



#8329 National
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#21969
Combined Fed-
eral Campaign

Glad Tithings

Our mission is to equip Christians worldwide to apply biblical principles of life and time management and personal organization, that they might become leaders in effecting cultural change.



Ken Smith, Director

CSM Calendar

**September
Formation of
LMS Classes**
Washington metro,
Virginia Tidewater,
Atlanta metro,
Pennsylvania, Arizona
and Traverse City, MI

**Sept. 18
CSM Annual Golf
Marathon**
Fairfax National Golf
Course
Fairfax, VA
6:30 a.m. - 2:00 p.m.



Ken Smith's Principles in Practice

A Secret to Personal Organization

There's a secret to getting and staying organized, and I want to share it with you. Probably the single most effective tool in my personal organization arsenal is my digital recorder.

Over 30 years ago I realized I would never be able to remember all the things that came to mind that were really important to retain. Twenty years of drinking had simply fried too many brain cells, significantly reducing what had been an excellent memory.

I began dealing with my memory limitation by putting a pen and pad by my bedside to record things that came to mind during the night. The problem was, my writing was generally illegible the next morning. And when we got married, Pat didn't appreciate my turning on the light in the middle of the night!

Discarding that idea, I purchased a recorder. In those days, recorders were large and bulky. They wouldn't fit in a pocket or even a briefcase, so I carried one around suspended from a leather strap. Technology improved; recorders got smaller and then moved from tape to digital form, making them easier to transport. Today I am even more dependant on my palm-size recorder than on my laptop computer and cell phone.

Using a Digital Recorder

So, if you wish to increase your productivity many-fold, purchase an inexpensive digital recorder. Once you do, the following suggestions will help you get the most out of it.

You must know *at the time you record something*, exactly when you will transfer that information to another medium. Unless you know in advance when you will be transferring the information, you will find yourself recording information that becomes obsolete before you recapture it. Most folks find a time certain each morning works best.

You need to devise a way to have the recorder with you all the time. You will seldom know in advance when you will next want to use it. Keep it in a pocket or a purse or even a belt holster.

Use the recorder to capture an idea, or a thought, a fact or something to do. Very short notations that will remind you of what you want to remember are all you need. A recorder can also capture such things as phone numbers and email addresses.

You can transfer the information to handwritten notes or to a document on your computer. While voice recognition technology may permit transfer electronically, in my opinion you'll be better off transferring it manually.

Transfer the data from your recorder daily. If you cannot discipline yourself to schedule a routine time to transfer the information, you are much better off without the recorder. Data will just pile up on it and become a source of great frustration.

Don't use the recorder to record lectures, conversations or speeches. While there may be a time and place to record such events,

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A Secret to Personal Organization (cont. from page 1)

using your recorder for this purpose will not help you become better organized.

Tracking Action Items at Meetings

When attending meetings, take handwritten notes, and then record in your own voice the essence of what you want to remember. Make your reminders to yourself action items (what to do and by when). Be sure to record your thoughts in timely fashion, ideally immediately following the meeting.

Since you will not be recording the meeting, take written notes, highlighting the things you need to do (action items). Go over your written notes as soon as possible following the meeting and record reminders for these action items. Then you can discard the written notes (or file them temporarily if that gives you greater security).

Over time, you will become adept at discretely making verbal notes during meetings directly on your recorder, eliminating the need to even take written notes. People will get used to your doing so, and, after the novelty of seeing you do that wears off, they will begin to marvel at how well organized you are. They will also learn that you will follow through on the things you put on your recorder. At first, you will be self conscious about using the recorder in front of others, but that, too, will pass with time.

Organizing Your Recorder

Most digital recorders now have several “folders.” Begin with Folder A. Once you capture the information from your recorder the next morning, move from Folder A to Folder B on the recorder, leaving Folder A intact. The next morning capture the information from Folder B and record that day in Folder C. On the third morning, capture the information from Folder C and record in Folder D. The fourth morning, transfer the information from Folder D, then clear Folder A and rerecord on Folder A. This process will give you the security of knowing that you have three days to go back to prior notes before deleting them.

