. You are to speak to him and put the words in his mouth; and I, even I, will be with your mouth and his mouth, and I will teach you what you are to do."

→ **Have you ever felt like Moses in this passage? Why or why not?**

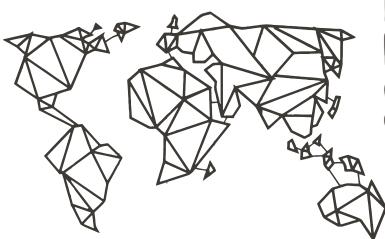
→ **What fears do you have about speaking as a leader, and why?**

SPEAKING WITH INTEGRITY

Leaders avoid hidden agendas and manipulation, and speak clearly and openly (2 Cor. 4:2). Leaders avoid dishonesty and speak what is true (Eph. 4:25). Leaders avoid gossip, slander, and discouraging speech, and speak what will encourage, uplift, and edify (2 Cor. 12:20 & Eph. 4:29). Note: Avoid gossiping, don't believe gossip and talk good of others! Leaders avoid crude & tasteless speech and speak kindly (Eph. 4:31-32). Leaders avoid arguing (2 Tim. 2:24). Leaders take disagreements (which are inevitable) back to the Word rather than trying to "win" word battles (Chapman writes, in *Everyone Wins*, "If [one person] wins, you both lose"). Always strive for unity based in the truth of God's Word. Leaders avoid empty and vain speech and speak in a way that is confident, gracious and interesting (Col. 4:6).

→ **James 3:2 tells us we all stumble in many areas, and especially in the area of speech. In what areas of speech do you typically struggle to honor God?** Note: These could be not saying what you need to, saying what you shouldn't, or both.

→ **What steps have you already taken to gain victory over sin in the area of speech, and/or what next steps do you need to take?**



² Ken Sande, *The Peacemaker: A Biblical Guide to Resolving Personal Conflict* (Grand Rapids, MI: Baker Books, 2004), 22.

Notes:

NECESSARY CONFRONTATION

It is imperative that you have a good sense of boundaries whenever it becomes necessary to confront someone (refer back to Homework Packet Nine for more on boundaries)! Confrontation is not fun, but sometimes it is necessary. When you must confront someone, do it in the power of the Holy Spirit (Eph. 5:18), and according to Scripture (2 Tim. 3:16). Major, scripturally-clear deceptions must always be corrected. Titus 1:13 & 2:15 tell us to rebuke sharply, with all authority, with the intent on encouraging them to be sound in the faith! Minor, scripturally-vague issues should be treated with grace. Have Paul's attitude (Php. 3:15). Sin must, at times, be confronted (Gal. 6:1-2), and that should happen according to the Scripture (Mt. 18:15-17). See a Biblical example of this in 1 Cor. 5:1-13, and its resolution in 2 Cor. 2:5-11. Always do this with love and grace (Eph. 4:15).

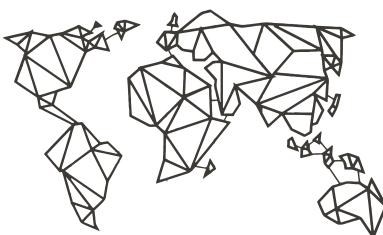
- **What seems most difficult about godly confrontation to you? Why?**

NECESSARY CONFLICT RESOLUTION

Leaders are always in the business of change; changing things from where they are now to where they need to be. Change always involves conflict. Conflict is not necessarily bad and every conflict is an opportunity for God to be glorified. Ken Sande's book *The Peacemaker* is an indispensable resource that every leader should read and study. Sande states:

To some, conflict is a hazard that threatens to sweep them off their feet and leave them bruised and hurting. To others it is an obstacle that they should conquer quickly and firmly, regardless of the consequences. But some people have learned that conflict is an opportunity to solve common problems in a way that honors God and offers benefits to those involved.²

Resolve conflict with those you have conflict with and as it occurs in your ministry. Eph. 4:26-27, says (in the context of speech), "In your anger do not sin: Do not let the sun go down while you are still angry, and do not give the devil a foothold" (NIV). Resolve conflicts that arise in your ministry. James 3:18, discussing relationships and speech, says, "Peacemakers who sow in peace raise a harvest of righteousness" (NIV).





³ Ken Sande, *The Peacemaker: A Biblical Guide to Resolving Personal Conflict* (Grand Rapids, MI: Baker Books, 2004), 22.

⁴ Ibid.

