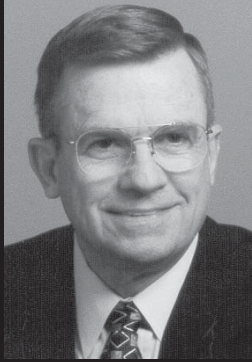




#8329 National Capital Area  
United Way &  
Combined Federal Campaign

# Glad Tithings

*"Moreover it is required of stewards that they be found trustworthy."* (1 Cor. 4:2)



Ken Smith, Director

**Save  
March 25, 2004  
for the CSM  
spring  
banquet.  
Mark Earley,  
President of  
Prison  
Fellowship  
and former  
Virginia  
Attorney  
General,  
will be our  
speaker.**



*Ken Smith's Principles in Practice*

## Overcoming Procrastination

Would you like to be free of the nagging guilt that comes from neglecting a long list of things you know you need to do, but successfully manage to avoid? Then you need to learn to overcome procrastination. Read on!

Procrastination is putting off, intentionally and habitually, doing something that needs to be done. God taught me how to overcome it through the process of cleaning out a four-drawer file cabinet, as I've described in *It's About Time!* This is a lesson everyone needs to learn.

The cost of procrastination is incalculable. We know it. But we still struggle with making ourselves do what we need to do when we

need to do it.

### Moving forward

Overcoming procrastination requires motivation. To get motivated, you might ask yourself if you would like to: 1) Please God by doing those things that He wants you to do when He wants you to do them or 2) Be free of the pain of not doing the things you know you should be doing. Either or both of these strategies should work.

Once you have the motivation to overcome procrastination, just do it, right? Wrong. You need a plan. Otherwise, once you've succeeded in overcoming one area, you're likely to slip right back into your old habits

*(continued on page 2)*

## Winter LMS Classes Begin Soon!

Start a fresh new year in a fresh new way. Make good on those resolutions to get organized. CSM can help with our 13-week Life Management Study class—available at a church near you—or online!

Churches in the Washington area will begin new classes in January. If you're close by, you can sign up to meet once a week for two hours with a trained leader. You'll complete daily homework and practical exercises in between classes. Your \$95 registration fee covers the student manual, workbook and a copy of Ken

Smith's book *It's About Time!*

You can also take LMS on the Internet from Istanbul, International Falls or Innsbruck. You can begin CSM's Internet Life Management Study at any time—including January 1 if you want to make an immediate start on your New Year's commitment to the Lord and yourself. Sign up at [www.csm.org](http://www.csm.org). If you know you need to re-order your priorities and address procrastination, this is your opportunity to start the new year on the right foot. Take advantage of it!

## Give the Easy Way: Through the United Way

If you give at the office, consider donating all or part of your United Way or Combined Federal Campaign gift to Christian Stewardship Ministries. Just mark 8329 in the designation box for either of these groups. Giving through payroll deduction is easy and will bless CSM

throughout the year. This is a way to support the charitable drive at your office, yet know that your funds will be undergirding a Christian ministry committed to biblical principles and serving individuals in your community and around the world. Thank you!

after you complete your first task. You need a strategy to attack not just the present problem, but all the areas of your life that need attention.

So, once you have the motivation to do **something**, make a plan to tackle the areas of procrastination in your life. Begin with a list. Once your list is fairly complete, prioritize everything. Use as your measure the level of pleasure, contentment or relief you will derive from completing a particular task. Assign a number from one to five to each item on your list. The higher the fulfillment level, the higher the priority and the higher the number.

Once you've set your priorities, pray over your list. Then pick a number five item to get started. This could be a little task that can be completed in 30 minutes or less. Or it may be a larger project that you must subdivide to make it more manageable. Whatever it is, now just do it.

### Taking the next step

Then, while you're still basking in the glow of having completed it, decide when you're going to do the next highest priority item on your list. Put that on your calendar or schedule, and when that time arrives, just do it. Remember, at this stage don't try to tackle more than one area of procrastination at a time. One of the biggest pitfalls is to have several projects going at the same time. Eventually, you can have simultaneous projects going, but not yet!

