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# 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

**April 4**

**LMS Leader's  
Training Workshop**  
CSM Office in Fairfax, VA  
8:30 a.m. - 12:00 p.m.

**Early April  
Formation of**

**LMS Classes**  
Washington metro,  
Virginia Tidewater,  
Atlanta Metro,  
Pennsylvania, Arizona,  
other areas

**April 23**

**CSM Annual  
Fellowship Dinner**  
featuring Fred Barnes  
Fox TV political  
commentator,  
Sheraton Premiere Hotel,  
Tysons Corner, VA

**June 10**

**Golf Marathon  
Reception**  
Army Navy Country Club  
Fairfax, VA



## *Ken Smith's Principles in Practice*

### Managing Email

One of the challenges we all face is dealing with email. Instant communication can save time, but as we receive more and more email, we must find strategies to address them effectively without letting them eat up time we should devote to other things.

To begin with, take the time to learn the management features of the email program you use. Microsoft Outlook, for example, offers a number of features to help you manage your email.

Build a comprehensive address book—it will serve you well. It's worth taking a few moments to add new addresses when you receive them so you can access them quickly in the future.

The bane of everyone receiving email is, of course, spam. While there is no sure fire way of filtering everything that you don't want, there are many programs, including Outlook, that will filter the most obvious. Of course, the more intensive your filter, the more legitimate email you will miss.

#### Delegating

For those of you who receive more legitimate email than you have time to deal

with, there are several routes to take. You may be able to delegate your email to an assistant. He or she can delete, reply directly, or forward to you what you need to see. If you wish, you can even set it up so that their replies on your behalf (as well as the emails you initiate) show that they are coming directly from you.

Another option is to use email folders to either receive emails directly, or to store in-bound email. The greatest advantage to using folders is that you aren't faced continually with an in-box that is so daunting that you are discouraged. The greatest disadvantage is the "out of sight, out of mind" syndrome, where you just forget, or don't set aside the time necessary to deal with what is in the folders. You can also use folders to categorize email you want to retain.

However, storing or organizing email is not the greatest problem. Finding time to deal with it is. If you don't have an assistant or don't want to use one, you must determine how much time to devote to email and designate a time to handle it.

#### Setting Aside Time

Let's say you decide to spend an hour a day responding to email. You can plan to do that all at once, or you can divide it into two or

*(continued on page 2)*

### Circle April 23 on Your Calendar

Be sure to reserve Thursday, April 23, for CSM's Annual Fellowship Dinner. We'll begin with a reception at 5:30 p.m. followed by dinner at 6:25. You won't want to miss sharing a great evening of food and fellowship with CSM supporters and friends and hearing guest speaker Fox News political commentator Fred Barnes.

# Managing Email

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more email sessions. Let's say you decide to spend 30 minutes early in the work day, and 30 minutes in mid-afternoon.

Don't activate an audible announcement of incoming email or you're begging to be interrupted. Just go to your inbox at the appointed time(s) and scan what's there. You want to reply to the most time-critical during each of your allotted sessions. The rest will just have to wait. To keep the pressure from building, you may wish to send brief acknowledgments, with the realization you'll need to spend more time at another time.

Depending on your volume of email, you will probably need to designate particular days of the week to catch up on what you have not had time to deal with on a daily basis. Let's say that Tuesday and Friday mornings are a good time for that. Again, depending on volume, you might allot one hour on Tuesday mornings, and three hours on Friday mornings to catch up and clean out your in-box.

As you experiment with the amounts of time you will permit yourself to devote to email, you'll be able to refine your email schedule. You may find that two 30-minute segments per day are just not enough. Or that you need more time to play catch-up with the accumulation. Exercise discipline and restraint in the short run in order to get a clear picture of how much time you really need over the long run. It's easy to let email suck your time up despite your best efforts to resist it. So don't expose yourself to the temptation any more than you must until you've learned to control it.

One of the time traps out there is when you need to check your in-box to see if there is a response to something you are working on. So you open your in-box to see if it's there. It may or may not be, but while you're looking, you see two or three other things that it will just take a minute to reply to. A half hour later, you're wondering how you fell for it yet again. To avoid this, form the habit of not opening or viewing anything except what you are looking for. Get in and get out.

## Responding Appropriately

There is also the matter of email etiquette. One of the most impolite and offensive habits of some people is to "say" no by never replying to your email. Over time you realize that certain people are saying no when they don't reply, but in the meantime you are left wondering whether they received your email or whether they were offended by it. To maintain good relationships, always acknowledge receipt, and either say "no" directly, or let the other party know when they can expect a definite answer from you. You might also request in your emails

or replies to these etiquette-challenged people that they provide you with an answer. If that doesn't work, put "Please reply. Thanks" in your subject line.

