



#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

**United Way/
CFC**

**Mark #8329 to
give to CSM**

**Sign up today
for CSM's Life
Management
Seminar on
Saturday,
January 8,
at**

**Truro Episcopal
Church
Fairfax, Virginia**



Ken Smith's Principles in Practice

Write It Down

As many of our students discover in the CSM Life Management Study, written lists are one of the most helpful tools for personal organization.

I remember the very day I discovered the freedom that list-making brings. Long before the personal computer age, a friend of mine left his Daytimer lying on my kitchen table. I asked him what it was, and when he explained how he used it, I was hooked.

I didn't immediately use my Daytimer for tracking my time or making appointments—my law practice had a plan for that. What I needed was a system to keep me from forgetting something important. Trial lawyers live in fear of missing a statutory deadline that will place their client's case at risk over a procedural mistake. I experienced that fear every day.

The simple practice of writing down things I needed to remember taught me two life-changing lessons. First, recognition that no matter how good my memory was, I could not count on it to bring to mind everything I needed to remember every time I called upon it. Second, incredible amounts of mental energy were expended 24/7 trying to be certain nothing of importance was forgotten. Constantly searching my memory and trying to commit new items to memory sapped my ability to concentrate on matters that really needed attention. Trying to maintain To Do lists by memory—immediate, short-term and long-term—significantly limited my potential.

With that small beginning, I graduated to making lists for more and more aspects of my life.
(continued on page 2)

Life Management Seminar Jan. 8

Need a new beginning? Turn over the calendar and turn over a new leaf with CSM's half-day Life Management Seminar on Saturday, January 8 at Truro Episcopal Church in Fairfax, Virginia. From 8:30 a.m. to 1:00 p.m., Ken Smith and Pastor Rob Seagears will share how to boost your sleep quotient, overcome procrastination, avoid over-commitment and get to church—and everywhere

else—on time.

Call CSM's office at (703) 591-5000 to take advantage of the advance registration fee of \$20 per person. Clergy and full-time Christian workers attend free; others pay \$25 at the door. Take advantage of this half-day seminar to get organized and line up your priorities with Biblical principles.

Designate 8329 for CSM

If you regularly contribute to the National Capital Area United Way or the Combined Federal Campaign, please consider designating CSM to receive all or part of your gift in this year's campaign. Just designate 8329—Christian Stewardship Ministries' number for both charities. You can give a single gift or commit to regular

payroll deductions. Either way, CSM will be blessed, and so will you! Your gifts will underwrite counseling for those who need help in managing their money or their time based on Biblical principles as well as development of new materials and seminars.

Write It Down *(continued from page 1)*

List-making helped me develop more routines. For example, dedication of a half day every week to errands. Every time I thought of something I needed, instead of jumping up to get it, or trying to work it into an already busy day, I would put it on my “Wednesday List.” On Wednesday morning, after my quiet time and during my planning time, I organize my Wednesday List to run my errands efficiently. Having a Wednesday List helps me focus on things I need to do on my errand day, which enables me to better plan the rest of my time.

Today, every time I think of something to do or to remember, I write it down. Actually, I now use a small digital recorder. My advice to anyone just beginning the process is to carry a small notebook or 3 x 5 cards wherever they go. Rather than trying to commit something to memory, just write it down.

You can jot down how much cash you spend, items you need to pick up at the grocery, chores to tackle at home, ideas on work-related projects, inspiration for future sermons, emails to be sent, telephone calls to make, projects to delegate to others, relationships to mend or cultivate, plans for vacation, commitments and appointments to enter on the calendar and promises to pray for someone. A list can be used for almost anything. The ultimate in list-making, of course, is a list of lists to make.

Eventually, all my other lists find their way to my To Do list. Every morning after quiet time, I review everything remaining from yesterday’s To Do list. I create a new list by reprioritizing yesterday’s leftovers with the new items I have written down. Some of yesterday’s priorities may be higher priorities today—or lower. As the day unfolds, I work through the list within the time I have.

