

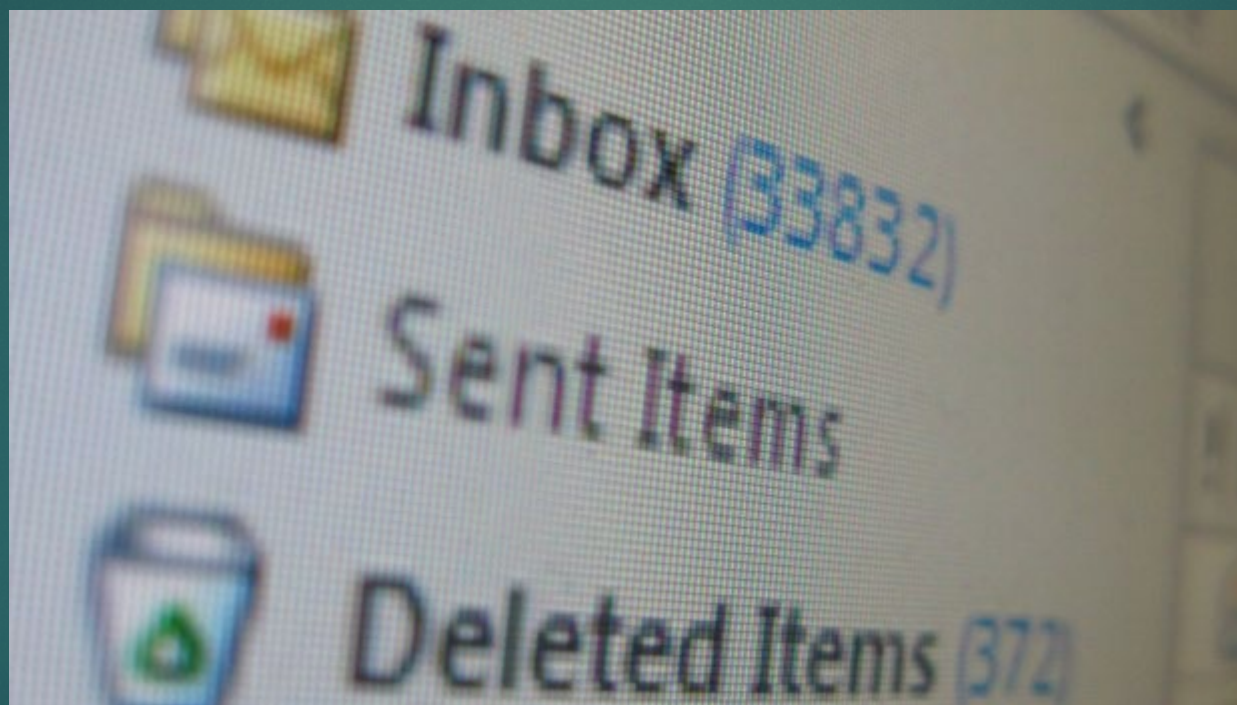


How to Be Overloaded and Overwhelmed

DR. SEAN BEAVERS – ONLINE DEAN, SCHOOL OF MUSIC

Please Write An Answer to the Following Question

- ▶ What is one reason a Liberty University faculty member may feel overloaded and overwhelmed?







How to Be Overloaded

- ▶ Liberty University Context:
 - ▶ Rapid Growth
 - ▶ Jobs Keep Changing
 - ▶ Many Faculty Teaching Overloads
- ▶ Modern Society in General:
 - ▶ Rapid Growth of Technology
 - ▶ Jobs Keep Changing
 - ▶ Many People Working Overtime
 - ▶ There is Always More that Can Be Done
 - ▶ Work No Longer Has Clear Boundaries
 - ▶ Old Models and Habits are Insufficient

How to Be Overwhelmed

- ▶ Seemingly insurmountable dissonance between ideals and reality.
- ▶ Belief that I must do more than I can do.
- ▶ Trying to do too many things at the same time.
- ▶ FOMO

Dream Job

- ▶ Can Make \$10 Million Dollars in the Next Year
- ▶ Completely Ethical and Aligned with What You are Passionate About Doing
- ▶ One Catch: You have to work 24 hours a day every day for the next year.

Key Question #1

- ▶ What Does God Say About Work?