Beware also of sending a bcc (blind carbon copy) to third persons. The appropriate time to use bcc is when you know the person you are emailing would not object, but the showing of a cc would be inappropriate or offensive. It is inappropriate to send a bcc when you know the person to whom you are emailing would object. Just assume the bcc will find its way to your email recipients, and if they would be offended, don't do it. Another appropriate use of bcc is to email to large groups of people without revealing their email addresses to the world.

One pitfall of email is in the retaining of the thread of prior emails. On the one hand, preserving the conversational history facilitates communication. I often am at a loss as to what a particular reply relates to when the person replying doesn't include the email to which they are replying. On the other hand, the history can be a pitfall, as when someone new is added to the thread, and sees that someone has referred to them negatively in a past email. The solution to this is to never say anything by email that would damage your relationships if it were to appear on the front page of your local newspaper. Reserve for private conversation or written correspondence those things better said through a medium other than email... and as a matter of course, avoid gossip or negative references to anyone.

## Putting Email in its Place

Email is a very convenient communication tool that some of us use hundreds of times a day. However, I am concerned that the technological advances we are experiencing today are forcing us to move at an exponentially accelerating pace, far faster than God ever intended.

Modern man has become an over-achieving, stressed-out, anxiety-ridden, sleep-deprived caricature of what God created us to be. We are paying the price through the deterioration of our culture. While it is impossible to not be impacted by the culture in which we live, we can at least recognize what is happening and slow its imposition on ourselves and our families.

Our objective should be to strive for under-commitment. Instead of striving to do more, purpose to do less. Get more sleep, spend more time with family and friends, have more time for yourself and most important spend more quality time with our Creator. Earn less, spend less, give more and begin to enjoy life as He intends.



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## Thanks to LMS Leaders!



Many thanks to all the leaders and co-leaders who volunteered their time to facilitate Life Management Study courses. For recent sessions, we are especially grateful for Kevin Abney, Anmary Alvarez,

Diane Bell, Ericka Brown, Chris Call, Andy Casper, Bart Fleming, Vern Mann, Shirley McChesney, Rob Seagears, John Speight and Dan Thompson.

We deeply value all our volunteers—and welcome more. If you're interested in assisting the ministry, please call 703-591-5000 to find out where we can put your time and talents to work.

## LMS –New Classes Forming This Spring

Now is the perfect time to sign up for spring Life Management Study classes as new sessions will begin in April. If you're an LMS graduate, please share your experience and encourage friends and neighbors to register and get their lives in order and maximize their time.

Another option for those who've benefited from the LMS is to sign up for leader training. We held a half-day training session for leaders on December 13, 2008. The next session for LMS facilitators will be held at the CSM office in Fairfax, Virginia, from 8:30 a.m. to 12:00 p.m. on Saturday, April 4. Call 703-591-5000 for more details.

Current LMS winter sessions are in progress at the following Virginia locations: Barcroft Bible Church in Fairfax led by Milt and Karen Clary; Bethel Temple in Hampton; CSM in Fairfax with Ken Smith and Selam Hailegiorgis; Christ Chapel Mountaintop in Haymarket with Pastor Rob Seagears; Christ Church in Fairfax Station with Loren Zimmer and Chuck Coffey; and Word of Life Church in Springfield with Pastor Dan Thompson and Pastor Wolde Fenta.

If there's no LMS class nearby, don't let that stop you. Sign up to take the course on line. When you register for the Internet LMS, you can begin any time and receive guidance from a trained facilitator at [ilms@csmmin.org](mailto:ilms@csmmin.org).

We're hoping to make online registration for the Spanish ILMS available very shortly. Once our website is updated to enable online participation in Spanish, we'll let you know.

## Ministry News

We're excited about the upcoming CSM Annual Fellowship Dinner scheduled for Thursday, April 23, at the Sheraton Premiere in Tysons Corner, Virginia, featuring political commentator Fred Barnes. We'll begin with a reception at 5:30 p.m. and share dinner together at 6:25 p.m. You can view the dinner invitation directly by clicking on the link on our website home page. Call the office today to order tickets and reserve your place.

As many of you know, Sheryl Kenoyer is moving to South Carolina where her husband has a new job. The CSM Board of Directors' has expressed its appreciation for the wonderful contribution Sheryl made to the ministry over the past two years. And we are hopeful she'll be able to continue to help us long distance.

We hope you've enjoyed our weekly email message called "God's Plan for Your Life." Our objective is to give you practical help with everyday time and life management issues. About 2,000 families are currently on the email list. If you're not receiving Ken's messages, please call the office, and we'll put you on the list. Also, we welcome feedback. Share your thoughts on our discussion forum at <http://blog.csmmin.org/>. There's a convenient link on each of the emails. In addition, you can receive *Glad Tithings* electronically—just email your request to [gladtithings@csmmin.org](mailto:gladtithings@csmmin.org).