It’s not important to complete the work on the To Do list—and I rarely do. What is important is to know each day I have done the most important tasks. God has given me 24 hours every day. When I am out of time, I am out of time. Success means doing the best I can, focusing on what God wants me to do, not crossing every item off a To Do list.

Don’t worry about getting everything done. The simple truth is, not a one of us can do as much as we can think up to do. In fact, often we need to decide NOT to do some of the things we put on our lists. If you are feeling overcommitted over a long period of time, create a list of everything you have to do, short range and long range. Then pray and decide what items are just not important enough to attempt, and then eliminate those things. Reduce your To Do list to manageable proportions. This one exercise can lessen your stress level incredibly.

Checklists are also a great way to save time and energy. While To Do lists provide daily guidance, checklists help you remember all

the routine items to consider for certain activities—like grocery shopping or preparing for travel. You can create grocery checklists, vacation packing checklists, camping supplies checklists, car maintenance checklists, weekly and monthly household maintenance checklists, and so on. With personal computers, it’s easy to create, print, store and revise your checklists. The ultimate checklist of course is a checklist of all checklists.

List-making helps move you from thinking about things on an hourly or daily basis to thinking about things on a weekly basis. Viewing life as a weekly picture can help you become much more efficient. Eventually you can move to a monthly perspective, then an annual perspective. Thinking beyond an hourly or daily basis helps you discover more and more of God’s plan for your life. You can actually “predict” what God wants you to do. Looking further down the road gives greater confidence that decisions you make today will stand up under the unknown of tomorrow.

Remember the two life-changing lessons I learned through list-making. You can “remember” things without effort, and you can be confident that the important things are not going to slip through the cracks.

Ministry News

Please reserve March 31, 2005 for CSM’s 12th banquet and silent auction. Harry Greene, president of Good News Jail & Prison Ministry, will share about reaching the men and women in our nation’s correctional institutions with the gospel. CSM is looking for a temporary, part-time paid coordinator to manage the silent auction. Please call 703-591-5000 if this sounds like a good fit for you.

We also need a part-time Ministry Coordinator to work 30 hours per week in the CSM office in Fairfax, Virginia. We welcome applications and prayers for this critical position!

Many thanks to Frank Mullins of Mats Courier Service for providing free pickup and delivery for our most time-sensitive needs.

In early September, Ken led a staff retreat for Living Water International, headquartered in Houston, Texas. This Christian volunteer organization has helped two million people in underserved communities worldwide obtain clean drinking water.

If you’ve yet to take the Life Management Study, or you know someone who needs this class, now is the time to sign up for January sessions in the Washington area. The registration deadline is January 9. Call the office for information on a class near you. Or sign up on-line for the Internet LMS at any time—just register at ilms@csmin.org.

CSM is a ministry dedicated to assisting Christian individuals, families, ministries, and Christian-owned businesses in achieving their potential in the area of stewardship. CSM’s Board of Reference includes: Ron Blue; Dr. Bill Bright, Campus Crusade for Christ (1921-2003); Larry Burkett, Crown Financial Ministries (1939-2003); 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); Harry Greene, President, Good News Jail & Prison Ministry; 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; Hon. Ed Meese III; 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. John Guernsey, Rev. Tom Gullbranson, Rev. James Hamacher, Rev. David Harper, Rev. Tom Herrick, Rev. John Hutchinson, Bishop Harry Jackson, Rev. Neil Lebahar, Rev. Martyn Minns, Rev. Clancy Nixon, 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.

CSM Golf Marathon Raises \$33,000!

Many thanks to all of you who supported our September 24 golf marathon. This year the weather was perfect, and our 11 golfers and helpers raised more than \$33,000 to benefit the ministry.

Sunnie Abrahamson came closest to the hole, Tim Kube hit the longest drive, and Pat Smith was named most valuable volunteer. Sunnie Abrahamson received a four-day, three-night golf getaway for being the highest fundraiser; second place fundraiser Fitz Stewart received a weekend at the Tysons Sheraton Premiere. Galyans gift certificates totaling \$800 were given as prizes to golfers for fundraising.