Increasing Your Personal Organization

If you *really* want to get organized, schedule a time first thing each morning to write and reflect. In your journal, reconstruct the details of your previous day. Just move through the prior day chronologically, noting everything you thought, said or did.

The journaling process will help you remember many things you would otherwise forget, things you haven't put on your recorder or noted. During your journaling time, don't bother to DO anything regarding what you remember, just

continue to journal.

When you have completed your journaling, review your journal for action items. Record brief comments on the things you want to remember and then transfer those reminders to your “To Do List” or elsewhere. If you use word processing to journal, this system will work even better.

Achieving Organizational Success

Just following these simple suggestions guarantees that you will outperform 99.9 percent of the population. You will amaze your colleagues, family and friends with your fantastic memory and the incredible improvement in your personal organization. When you tell them your secret to success, they can do likewise. Through your example and the sharing of your secret, you can actually have a meaningful impact on the Kingdom.

Remember, the key to success in using a recorder is to know *at the time you place information on the recorder* when you will be transferring it to another medium. Disciplining yourself to clear your recorder routinely is critical to preventing frustration and to reaching your personal organization goals.

Ministry News

It's not too late to sign up for CSM's Annual Golf Marathon September 18. Golfers can win up to \$1 million for a hole in one. Don't miss out on this opportunity to have fun while raising funds for CSM.

At our June 10 golf reception, 12 golfers signed up for the Golf Marathon, giving us a total of 16 so far. Rod Nielsen won the putting contest at the reception and went home with a new Ping putter.

Right now is also a good time to register for a fall Life Management Study class. Classes are forming in September in more than a dozen locations. See the list in our LMS article on page 3. Some of these courses will be taught by new leaders trained at the July 11 LMS Leader's Training workshop.

Also, we are piloting our new LMS curriculum for high school students at three Virginia schools this Fall or Winter: Christ Chapel Academy in Woodbridge, Northern Virginia Christian Academy in Fairfax and Word of Life Christian Academy in Springfield.

We're excited that Nicole Fry has joined CSM as ministry assistant, succeeding Sheryl Kenoyer who has moved to

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CSM is a ministry dedicated to assisting Christian individuals, families, ministries, and Christian-owned businesses achieve their potential in the area of stewardship. CSM's National Board of Reference includes: Fred Barnes, Executive Editor of "The Weekly Standard;" Ron Blue, founder of Ronald Blue & Co; Dr. Bill Bright (1921-2003); Larry Burkett (1939-2003); Reid Carpenter, Pittsburgh Leadership Foundation; Howard Dayton, Co-founder, Crown Financial Ministries; Dr. Ted Engstrom (1916-2006); Roger Erickson, president, Christian Business Men's Committee International (retired); Dr. Harry Greene, president, Good News Jail & Prison Ministry; Rt. Rev. John Guernsey, Bishop of the Church of Uganda for Congregations in America; Rev. Richard C. Halverson (1916-1995); the Rt. Rev. Alden M. Hathaway, Bishop of Pittsburgh (retired); the Rt. Rev. John W. Howe, Bishop of Central Florida; Dr. Charles Hummel, Inter-University Christian Fellowship (retired); Bishop Harry Jackson, Hope Christian Church; Rev. John Jenkins, First Baptist Church of Glen Arden, Md.; Dr. Beverly LaHaye, founder/chairman, Concerned Women for America; Hon. Ed Meese III, former U.S. Attorney General; the Rt. Rev. Martyn Minns, Bishop of CANA, Janet Parshall, syndicated talk show host; and the Rt. Rev. Dr. John H. Rodgers, Jr., Dean, President, Trinity School for Ministry (retired). The Pastor's Board of Reference includes Pastor James Ahlemann, Pastor Larry Andes, Rev. George Beaven, Pastor Steve Brimmer, Rev. Warren Casiday; Rev. Wendel Cover; Pastor Amos Dodge, Rev. Paul Frey, Rev. David Glade, Pastor Tom Gulbranson, Rev. David Harper, Rev. Tom Herrick, Pastor John Hutchinson, Rev. Clancy Nixon, Pastor Vic Ransom, Pastor Bill Roberts, Pastor Dennis Rupert, Pastor Rob Seagars, Rev. John Speight, Rev. Tom Tarrants and Rev. John Yates. Serving on CSM's Board of Directors responsible for day-to-day ministry operation are Jim Cope, Rick Groux, Frank Lewark, Jack Maier, John Reyle and Ken Smith.