The Life Management Study Curriculum for high school and college students is currently being piloted at Northern Virginia Christian Academy in Fairfax, Virginia. We're looking forward to having the new material for Washington-area Christian high schools by September.

If you'd like personal help, CSM can assist with guidance for boards of accountability and personal life coaching—available on a sliding fee scale, in person, by telephone and by email. We'd love to hear from you if you are interested in these services.

Currently in production—a training CD and promotional video explaining how to form a board of accountability. In addition, the ministry is developing the capability to conduct webinars.

Remember to check out CSM's website at [www.csmmin.org](http://www.csmmin.org). Each week, you'll find new items, including details on upcoming events like the fellowship dinner and LMS leaders training and materials available for purchase. Past issues of *Glad Tithings* are also available on the website.

## Jim Dempsey: Funding for the Future

Jim Dempsey got involved with Christian Stewardship Ministries to help the organization develop a strategic plan and seek funds for future expansion. Employed by Campus Crusade for Christ in fund development, Jim has brought a wealth of experience and creative ideas for growth to the ministry.

To better understand CSM's focus, Jim took the Life Management Study and learned directly how better structuring your time in line with your priorities can impact all areas of your life. "The class showed me how all the important aspects of life come together, and better managing your time can better your relationship with the Lord and improve your service for Him."

Learning to prioritize his time and finding strategies to address procrastination were particularly helpful, Jim found. He also gained a deeper understanding of the value of being on time, to avoid wasting other people's time

Jim is excited about the opportunities to grow CSM, both to leave a legacy and to reach the many Christians who need the practical guidance the ministry provides in time and life management, especially high school and college students. He is particularly interested in developing more leaders who have a heart for the ministry and expanding to additional areas in the U.S. and the world.

Jim and his wife Diane have two children and live in Fairfax, Virginia. They attend Knollwood Community Church in Burke.

## Joyful Dividends

*From a former LMS student*

I appreciated the theme, sprinkled throughout the book and the materials, that God has a plan for my life. It's an important task to spend enough time with Him so that I can align myself with His plan. This is really true, really important, and not something you read in secular self-help books. Another benefit I got from the course: I was impressed enough with the book to want my father to read it, and we have been spending time together weekly reading through a chapter a week and then discussing it. The book has been a blessing to both my father and me.

*From a reader of the weekly e-mails "God's Plan For Your Life"*

I just wanted to drop a line to thank you for the weekly e-mails. I am a praise and worship minister of an international praise and worship ministry. Recently we went through an internal bump in our ministry, and as a leader, I was becoming a little discouraged. I began to read your

devotionals (don't know how you got my address but God does). They encouraged me greatly and helped me to fight the good fight under the banner of an awesome God. Keep up the great work. I hope that God will cross our paths in the near future.

*From a Peruvian reader of the Spanish version of It's About Time! (translated)*

I am a wife, mother and the eldest of three sisters. My mother is widowed and does not yet receive my father's retirement pension [so please include information on money management in your next book].

I loved [this book]. I've never finished reading a whole book. I'm 33 years old and just met God after my husband prayed for my conversion for one year. Your book just fell into my hands by chance. I started to read it on my way to work, which takes at least 1.5 hours each way. I got hooked. And I started to understand many things I knew but wasn't very clear on.

I have bought my first pocket calendar for 2009. I organize my day, carrying out that which God has set forth, and I feel like my life has a purpose. I now have more time and even have some time left over.

Incredible! Unbelievable! Thank you!

## Needs & Blessings

If you have spare time and administrative skills, CSM could use your help as a volunteer in our Fairfax, Virginia, office. We're looking for some extra help proofing our website for changes and revisions, filing, answering the phone, packing materials for events, emailing, word processing, organizing and assembling our photo albums and assisting with mailings—especially for our upcoming fellowship dinner. Email [ken@csm.org](mailto:ken@csm.org) to let us know when you're available and what you'd like to do to help.

### Many thanks to

- ◆ Jean-Luc Lezeau for donating a laptop computer,
- ◆ Will Putz for calling our LMS graduates, and
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  - Bruce W. Reyle & Company
  - Conflict Resolution and Conciliation Services
  - Fleming Communications
  - Master Courier Service, Inc.
  - The Shepherd's Guide
  - Smith and Pugh, PC, Attorneys at Law

CSM is in need of a laser printer. If you have a new or used but in good condition printer that you would be willing to donate, please call us at 703-591-5000.

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