⁵ Phylis A. and Sherod Miller, *Core Communication: Skills and Processes* (Evergreen, CO: Interpersonal Communications Program, 1997)

Notes:

The following diagram³ (figure 12.1) comes from Sande's book and contrasts the correct and incorrect ways of dealing with conflict.



Figure 12.1

Ken Sande articulates twelve important steps for conflict resolution in *The Peacemaker*.⁴ These include glorifying God by resolving conflict promptly in a godly way, living at peace, trusting in the Lord and doing good, getting the log out of your own eyes and overlooking minor offenses, evaluating your own heart and confessing your own contribution to the problem, gently restoring the other person by resolving conflict individually, speaking the truth in love and taking one or two others along if needed, then going and being reconciled by forgiving as God forgave you, looking also to the interests of others and overcoming evil with good. These steps will help you resolve conflict in a godly way. Similarly, walking through the communication steps in the Awareness Wheel will help you facilitate conflict resolution. Below is the Awareness Wheel (figure 12.2), an Interpersonal Communication Programs resource⁵ (a communication and conflict resolution tool).

The Awareness Wheel

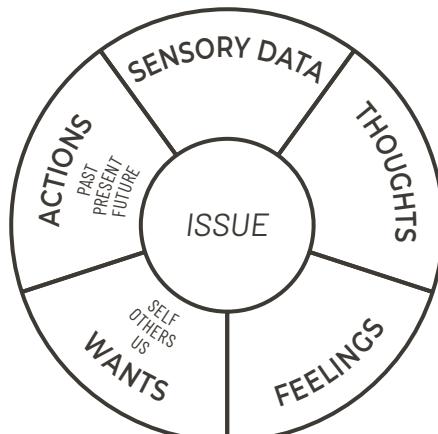
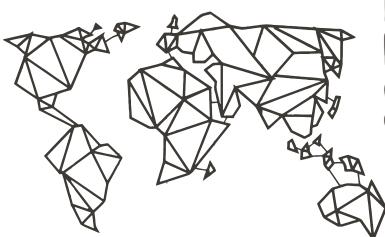


Figure 12.2



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HOW TO USE THE AWARENESS WHEEL

Role play through this a few times to get comfortable with it:

AWARENESS WHEEL DEFINITIONS

Note: These may seem selfish, but it is important to express what we think, feel, and want.

Issue: Define what's at the heart of the issue. Use "I" statements. Own the issue.

Sensory data: Explain what you took in from your senses.

Thoughts: Describe what you thought and interpreted.

Feelings: Use "feeling" words, ex. sad, lonely, frustrated.

Wants: Say what you want, for your self, others and each other.

Actions: Discuss past actions (what caused the issue), present actions, and future actions (specific things you'd like to see happen).

COMMUNICATION WHEEL DIRECTIONS

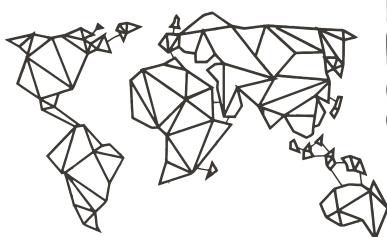
Each person should go through the whole wheel until completely finished and then switch. You can go in any order. Jump back and forth, etc. If possible write out the wheel ahead of time. It is O.K. to interrupt to ask questions or summarize. Follow these rules (James 1:19):

Seek to understand. It takes supernatural power to put your needs on hold and try to understand the other person (Pr. 18:2). Most conflicts are resolved when you understand each other.

Speak for yourself. Use "I" statements. Take ownership of your feelings. Try not to accuse or blame.

Listen by following. You want to hear their story. Asking leading questions makes you the leader; instead, follow where they go. Do not try to jump in and fix them or relate your autobiography. Just listen. Invite them to tell you more. Don't stop until they tell you they're done. Usually the third time is when they'll begin to open up. Here are some listening tips:

- » **Attend:** establish eye contact, non-verbals.
- » **Acknowledge:** use agreeing statements (uh huh, right, etc).
- » **Invite:** ask them to tell you more.
- » **Summarize:** capture the essence of what they are saying in an empathetic way.





⁶ Michael Todd Wilson and Brad Hoffmann, *Preventing Ministry Failure* (Downers Grove, IL: InterVarsity Press, 2007), 192.

Notes:

You can help people you're mediating between work through this process. Always remember every conflict has two sides and there is always more to the story! Don't jump to conclusions. Be a patient and wise peacemaker.