Ministry News *(cont'd. from pg. 2)*

South Carolina with her husband.

CSM is continuing to offer one-on-one assistance for those who want personal help in resolving budget or time management issues or who would like guidance in forming a board of accountability. These services are provided on an affordable sliding fee scale—in person, by telephone and by email. Please call if we can help you deal with money or time management issues. We'll provide confidential coaching and accountability.

Visit our website at www.csmin.org for more information on our 2009 Golf Marathon, LMS classes, past issues of *Glad Tithings*, materials and upcoming events.

LMS Fall Classes Forming

Have you been meaning to take the Life Management Study, but just haven't gotten around to it? Now is a good time. Christian Stewardship Ministries expects to form classes at up to 13 locations this fall—perhaps at a church near you.

LMS will help you set priorities, find time for what's really important and grow in your relationship with God as you learn more about His plan for your life. Participants meet with a trained leader for two-hour sessions over 12 weeks. The cost is \$95, which includes a student manual, workbook and a copy of Ken Smith's book *It's About Time!*

Classes scheduled for Virginia include Barcroft Bible Church in Fairfax, Bethel Temple in Hampton, Christ Chapel (Mountaintop) Church in Manassas, Christ Chapel in Woodbridge, Christ Church in Lorton, Christ the Redeemer in Centreville, South County Church in Fairfax Station, Truro Church in Fairfax and Word of Life in Springfield. Other locations include Grace Assemblies of God in Bel Air, Maryland, and sites to be determined in Atlanta, Georgia; Phoenix, Arizona; Traverse City, Michigan and Wellsboro, PA.

If none of these locations works for you, consider taking the LMS online with our Internet LMS program. Choose the time that's right for you, begin any time and study online 24/7. Register at ilms@csmin.org.

Joyful Dividends

From LMS Graduates

It was valuable for me to see the importance of spending daily quiet time with the Lord and to find out the ways to become free from over-commitment. The Lord has used this class to show me areas in my life that must change in order for me to fulfill the calling He has placed on my life. God bless you and thank you.

* * *

I want to tell you that your ministry is life-changing. For most of my life I have been a quitter when things became difficult. I have tried taking different courses and often find reasons not to complete them. Yours has been the first that I have committed to completing. I find it difficult to read and concentrate and never seem to finish books. I have not read a complete book in years! *Your* book I finished! I am learning that God is a god of order and that He truly desires to spend time with me! Thank you for helping me change my priorities!

* * *

I struggle with being punctual. When I plan my time backwards, I'm always amazed at how early I need to begin to get ready to be there on time. At our class I learned to plan to be there 15 minutes early, and when I do that I'm just on time, not 15 minutes early.

Play September 18 at the CSM Golf Marathon To Win \$1 Million



One blessed CSM golfer could win \$1,000,000 from this year's 9th annual Golf Marathon by sinking a hole in one on September 18. Players will also compete for great prizes if they can hit the cup with one stroke: a 2010 Toyota Highlander, \$1,000, a golf trip for two to Myrtle Beach and a complete set of Callaway irons. There are also special prizes for "longest drive" and "closest-to-the-pin" contests. Whether you win a top prize or not, you'll have a great time playing 50 holes of golf to benefit CSM at the Fairfax National Golf Club in Centreville, Virginia.

We still have room for more golfers, so if you're ready to take on the challenge, call 703-591-5000 right away to put your name on the list. Every golfer agrees to recruit supporters to pledge a specific donation or a per-hole amount for every hole they play. The day begins with breakfast at 6:30 a.m. Golfers travel the course in their own carts to play 50 holes before 1:00 p.m. using two balls for each hole. Along the way, players enjoy snacks and drinks, friendly banter and a lot of laughs. The finale is a great lunch featuring prizes and awards.