Biblical Perspective on Work

- ▶ Diligent hands will rule but laziness ends in slave labor.
(Proverbs 12:24)

Biblical Perspective on Work

- ▶ Whatever you do, work at it with all your heart, as working for the Lord, not for human masters. (Col. 3:23)

Biblical Worldview on Rest

- ▶ Remember the Sabbath day, to keep it holy. Six days you shall labor, and do all your work, but the seventh day is a Sabbath to the Lord your God. On it you shall not do any work. (Exodus 20:8-10a)

Biblical Worldview on Rest

- ▶ Don't wear yourself out to get rich; have the wisdom to show restraint. (Prov. 23:4)

Biblical Worldview on Rest

- ▶ Take my yoke upon you, and learn from me, for I am gentle and lowly in heart, and you will find rest for your souls. For my yoke is easy, and my burden is light. Matthew 11:29-30

Action Item Ideas #1

- ▶ Prayer and Bible Study – 30 minutes per day
- ▶ Sabbath rest – 24 hours per week
- ▶ Eat – 3 Meals per day
- ▶ Sleep - 7+ hours per day
- ▶ Relax – 1 hour per day
- ▶ Exercise - 30 minutes per day

Action Item #1: Top Recommendation

- ▶ Sabbath rest – 24 hours per week

Key Question # 2

- ▶ What does God want you to do with your life?

70th Birthday

- ▶ What Do You Want to Be True About You on Your 70th Birthday?

Action Item Ideas #2

- ▶ Schedule 1 hour to think about your purpose and goals.
- ▶ Schedule a Quarterly-Offsite

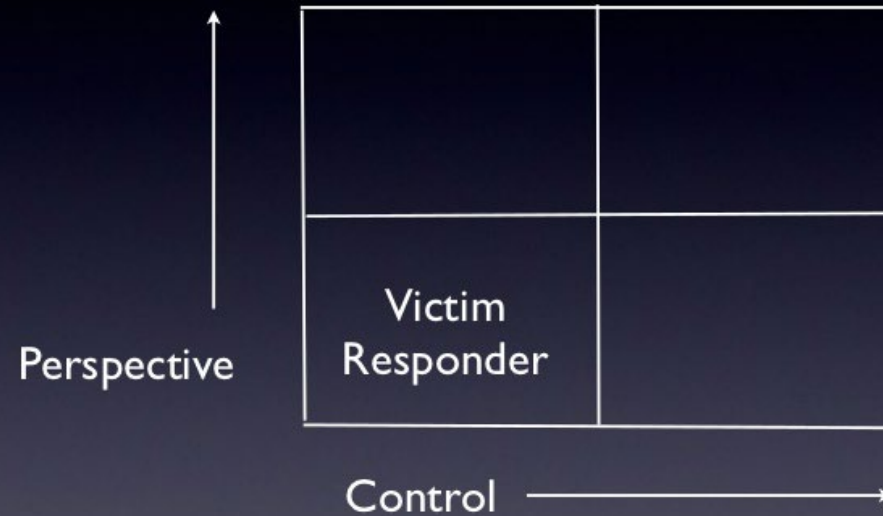
Action Item #2: Top Recommendation:

- ▶ Schedule a Quarterly-Offsite

Yes, But...

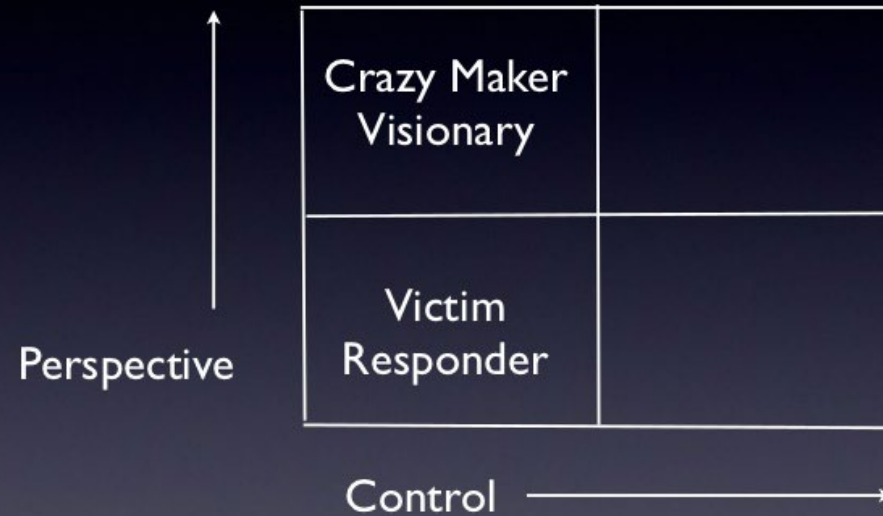
- ▶ What should I be doing right now?