One more note about conflict. God has designed you uniquely to accomplish the purpose He has for you. Part of how He made you includes your personality. Sometimes our personalities can lead to conflict if we aren't careful. Please do the MinistryStyles personality analysis to see how your personality may be contributing to conflict. You can get a basic version of this on Page 192 of *Preventing Ministry Failure*.⁶ Use your personality for the glory of God and learn to avoid any natural conflict it can lead to!

LEADERS ASK FOR FORGIVENESS

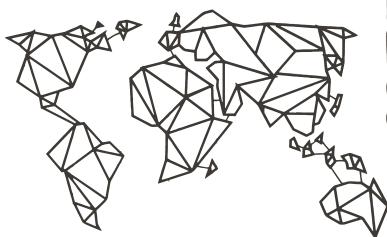
I have yet to meet a leader that hasn't made mistakes that hurt others. It is very important that a leader be quick to ask forgiveness whenever that is needed.

- **Write the name of someone you need to ask forgiveness here. Make a plan for asking them for forgiveness.**

LEADERS TEACH & PREACH

Please read 1 Tim. 4:13 & 5:17. Teaching is speaking God's Word to believers. Preaching is speaking God's Word to unbelievers (evangelism). Leaders do both. There will be more on evangelism later so for now, see the Sermon Preparation Worksheet on the next page for guides for sermon preparation, delivery, and evaluation.

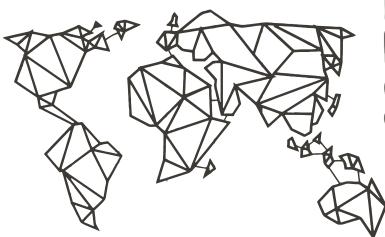
- **Have you ever taught a group of people from God's Word? If not, ask the person discipling you to help you prepare for this (feel free to use the Sermon Preparation Worksheet for this), come up with a time you can do it, and take the risk. If so, what went right and what would you improve on later?**



⁷ David Olford and Stephen Olford, *Anointed Expository Preaching* (Nashville, TN: B&H Publishing Group, 1998).

⁸ Jerry Sutton, *A Primer on Biblical Preaching* (Bloomington, IN: CrossBooks, 2011).

Notes:



SERMON PREPARATION WORKSHEET

SERMON PREPARATION CHECKLIST

Preaching and teaching are vitally important aspects of fulfilling Christ's Great Commission. A great resource for growing in this area is *Anointed Expository Preaching*.⁷ Here is a checklist, adapted from Jerry Sutton's book, *A Primer on Biblical Preaching*,⁸ that you can use. Adapt it as you see needed. Remember, you are speaking God's Word to God's people (1 Peter 4:11). You will be held accountable for what and how you teach (Matt. 12:36, James 3:1), so don't be negligent with this privilege. Be diligent with this task (1 Tim. 4:13-16), respecting God's Word (2 Tim. 3:16), handling it (2 Tim. 2:15) and unfolding it (Ps. 119:130) correctly. That being said, preach boldly for God's glory.

Consider working through each prompt on a separate piece of paper. Check off each box when completed.

→ **3 weeks or more before speaking:**

- Prayerfully consider what need God wants you to address with the group you will be speaking to.
- List the topic:
- Prayerfully consider which passage of Scripture God wants you to use as your primary "anchor" text as you address the topic you decided on.
- List the biblical passage:
- Study the text! Read through the text 20 or 30 times. Apply the Inductive Bible Study Method to learn all you can about the text. Study what other Christian leaders have written about the text (make sure they are reputable biblical scholars). Take notes and begin thinking through how you will approach the message.

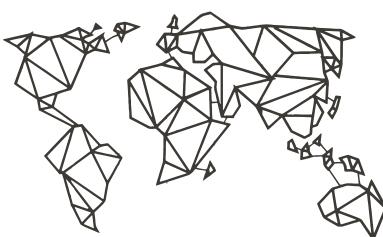
→ **2 weeks or more before speaking:**

- Based on your study of the passage, develop an outline for your message. Keep this outline brief (3 points or so) and simple.
- Fill in your outline based on your notes from your study of the passage, adding relevant Scripture as needed (make sure you don't take random verses out of context; quote all references in a manner that is true to their context).
- Go back and insert short, useful, vivid, attention-getting, appropriate and accurate illustrations (stories, personal experiences, anecdotes, quotes, analogies, etc.) wherever they

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will drive your point home. This could be in the beginning, ending, or in support of a point in your outline, but they should not be the point itself.