In addition, every CSM golfer will receive an attractive, high quality leather duffle bag emblazoned with the CSM insignia or golf apparel from Land's End, also featuring the CSM logo. Those who raise at least \$1,000 qualify for Ping golf equipment. Plus, the number one fund raiser gets a two-night weekend stay, with dinner, at the Fairview Marriott!

This is a great way to have a good time with fellow CSM supporters while raising funds to support the ministry. Call and reserve your place in the tournament today.

Nicole Fry—Seeking to Serve

New CSM ministry assistant Nicole Fry is sure that God led her to her new position helping Ken Smith with administrative duties at the Christian Stewardship Ministries office. As her son moves into high school, she said she was ready to move back into the workforce and was looking for “something that would keep me strong with the Lord.”

She particularly appreciates Ken’s genuine interest in helping those CSM serves and his willingness to extend himself on behalf of others. She says the personal environment of the CSM office fits well with her own desire to grow in her relationship with God. Even though she’s only been with the ministry a short time, Nicole is sold on the principle of accountability that Ken both preaches and practices. “The structure helps, especially the checklists to help you stay on task,” she says.

Recently Nicole says the Lord has been teaching her patience and the importance of waiting on him. “I tend to jump the gun,” she says, “but you block your blessings when you do that. It’s important to stay put and not rush things. God is showing me how to be more compassionate and understanding of the needs of others.”

Of her new job, Nicole says, “I’m excited, and I hope I can bring as much to CSM as the ministry will bring to me. It’s a wonderful experience, and I hope to be here a long time.”

Nicole and her family attend Word of Life church in Springfield, Virginia, and currently reside in Fairfax, Virginia.

Needs & Blessings

Do you have time to spare? CSM could use volunteers in the Fairfax, Virginia office. We’re looking for folks who can share administrative skills to help us with website maintenance, computer maintenance, meeting preparation, telephone answering, mailing preparation, errand running, volunteer coordination and proofreading. Email ken@csmin.org to let us know when you’re available and what you’d like to do to help.

Many thanks to CSM supporters who have assisted the ministry through their businesses, including:

Bruce W. Reyle & Company

Jim Ballenger, CPA

Smith and Pugh, PC, Attorneys at Law

Weickert Realtors (The Gaskins Team)

See our Advertisements Page for Additional Supporters

Give at the Office and Help CSM Mark 8329 for United Way, 21969 for Combined Federal Campaign

If you make charitable donations at work, you can designate CSM to receive all or part of your gift to the National Capital Area United Way or the Combined Federal Campaign. As these campaigns begin this fall, please consider taking advantage of this opportunity to support CSM’s work. Be part of our effort to expand across the nation and into Christian schools and colleges, assisting those we work with in putting their lives on track and their finances in order.

All you need to do is write Christian Stewardship Ministries’ number in the designation block. That’s 8329 for United Way or 21969 for the Combined Federal Campaign. You can write a check or choose regular payroll deductions to have your gift automatically donated from your paycheck. Your support is most welcome and deeply appreciated.

Thanks to CSM Golf Marathon Volunteers!

Many thanks to all those volunteering to help with CSM’s upcoming Golf Marathon on September 18 and those who have already committed to play. We deeply appreciate your help!

Golf Committee: Chet Arnold, Jr.; Dennis Egan, Jim Fields, Otto Guenther, Jack Maier, Jeff Oster and Ken Smith.

Golf Reception Volunteers: Shirin Chase, Dennis Egan, John Grimsley, Jeff Oster, Leticia Palacios and Bill Pile.

Golfers: Larry Andes; Chet Arnold, Jr.; Bob Belch; Jim Fields; Otto Guenther; Joceyln Hamilton; Steve Helms; Curt Marsh; Dean Merrill; Rod Nielsen; Charlie Pate; Vic Ransom; John Reyle; Will Putz; Scot Small; Pat Smith; Ernie Wakeham and Lenora Woods.



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