The Matrix of Self-Management



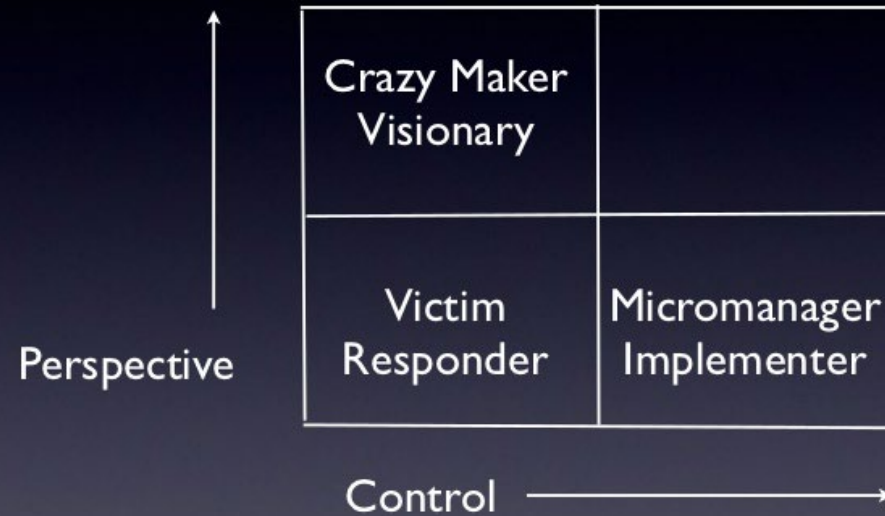
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The Matrix of Self-Management



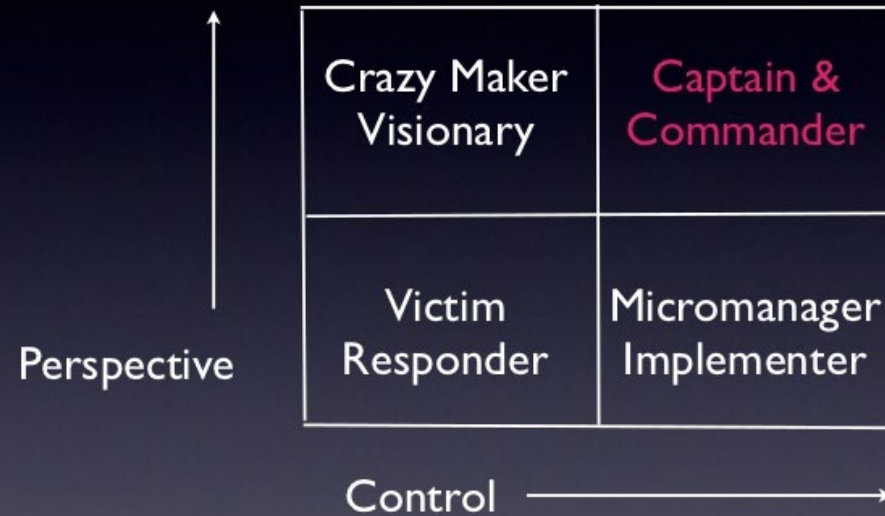
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The Matrix of Self-Management



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Process

- ▶ Eliminate
- ▶ Automate
- ▶ Delegate
- ▶ Do (2-minute rule)
- ▶ Defer

Deferred Items

- ▶ What is the next action?
- ▶ Where do you track it?
- ▶ When do you come back to it?

Resources

- ▶ Email sbeavers@liberty.edu.
- ▶ Subject line: Workshop
- ▶ YouTube channel: Work with All Your Heart
<https://www.youtube.com/channel/UCjahU2Ma56QBeNSmjMU2cnw/>

7 Big Mistakes

- ▶ Manage Time
- ▶ Embrace Multi-tasking
- ▶ Track Obsessively
- ▶ Ignore Disorder
- ▶ Expand Access
- ▶ Respond Constantly
- ▶ Switch Technologies Frequently

Action Item Ideas #3:

- ▶ Weekly Review
- ▶ Block Focus Time on your Calendar
- ▶ Organize your Task List
- ▶ Plan Ahead on your Calendar
- ▶ Work Shutdown
- ▶ Use the Two-Minute Rule

Action Item #3: Top Recommendation

▶ Weekly Review

Questions

- ▶ What are your questions?