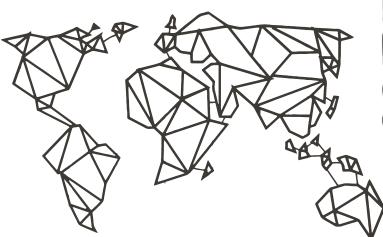
- With the sermon mostly finished, prayerfully determine exactly what action you want your audience to take in response to your message. Carefully craft an application—an invitation to take this action (make it specific, challenging, and biblically based). This is a great place to include the gospel, as well!
 - Always make sure to remind your audience that the desired action is only possible by faith and through the power of the Holy Spirit.
 - Now that you've outlined what God wants you to speak, go back and craft a title.
 - List a short (8 words or less) attention getting title.
 - Next, complete the message's introduction and conclusion, the two most important components of the talk. It is important to wait till the end for this so you can make these all important sections count, relating them to the rest of your talk.
 - Your introduction should clearly describe the purpose of the message, and it must get the attention of your audience immediately. Explain how your message will help them practically in their walk with God.
 - Your conclusion should reiterate the application invitation. Illustrations work well here—especially ones that demonstrate the result of obedience to the application you've encouraged them towards.
 - Give this sermon outline to whoever is discipling you for review and feedback.
- **1 week or more before speaking:**
- Prayerfully review any feedback or notes from others, and review the Scripture again for clarity. Trust God to show you any changes needed to handle Scripture and the topic you are teaching accurately.
 - Thoroughly acquaint yourself with your notes so you can speak freely, not relying heavily on your notes.
- **The day of your sermon/teaching:**
- Spend time in prayer before your message. Then, preach for a verdict, trusting God to do great things! He will!



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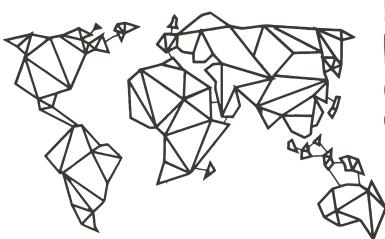
SERMON DELIVERY NOTES

- » Be filled with the Spirit and allow Him to speak through you (Eph. 5:18, Mt. 10:20)!
- » Prepare adequately (follow the sermon preparation checklist) and make sure to print off an easily readable outline of your message before you speak.
- » Know your notes. Be familiar with your content, word pronunciations, etc. Don't be tied to your notes, but be confident enough to speak your message using your notes as a guide, not as a text from which you read.
- » Project your voice. Keep your voice loud and communicate boldly. If you start your message on a loud, bold, confident, and happy note, the rest of the talk will likely follow suite. Use dramatic pauses and tone to emphasize what you're saying.
- » Protect your voice. Maintain your voice by drinking lots of water day to day and particularly before and during your message. Leading up to your talk, avoid junk foods and overusing or straining your voice as both may hinder your voice. Make sure to have a cup of water ready for when you speak.
- » Avoid filler words (like, um, uh, OK, right, etc.). Try to record all your talks (you can get a voice recorder for your smartphone) and edit them afterwards keeping track of the number of filler words you use. Then, keep reminding yourself not to use them.
- » Body Language. Smile and maintain a joyful demeanor. Keep an open body stance. Remember how important this is in communication.
- » Avoid distracting mannerisms.
- » Attire. Dress appropriately for your presentation. Make sure your clothes aren't distracting people from your presentation. Also make sure they don't lead people to disrespect you or write you off.
- » Consider a PowerPoint. Presentation software always helps training and sometimes helps speaking (just make sure it doesn't distract from the message).
- » Make eye contact. You'll often hear of a "figure 8 pattern." Move your eyes throughout your audience making sure to connect with your whole group (don't favor one person or one side over the others).
- » Use questions sparingly. Don't put your audience on the spot unless you have to. Avoid asking questions that likely won't be answered.