After you have a few successes under your belt, one at a time, make the process a matter of routine. Decide when during the week you are going to deal with areas of procrastination. Let's say you decide on Wednesday evenings between 7:00 p.m. and 9:00 p.m. The first Wednesday, refine your list, re-prioritizing your items and select your next project.

Let's say your first project is one that requires planning, such as painting the interior of your home. You'll need to break it down. Perhaps you decide to begin with a closet. You need to purchase paint, brushes and other supplies. During your planning time on Wednesday evening, make a list of the things you already have and the things you need. Decide when during the week to purchase the supplies. But don't begin. When the next Wednesday evening arrives, you'll be good to go on that closet. The following Wednesday, you can do a hallway, and the next Wednesday a bathroom. Bit by bit you'll complete your project.

Be careful not to overdo, especially in the beginning. Carve your projects into bite sizes, and resist the temptation to spend more time than you have allotted. Over time you can plan to do more in one sitting, but in the beginning the key is to set very realistic goals and objectives, so you can succeed every time. An early defeat may spell doom for all your good intentions.

### Choosing wisely

Once you've worked your way through your initial list of number five priorities, take another crack at building and

prioritizing your list. You may find God is working in your attitude toward less tangible projects. Perhaps, instead of just getting things done to help you become better organized, you'll realize there are things that are even more important. For example, repairing relationships with others through repentance, seeking forgiveness or reconciliation. Or improving your relationship with God through journaling or setting aside time for listening.

When I sit down at my desk to work on a project, I often find that until I've cleared away some of the clutter, I can't really concentrate on the project. The same is true in other areas of our lives. Until we have cleared away some of the clutter in our lives created by procrastination, it's difficult to focus on the more important things. In other words, it's difficult to be obedient to God in the really important areas before we've dealt with some of the details.

As with much else in the kingdom of God, timing can be everything. We can do the right thing at the wrong time and miss the Lord's plan the same as if we had not done the right thing at all. The art of understanding the right time to do things is frequently the product of having a right relationship with the Lord. And having a right relationship with Him often includes staying on top of the things He wants us to do.

But remember, procrastination involves only those things that we **should be** doing. Very often the things we delay doing are things God doesn't intend for us to do at all. We develop our own agenda, and our own expectations of what things we should do and when to do them—only to discover that there is a better time to do these things or even that we don't need to do them at all.

There are two ways to get an item off your procrastination list. One is to do it! The other is to decide to do it at a later time or not at all.

## Personalized Help from CSM

Looking ahead to the crush of Christmas or the potential crush of debt from too much holiday spending? Why not find the tools today to forestall overcommitment and overspending through CSM personal counseling. You can work one-on-one with a CSM counselor either face-to-face, by phone or through email. You can begin immediately—to get a grip on your schedule and your cash flow—by putting biblical principles into practice with the help of an understanding and experienced counselor. Instead of hustle and bustle and holiday frenzy, you can experience God's blessing and peace as you pursue His purpose for your life.

Begin by calling 703-591-5000 or the CSM toll-free line 1-800-IDL-TIME (435-8463) or email the ministry at [counseling@csmin.org](mailto:counseling@csmin.org). Step forward and we'll assign a CSM counselor to walk with you to help establish your life on the bedrock of God's word. Call today to get the help that can make your Christmas truly a joyous one.