Special thanks to: Golf Committee: Jim Aram, Jack Maier, Dave Rine, Bud Roeder and Marc Snyder. Corporate Sponsors: Dr. Anthony Aram; Battlefield Kwik Kopy; Cornerstone Office Systems, Inc.; Culler Witman Financial Advisors, Inc.; Global Strategies, Inc; Golden Construction Co.; Groux Investments, LLC; Homestead Mortgage, L.C.; James L. McIlvaine, Jr.; Scott-Long Construction, Inc.; William C. Silberman; Dan Smith; Janet Watts; Ronald C. Zabel. Individual donors: Steve and Jan Gaskins, Til and Anne Hazel, Kathy Keitt, Patrick Maloney, Bruce and Mary Scott and Ken and Pat Smith. Volunteers: Ray Abrahamson, George Beaven, Tom Connor, Dennis and Gioia Egan, Karen Kube, Carole Maier, Sharon Meisel, Kelly Peren, Bill Pile, Dave Rine, Rob Seagears, Clint Smith, Pat Smith, Marc Snyder, Ernie Wakeham and Jim Weakley. Golfers: Sunnie Abrahamson, Jim Aram, Jim Birks, Tom Connor, Bart Fleming, Tim Kube, Jack Maier, Dave Rine, Bud Roeder, Rob Seagears, Pat Smith and Fitz Stewart.

If your name belongs on one of the lists above and we've missed you, please forgive us and let us know. We are deeply grateful for all our supporters and want to be sure they are recognized for all they do!

Save March 31 for CSM Spring Banquet

Harry Greene, president of Good News Jail & Prison Ministry, is the featured speaker at CSM's 12th Annual Fundraising Banquet and Silent Auction. Slated for the Sheraton Premiere at Tyson's Corner, the banquet provides an opportunity to broaden the reach and support of Christian Stewardship Ministries. Good News Jail & Prison Ministry began with one chaplain in the Fairfax County Detention Center in 1961. Today Good News has 215 staff chaplains in 179 institutions in 23 states in the U.S. and nine foreign countries. Hear Harry share about his own time behind bars and the mission field behind the walls. You can look forward to moving stories of men and women who are hearing and responding to the gospel through this ministry.

Prayer Corner

PRAISE GOD FOR...

- ◆ Successful Golf Marathon on September 24.
- ◆ Financial stability for CSM during 2004.
- ◆ Those who attended the Life Management Seminar at Christian Fellowship Church on August 21 and those who are currently enrolled in LMS classes.

PRAY FOR...

- ◆ The right person with executive secretarial skills to serve as Ministry Coordinator.
- ◆ Participants at the January 8 Life Management Seminar.
- ◆ The 12th Annual CSM Fundraising Banquet and Silent Auction on March 31.
- ◆ Someone to serve as silent auction coordinator.
- ◆ Development of a training video for leaders.
- ◆ Continued expansion of the ministry in Peru and throughout South America.
- ◆ Additional churches to incorporate the LMS and *It's About Time!* small group studies into their adult education programs.
- ◆ Formation of LMS classes in January.
- ◆ Continued financial stability for the ministry.

Wise Giving

By Dan Smith

The readers of *Glad Tithings* will be well aware of the blessings that accompany systematic giving to the credible works of God such as Christian Stewardship Ministries. However, many of us fail to consider more thoughtfully how to stretch our investment into the work of the Kingdom.

For example, are you aware that a regular program of giving in connection with a life insurance policy can multiply your charitable investment? It works like this: a policy is taken out on you, the donor, to pay to the charity at your death; or, for couples, a policy may be issued on you and your spouse to be paid when both of you are deceased. (The premiums on a two-life policy are often lower than on a one-life policy.) You donate the dollars to pay the premiums during your lifetime and take regular charitable income tax deductions for those payments. At your death, the face value is paid to CSM or whatever other charity or charities you choose. The life insurance dollars are not taxable in your taxable estate, and the charity benefits from the insurance proceeds that it receives tax-free.

If you desire further information on this or other tax-wise giving techniques, contact the CSM office. We will assist you in finding answers to your charitable giving questions.