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- » If you must ask a question, try to use a rhetorical one that illustrates a point rather than soliciting a response.
- » Don't apologize for verbal slip-ups or call attention to your mistakes. Keep people focused on God's Word not your presentation errors. After making a mistake, regroup and keep on talking. If it is a particularly funny one that everyone is laughing at laugh with them and then proceed.
- » Stay paced. Don't go too fast or too slow through your notes. Respect peoples' time and end on time.
- » Know the area you'll be speaking in. Before you speak, get familiar with your room, where you'll be putting your notes, computer, projector, cup of water, etc.
- » Dry run through your multimedia ahead of time to make sure all projections, videos, lighting, etc., are right so you won't have to do all of that when you begin speaking (it is very annoying when speakers get up and have to tinker with everything to get it right).
- » Be appropriate. If you aren't sure of a statement or illustration, or whether it might unduly offend members of your audience, avoid it.
- » Use a balance of humor and seriousness. Don't try to be a comedian and don't be so serious that no one connects with you. Be authentic, real and personable.
- » Practice! Go through your presentation a few times before you speak so you know how long it will take and what might need to be changed to make the talk flow better.
- » Don't try to mimic other people. God has made you uniquely and He desires to use you greatly. Learn your own speaking style.
- » Speak with passion. One of the greatest things you can do as a speaker is to speak with passion. As you prepare, saturate yourself with the passage of Scripture you'll be speaking on. Ask God to make it come alive in your life. Put the passage into practice so you'll be able to "own" it. Then, "preach for a verdict" speaking passionately.
- » Evaluate. Again, record every talk. After you speak, evaluate your recording, taking notes as you edit so you'll know how to improve. Have someone fill out an evaluation of your talk (see the following section). Put yours and others' evaluations into practice next time.
- » Speak often. The more speak the more you'll grow as a speaker. Don't get upset at initial frustrations. Keep learning and growing.

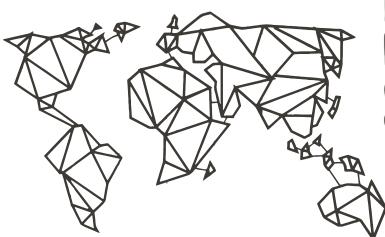


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SERMON EVALUATION QUESTIONS

Share these questions with someone you trust to give you honest, descriptive, and encouraging feedback. Encourage them to fill this out after the talk. (If it helps, make a copy of this page, and encourage them to fill out their answers on the back, or on another piece of paper.)

- **Was this message Biblically based and did it clearly glorify Christ? Explain why or why not.**
- **Was the title 8 words or shorter and did it catch your attention? How could it improve?**
- **Did the intro sell the message and catch your attention? How could the intro improve?**
- **Briefly summarize the message's anchor passage and main points (make a note if the message was hard to follow, off point, confusing, etc.). Include how the outline could have been improved?**
- **Was there a clear application challenge? What was it? How could this be improved?**
- **Was there a good conclusion? How could the conclusion improve?**
- **Were there good illustrations? How could they improve?**
- **Did the talk end on time? How long was it supposed to go and how long did it go?**
- **How was the presentation (smile, voice projection, tone, pace, body language, eye contact, etc.) and what could improve?**
- **Did the speaker speak passionately and boldly and how could they improve?**
- **Were there any distracting mannerisms or filler words (uh, um, OK, right, like, etc.) that should be avoided next time? List them (mannerisms and/or filler words):**
- **How can this person improve as a speaker?**
- **What was your favorite part about this talk? What did the speaker do best?**



⁹ Dictionary.com, *Negotiating definition*, <http://dictionary.reference.com/browse/negotiating?s=t> (accessed January 8, 2014).

¹⁰ Roger Fisher and William Ury, *Getting to Yes: Negotiating Agreement Without Giving In—3rd Ed.* (New York, NY: Penguin Books, 2000).

¹¹ Albert Mehrabian and Susan R. Ferris, *Inference of Attitudes from Nonverbal Communication in Two Channels* (*Journal of Consulting Psychology* 31(3) 1967), 248-252.

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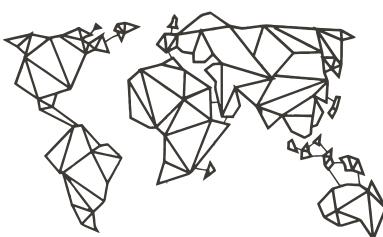
LEADERS NEGOTIATE FOR GOD'S GLORY

To negotiate is defined as “to arrange for or bring about by discussion and settlement of terms.”⁹ Christian leaders can sometimes find themselves in situations where they must be able to negotiate with others to accomplish what God has called them to. This could be with governing authorities, other leaders, etc. *Getting to Yes*,¹⁰ by Fisher and Ury, includes the results of decades of Harvard studies on effective negotiation. We have paraphrased their findings into 4 P’s. When you have to negotiate in leadership or ministry, follow these steps (the 4 P’s):

- » **People:** Before “negotiating,” build bridges and a rapport with the person or people you’re communicating with!
- » **Priorities:** Decide what the values are and what is non-negotiable.
- » **Plan:** Come up with a plan that meets those.
- » **Proof:** Decide what criteria will show you the plan is working.
- **Are there any areas you need to “negotiate” for God’s glory right now? Explain:**

