

Pastor Charisma K. Adams

FAITH, FAMILY & FULL PLATES

Strategies to effectively manage faith, family and full plates for Pastors, Entrepreneurs & Community Leaders.

Hi, I'm Charisma.

A Wife, Mother, GiGi,
Pastor, Business Owner,
& Community Connector.

"It is my nourishment to **do the will** of Him that sent me and to **finish His work.**" - John 4:34





Faith, Family & Full Plates

01. ROLES

02. GOALS

03. TIME

04. TOOLS

05. TALK

ROLES

Balance is NOT the goal for my life.
Why?

Balance (n) noun:

1. An **EVEN** distribution of weight.
 2. A condition in which different elements are **EQUAL**.
-

ROLES

The goal is ATTUNEMENT

to bring into **one accord**, harmony, and create synergistic relationships between the parts; that feeling of being "at one" with each other,

The Greek word for One Accord is Homothumadon. **"homo" meaning "the same" and "thumos" which means "passion."**

This simply means everything on my plate has the same "WHY". The passion to bring glory and honor to God. the passion to see people won for Christ and the passion to serve this world with my gifts.

There may be differences in the "what" and the "how" but never the "why".

ROLES

Most Important Strategy is **Prioritization**

Prioritization (n) noun:

1. the action or process of **deciding** the importance or urgency of a thing

Prioritization allows me to:

1. Keep the main thing the main thing.
 2. Command my day instead of being controlled by it.
 3. Be fully present and engaged in each encounter.
-



Personal productivity depends on proper prioritization utilizing a schedule and is based on **clear goals** which are dependent on **clear roles**.

ROLES

Where has God placed me?

Identifying the God things helps you to respond to the good things.

01.

FAMILY ROLES

02.

FAITH ROLES

03.

PROFESSIONAL ROLES

04.

CIVIC ROLES

05.

SERVICE ROLES

06.

MISC. ROLES



“Putting first things first means organizing and executing around your most important priorities. It is **living and being driven by** the principles you value most, not by the agendas and forces surrounding you.” - Steven Covey

ROLES Ask yourself... "What are the principles I value the most?"

What are the principles that govern my life?

Identify your Principles



- Who you are
- What you have
- How you serve/give
- How you live/behave

Charisma's Principles:

- *Be the Light*
- *Live Inside Out*
- *Faithful Stewardship*
- *Generosity*
- *Humility*
- *Self Control*

How do I live out my principles?

Establish Your Core Values



Charisma's Core Values:

- *Lead myself diligently*
- *Shepherd my children intentionally*
- *Invest in my marriage regularly*
- *Resource the church effectively*
- *Impact the community strategically*

GOALS

- Keep your goals few in number (5-7 max)
- Set SMART goals (Specific, Measurable, Actionable, Realistic, Time-Bound)
- Write them down (80% higher success rate)
- Review them frequently
- Select an accountability partner