Alex Whitley: ILMS Coordinator

After reading Ken Smith's book *It's About Time!* in 1999, Alex Whitley was impressed with the spiritual aspects of the book and the emphasis on seeking God's goals and His agenda. Wanting to dig deeper into God's plan for his life, Alex researched Christian Stewardship Ministries on the Internet and hoped to take the Life Management Study. However, there were no classes in Nashville, Tennessee, where he lives.

About that time CSM was launching the Internet Life Management Study, and Alex became the first graduate. Today, as the coordinator for ILMS, he encourages and assists others to work their way through the 12 on-line sessions.

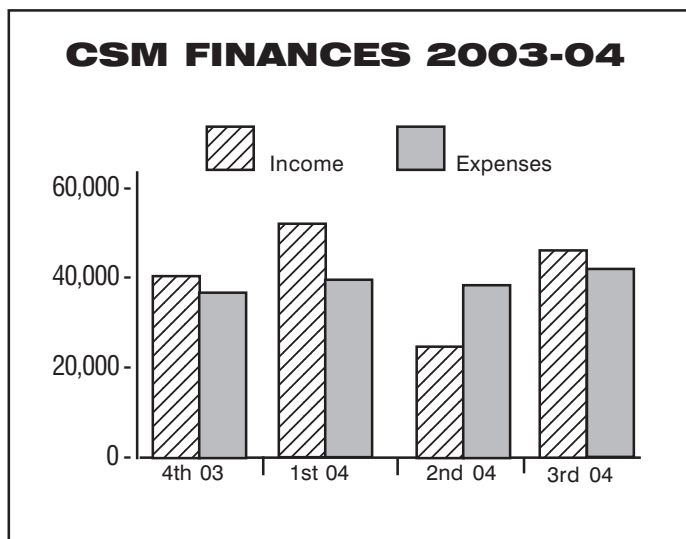
"It's easy to read a book that says God should have first place in your life, and nod your head, but if there's not some practical application to make that a reality, then it may not happen," Alex says. "That's where ILMS made a difference in my life."

He found the studies, daily exercises and emphasis on a personal quiet time coupled with the concept of developing a schedule and daily routines helped him build good habits that he still maintains. "If you don't schedule it, it doesn't happen," he says. For Alex, that included "getting to bed at a decent time so I got enough sleep."

An accountant with Baptist Hospital in Nashville, Alex and his wife Deborah attend Two Rivers Baptist Church, where they've been involved in Sunday School, the church bookstore and the baptismal committee. Alex also works with the Gideons' ministry distributing Bibles.

LMS Classes Begin in January

Need a fresh start? You can start putting your life in order in January with CSM's Life Management Study. Or begin the Internet LMS at any time just by logging onto <http://www.csmin.org>. You'll complete daily homework assignments along with practical exercises. Your \$95 registration fee covers the student manual, workbook, a copy of Ken Smith's book *It's About Time!* and trained facilitators. Call 703-591-5000 to find out about classes forming at Washington-area churches or for more information.



Joyful Dividends

Dear Ken,

Thank you for the great mug and for writing and facilitating the course in Time Management. It has been very helpful. I can see results already because I have been able to match certain activities with the time of day best for me to handle them.

I have also made progress in overcoming habits of procrastination and avoidance of unpleasant duties. I know this course was God-ordained for me to take. Lack of order in my life has been an "Achilles heel" for me.

I am looking forward to slowly implementing the great principles set out in the material.

May God prosper you and crown your efforts with success!
Ps. 90:17

Yours in Christ,

Trudy Reif

Dear Ken Smith,

Thank you so much for sending your *Glad Tithings*... I have enjoyed reading it all of the way through and learned a great deal.

Lovingly,

Evelyn L. Lincoln

Northern Cochise Nursing Home

Willcox, Arizona

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 newsletter's annual cost per person is approximately \$20. *Glad Tithings* staff: Ken Smith, publisher; Susan Hall Fleming, Fleming Communications, editor; Rosemary Henry, desktop publisher; Pat Smith, Chuck Wadey and Susan Walker, proofreaders; Jean Moore, proofreader and data entry; Battlefield Kwik Kopy, printing; 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, 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" and furnishing a copy to CSM. © 2004 by Christian Stewardship Ministries.