FINAL THOUGHTS ON COMMUNICATION

The goal of communication is not quantity of words but rather quality of words (saying the right thing at the right time). Pr. 10:19 says, “When words are many, sin is not absent, but he who holds his tongue is wise” (NIV). Believe the best about others; try not to believe anything more than what you know for sure. Clarify whatever could be wrong. Watch your body language, eye contact, tone, and other issues. Albert Mehrabian claimed attitude perception in communication—how people perceive you and your intent when you talk to them—is 7% verbal, 38% vocal (volume, pitch, rhythm, etc), and 55% body language (facial expressions, clothing—yes, people assume a lot about you based on your physical appearance—and the like).¹¹ There’s much more to communication than the words alone. Assume e-mail, texting, and other media will convey a negative or incorrect meaning more often than a positive one. Strive to make important conversations: first, face-to-face; second, over the phone; and, as a last resort, other media.





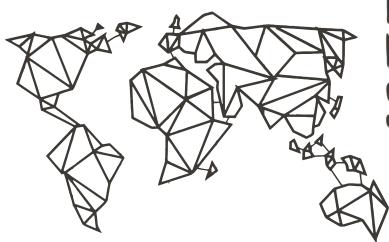
¹² Jim Elliot, "Quotable Quotes,"
<http://www.goodreads.com/quotes/541037-father-make-of-me-a-crisis-man-bring-those-i>
(Accessed January 31, 2013).

Notes:

DECIDE TO SPEAK BOLDLY FOR CHRIST

Jim Elliot wrote in his journal, "Father, make of me a crisis man. Bring those I contact to decision. Let me not be a milepost on a single road; make me a fork, that men must turn one way or another on facing Christ in me."¹² Remember Ex. 4:11-12. The Lord is the One who equips us to speak for Him when we are living surrendered to Him!

Remember, your weaknesses, inabilities, failures and past present no challenge to God's will for your life. Your willingness does. Be willing to be and do what God made you for. You don't have what it takes but God's Spirit in you does so be the leader He made you to be and turn this world upside down for Him!



Notes:

ACT NOW

DEVELOPING COMMUNICATION SKILLS

Describe your comfort level (on a scale of 1 to 10) with each of the following areas of speech. Then, list how you can take a step to develop that area further.

CONFRONTATION >>>>>>>>> Comfort level: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

- **List a step to take to develop this area further.**

CONFLICT RESOLUTION >>> Comfort level: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

- **List a step to take to develop this area further.** (Note: This can be a great opportunity to practice using the Awareness Wheel.)

TEACHING >>>>>>>>>>>>>>>>> Comfort level: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

- **List a step to take to develop this area further.**

EVANGELISM >>>>>>>>>>>>>>>>> Comfort level: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

- **List a step to take to develop this area further.**

NEGOTIATING >>>>>>>>>>>>>>>>>> Comfort level: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

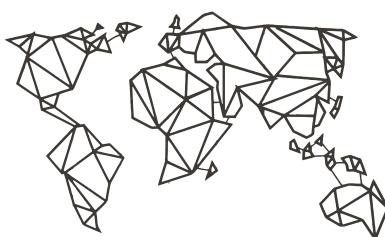
- **List a step to take to develop this area further.**

ASKING FORGIVENESS >>>>> Comfort level: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

- **List a step to take to develop this area further.**

OTHER: _____ >>> Comfort level: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

- **List a step to take to develop this area further.**



¹³ G. T. Doran, *There's a S.M.A.R.T. Way to Write Management's Goals and Objectives* (Management Review, Volume 70, Issue 11, 1981), 35-36.

Notes:

PERSONAL GROWTH

- Write out this lesson's memory verse (also, write it out several more times this week):

- List a SMART (Specific, Measurable, Attainable, Relevant & within a Time-frame) goal¹³ for this lesson and action plans for achieving it.
 - SMART Goal:
 - Action plan:
 - Action plan:
 - Action plan:

- How are you staying close to Jesus, walking by faith and in integrity, trusting Him and the power of His Spirit in life and ministry rather than yourself, and how can you more?

- Jesus insisted that serving Him and serving others was the highest attribute of leadership (Mt. 20:25-28). How are you growing as a servant leader?

- How will this lesson help you better accomplish the Great Commission and multiply Christ-like multipliers?

- List any last thoughts and then put everything you learned in this lesson in God's hands, trusting Him to build these things into your life.