CSM is a ministry dedicated to assisting Christian individuals, families, ministries, and Christian-owned businesses to achieve their potential in the area of stewardship. CSM's Board of Reference includes: Ron Blue, president, Ron Blue and Company; Dr. Bill Bright, Campus Crusade for Christ (deceased); Larry Burkett, Crown Financial Ministries (deceased); Reid Carpenter, president, Pittsburgh Leadership Foundation; Howard Dayton, President, Crown Financial Ministries; Dr. Ted Engstrom, president emeritus, World Vision; Roger Erickson, president, Christian Business Men's Committee International (retired); the Rt. Rev. Alden M. Hathaway, Bishop of Pittsburgh (retired); Dr. Charles Hummell, faculty advisor, Intervarsity Christian Fellowship (retired); the Rt. Rev. David Colin Jones, Suffragan Bishop of Virginia; Dr. Beverly LaHaye, founder/chairman, Concerned Women for America; Rev. Martyn Minns, Rector, Truro Church; and the Rt. Rev. Dr. John Rodgers. The Pastor's Board of Reference includes Rev. James Ahlemann, Rev. Larry Andes, Rev. George Beaven, Rev. Steve Brimmer, Rev. Amos Dodge, Rev. Paul Frey, Rev. Tom Gulbranson, Rev. John Guernsey, Rev. James Hamacher, Rev. David Harper, Rev. Tom Herrick, Rev. John Hutchinson, Rev. Bill Roberts, Rev. Dennis Rupert, Rev. Tom Tarrants and Rev. John Yates. Serving on CSM's Board of Directors responsible for day-to-day ministry operation are Frank Lewark, Jack Maier, Rob Seagears and Ken Smith.

## ILMS Update

Interested in taking the Life Management Study, but unable to attend a class near you? The Internet Life Management Study (ILMS) is available wherever and whenever you are. Each student is assigned an instructor to answer questions and assist the student through the 12-week course. About a dozen students have completed the course and several more have signed up for it. For more information and to register for the course, visit the CSM website at [www.csmin.org](http://www.csmin.org).

## Ministry News

The bad news is Hurricane Isabel wiped out the CSM Golf Marathon, scheduled for September 19. The good news is that our sponsors stayed with us. We're still making final tallies, but hope to net \$30,000 from this fundraiser.

Circle March 25, 2004, on your calendar for the CSM spring banquet. Mark Earley, President of Prison Fellowship and former Virginia Attorney General, will be our speaker.

CSM has formed an executive council to develop a ten-year plan for the ministry. Members include George Beaven, DJ Chuang, Greg Citizen, Julie Drake, Rick Groux, Frank Lewark, Tony McGraw, Sharon Meisel, Carl Meyer, Bud Roeder, Clint Smith, Ralph Solberg, Wayde York and Kim Yates. The group met September 9 to begin focusing on how to expand the ministry.

We're excited about the possibility of translating *It's About Time!* into Swahili and Urdu. The law firms of Roeder & Associates and Eidson & Bonello are preparing licensing agreements so the book can be used in Kenya and Pakistan.

Gustavo Alayza reports that the Spanish version *Ya es Hora!* is complete and is being introduced in churches. The Spanish website is nearly complete and final arrangements for the organization that will sponsor the ministry in South America are in the works.

Registration is beginning for January LMS classes in the Washington area by mail, by telephone or online at [www.csmin.org](http://www.csmin.org) or email [lms@csmin.org](mailto:lms@csmin.org). For those without classes nearby, the Internet Life Management Study is always available through our website. We're also looking for a desktop publisher who can donate time to help CSM produce the 6<sup>th</sup> edition of the LMS. *It's About Time!* small group study guide and leader's guides are available for Sunday School classes and home Bible studies. They can be purchased separately or along with *It's About Time!*

Julie Drake, our temporary ministry coordinator, is about to complete her time with us and return to Georgia. Our heartfelt thanks to Julie for helping us during this interim period. We're seeking a permanent replacement for this critical position—30 hours per week. If you or someone you know would be interested in this position, please email [Ken@csmin.org](mailto:Ken@csmin.org).

## Prayer Corner

### ***PRAISE GOD FOR...***

- ◆ Success of the September 19 Golf Marathon, despite cancellation due to Hurricane Isabel!
- ◆ Financial stability for CSM during the past year.
- ◆ Julie Drake, our temporary ministry coordinator.
- ◆ CSM's new Executive Council and its efforts to develop a ten-year plan for the ministry.