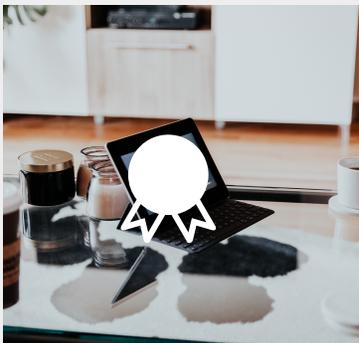
PERSONAL GOALS

Goals that are focused on my personal growth and development



FAMILY GOALS

Goals that are focused on the needs of my family and building stronger bonds



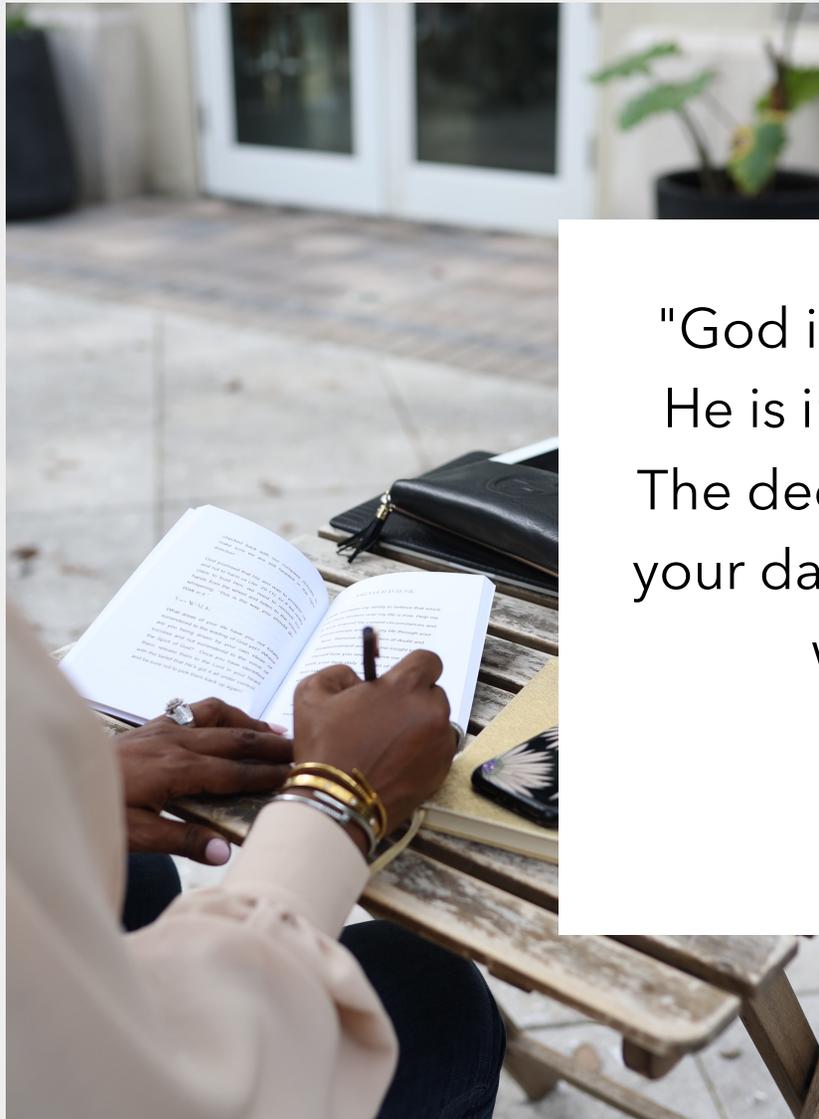
FAITH GOALS

Goals that are focused on using my spiritual gifts to serve the community and advance the mission of the Kingdom



STRATEGIC GOALS

Goals that are focused on expanding my network and reach in order to have greater impact

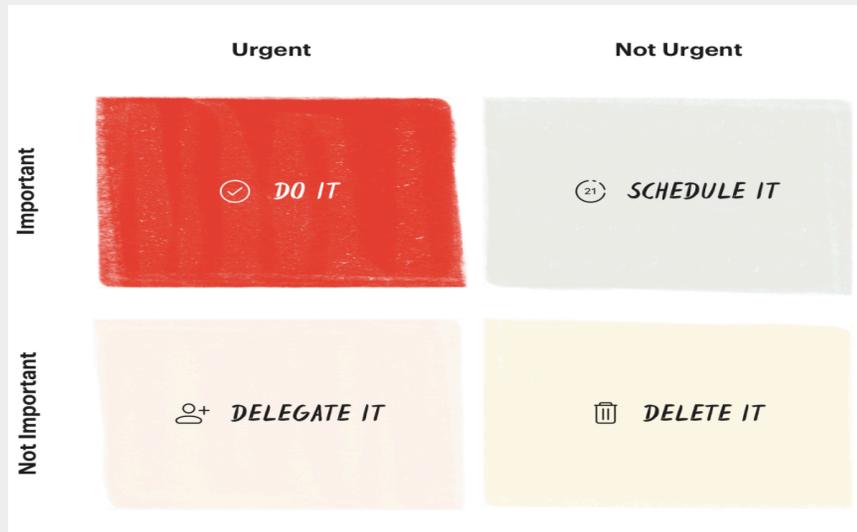


"God isn't interested in your ability.
He is interested in your availability.
The decision about how you arrange
your days is the holiest endeavor you
will put your hands to."

Charisma K. Adams

TIME

Your schedule is far less about what you want to get done and more about who you want to become.



PLAN YOUR TIME

- Start with 30k View
- Include specific actions monthly, weekly and daily
- Color code
- Build in Margin

PROTECT YOUR TIME

- Fill your calendar
- Build in buffers
- Ignore interruptions

PRIORITIZE YOUR TIME

- Avoid the Urgency Trap. Use Eisenhower matrix
- Use the Five Choices
- Establish Hard Edges in your Day
- Pulse & Pause

TOOLS

“The Hue is a Mental Cue”

What would your calendar look like if God were really in charge of it?

Mon 16	Tue 17	Wed 18	Thu 19	Fri 20
Follow-up day	GSD day	Meeting day	Prioritization day	Planning day
Breakfast Reading time 📖 7 – 8am	Breakfast Reading time 📖 7 – 8am	Breakfast Reading time 📖 7 – 8am	Breakfast Reading time 📖 7 – 8am	Breakfast Reading time 📖 7 – 8am
Travel Commute Exercise 🚶 8 – 9am	Travel Commute Exercise 🚶 8 – 9am	Travel Commute Exercise 🚶 8 – 9am	Travel Commute Exercise 🚶 8 – 9am	Travel Commute Exercise 🚶 8 – 9am
Emails Follow-ups 📧 9 – 11am	Work GSD block Growth things 📝 9 – 10:30am	Weekly team meeting: Theme 2 9 – 10am	Personal GSD block 🗓️ 9 – 10am	Block for small tasks 🖋️ 9 – 11am
Calls 📞 11am – 12pm	Work GSD Block Team things 10:30am – 12pm	Walk Coffee break, 10am	Top-priority tasks 🔥 10am – 12pm	Reflect on this week 🤔 11am – 12pm
Lunch break Relax 🍴 12 – 1pm	Lunch break Relax 🍴 12 – 1pm	Lunch break Relax 🍴 12 – 1pm	Lunch break Relax 🍴 12 – 1pm	Lunch break Relax 🍴 12 – 1pm
Calls 📞 1 – 2pm	Work GSD block Management things 💪 1 – 2:30pm	Weekly team meeting: Theme 2 1 – 2pm	Easy tasks ✨ 1 – 2:30pm	Prep for next week 📅 1 – 3pm
Walk Coffee break ☕, 2pm	Wild card Free block 🎯 2:30 – 4:30pm	Offsite meeting 🌐 2 – 4:30pm	Wild card Free block 🎯 2:30 – 4:30pm	Celebrate EOW 🎉 3 – 4:30pm
Block for tasks you don't want to do 🤖 2:30 – 4:30pm				
Wrap up 📦, 4:30pm	Wrap up 📦, 4:30pm	Wrap up 📦, 4:30pm	Wrap up 📦, 4:30pm	Wrap up 📦, 4:30pm

TIME

Only add more to your plate on your terms.

What are your T.E.R.M.S.?

T = Time

E = Energy

R = Relationships

M = Money

S = Sanity

TOOLS

MANAGE YOUR TIME

- Calendar - Color Code
- Calendly
- Acuity
- Project Management (SYNC)

SCHEDULE YOUR TO-DO'S

- Physical Notebook
- Trello
- Todoist
- Asana
- Google/Microsoft To-Do List
- Remember the Milk

A



B

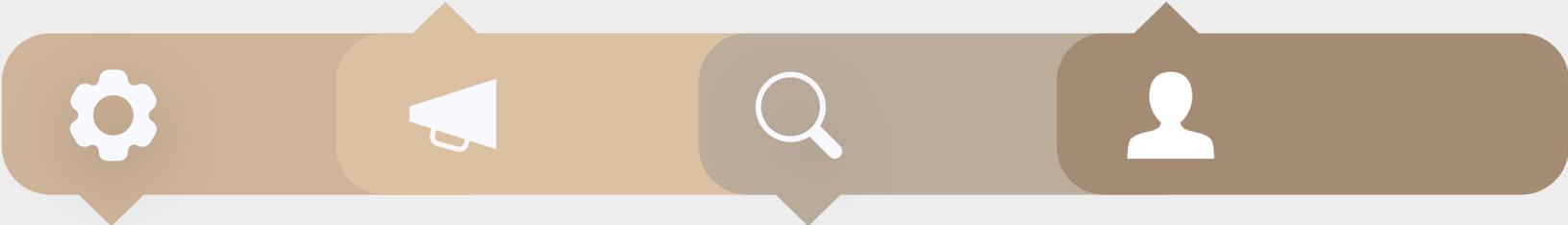
TRACK YOUR THOUGHTS

- Physical Notebook
- Evernote
- iPhone Notes
- Microsoft OneNote
- Google Drive (Dictation)

TALK

ROLES

GOALS



TIME

TOOLS

How can we stay connected?

WEB:

bycharisma.com

faithandflyness.com

articulatecg.com

SOCIAL MEDIA:

@bycharismaadams

@faithadnflyness



Spiritual Growth Tools to
Flourish in Faith so you can
live Happy, Healed &
Whole