### ***PRAY FOR...***

- ◆ Translation of *It's About Time!* into Swahili for use in Africa and Urdu for use in Pakistan.
- ◆ A permanent ministry coordinator to start in December.
- ◆ Expansion of the ministry beyond the Washington, D.C. area.
- ◆ Donation of frequent flyer miles for CSM staff travel.
- ◆ Additional churches to incorporate LMS and small group studies into their adult education curricula and additional students for both LMS and small group studies.
- ◆ Continued expansion of the ministry in Peru and throughout South America.
- ◆ Formation of LMS classes and *It's About Time!* classes in January.
- ◆ A volunteer desktop publisher to help produce the 6<sup>th</sup> edition of the Life Management Study
- ◆ Identification of a foundation whose purpose matches CSM's goal of helping Christians organize their lives and finances in accordance with Biblical principles.
- ◆ Continued financial stability for the ministry.

## Wayde York: Joining CSM in God's Work

"I've heard that a believer should look and see where God is working and join up. He's definitely working at CSM, and therefore, so will I," says Wayde York of his involvement with Christian Stewardship Ministries. "CSM's focus is clear, and they have shown themselves to be committed to following the Lord's plan versus a man-made plan."

Wayde began working on CSM's banquet committee four to five years ago and then decided to take the 13-week Life Management Study. To date, he has co-led two LMS classes to share with others what he's learned. He continues to participate in a men's accountability group formed in 1995. Wayde is convinced that few Christians "know how to manage their lives," and that the LMS offers them the tools they need.

Although he committed his life to Christ at age 11, Wayde says he didn't come to know Jesus until he was about 30 "when I re-dedicated myself to Him at a Family Life conference." Trials in Wayde's life have brought him closer to the Lord and "helped me learn to rely on Him for everything," he says. He has served as a junior high youth volunteer at Christian Fellowship Church in Fairfax, Virginia, for the past six years and helps create and manage web sites for Christian organizations.

Wayde is a network security consultant for EDS. He and his wife Cindy have a daughter in college and live in Ashburn, Virginia.

## CSM Golf Marathon Successful Despite Cancellation

Our golfers and sponsors stayed with us to the bitter end—prepared to play in gale force winds—but Hurricane Isabel forced Fairfax National Golf Club to close on Friday, September 19, so we were unable to hold our golf marathon. However, our corporate sponsors and our individual golfer sponsors have stayed with us, agreeing to fulfill their pledges even though the golfers were unable to play. We are deeply grateful to them all and expect to net about \$30,000, despite the cancellation of the event.

Many thanks to our golf committee: Steve Gifford, Jeff Oster, David Rine, Ken Smith and Marc Snyder and to the following golf hole sponsors: **Championship:** Wheat International; **Double Eagle:** Angler Companies and Golden Construction Company; **Eagle:** Tony Nguyen Aram, M.D.; **Birdie:** Craven Tire Company, Mark Building Associates, Roeder & Associates, P.C.; and **Par:** Ashby Title, Conflict Resolution & Conciliation Services, Costco Wholesale, Eric Foretich D.D.S., M.A., Homestead Mortgage Company, Roger McClure, PC, Bruce W. Reyle & Co., Inc., Scott-Long Construction and Mark Siljander.

Golfers for the event included: Jim Aram, Tony Aram, Greg Citizen, Frederick Clark, Tom Connor, Derek Donnelly, Bart Fleming, Steve Gifford, John Grimsley, Jack Maier, Jeff Oster, David Rine, Rob Seagears, Matt Small, Ernest Wilder and Robert Wilson.

## Joyful Dividends

Dear Ken,

I was thinking of you as I reread your book. That book and the LMS classes were so helpful to me (definitely life changing). Thanks again!

*Love,  
Teresa Colonna*

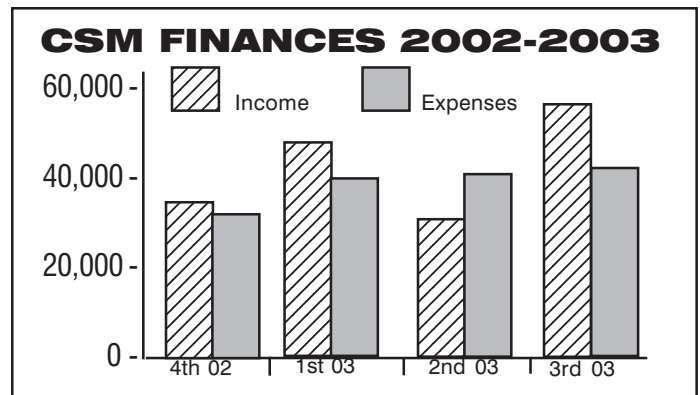
Ken,

It is so good to hear from you! It looks like CSM is healthier than ever. You have been through much and yet God continues to light your path while you obviously bless and benefit so many around you. It just doesn't get any better than that.

My resources and energy have been tied up in Young Life recently [and raising three boys].... Just want you to know too, that my wife Karon formed LIPS (Ladies in Prayer and Service) 10 years ago in response to your call for me to form an accountability group. It still goes strong today with much fruit to show for its investments! Thank you!

...Don't grow weary of doing good!

*God's continued blessings,  
Alan Hansen*



## CSM Looking for Help

Julie Drake's short-term tour of duty with CSM is ending, and we need to replace her. The ideal candidate for ministry coordinator loves working with people, has strong organizational skills and is looking for a 30-hour per week position at a salary of \$12 per hour.

CSM is also looking for a Silent Auction Coordinator for the spring banquet next March. This is a paid, part-time position at \$10 per hour for someone to recruit items for the auction, create a description for each item, prepare the auction catalog, set up the room at the banquet and coordinate the auction and auction volunteers.

If you or someone you know would be interested in either of these positions, please contact Ken Smith at the CSM office at 703-591-5000 or email the ministry at [resume@csmin.org](mailto:resume@csmin.org).

## Kudos

Many thanks to Julie Drake, who's served as CSM's ministry coordinator since May. We deeply appreciate her competence in handling the myriad details involved in the day-to-day work of the ministry and her servant's attitude. Having her as part of the CSM team has been a blessing for everyone involved with CSM.

## Available Any Time

Information on managing your time, your money and your life is ready and waiting for you 24/7 on the CSM website at [www.csmin.org](http://www.csmin.org). Drop by the website to share your comments and suggestions, peruse helpful information, check out Christian businesses who advertise in *Glad Tithings* or sign up for Life Management Study classes or begin the Internet LMS.

CSM is also available by telephone during East Coast business hours. Call our toll-free number 1-800-IDL TIME (435-8463); Washington area callers can dial 703-591-5000 to arrange personal counseling, order publications or get additional information on local LMS classes.

*Glad Tithings* is a newsletter of Christian Stewardship Ministries, a nonprofit public foundation. To receive *Glad Tithings* regularly, send your name and address (with a zip code) to CSM. Gifts are tax deductible, greatly needed and deeply appreciated. The ministry's annual cost per person is approximately \$15. *Glad Tithings* staff: Ken Smith, publisher; Susan Hall Fleming, Fleming Communications, editor; Julie Drake, production; Rosemary Henry, graphics; Julie Drake, Pat Smith, Chuck Wadey and Susan Walker, proofreaders; Jean Moore, data entry; Battlefield Kwik Kopy, printing; Robert Bugnon, CSM Internet page creator; D. J. Chuang, web page designer and webmaster; and Washington Intelligence Bureau, distributor. Christian Stewardship Ministries, 10523 Main Street, Fairfax, Virginia 22030. Telephone 703-591-5000, fax 703-273-1795, e-mail [gladtithings@csmin.org](mailto:gladtithings@csmin.org), website <http://www.csmin.org>. Any portion of this newsletter may be quoted or reproduced without further permission, provided excerpts are in context, by adding the following credit line: "Reprinted from Christian Stewardship Ministries' newsletter *Glad Tithings*, Fairfax, Virginia, [www.csmin.org](http://www.csmin.org)" and furnishing a copy to CSM. © 2003 by Christian Stewardship Ministries.