

Team Building and Time Management

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“A big Battle!” True Father

- “When you are in a big battle, you need a good plan. But more important you need to know how to take action in the battle. First of all, centering on the leader, you choose a few members, training them to have determination, to share a common life-and-death destiny toward one goal, pledging to each other that once you start you will not retreat. The leader should try to become responsible and the member should try to be helpful. This kind of church center will automatically progress.” True Father

[Ministry And The Life Of A Minister 3 - The Way Of The Spiritual Leader 1 - Sun Myung Moon](#)

- ... The Way Of The Spiritual Leader by Rev. Sun Myung Moon
Section 5. Ministry And The Life Of A Minister (Part 3) published 1998
- URL: <http://www.tparents.org/Moon-Books/Wsl1/Wsl1-2-5c.htm>

Heb. 10:25 *“Let us not give up the habit of meeting together ... but let us encourage one another.”*

- Eccl. 4:9-12 (GN) *“Two are better off than one, because together they can work more effectively. If one of them falls down, the other can help him up. But if someone is alone and falls, it’s just too bad, because there is no one to help him. Two men can resist an attack that would defeat one man alone. A rope of three cords is hard to break.”*

Model the way in the team

- Modelling means being prepared to go first, living the behaviours you want others to
- adopt things first before asking others to adopt them.
- People will believe not what they hear leaders say, but what they see their leaders consistently do.
- Great leaders should serve as an example to others:
- • ***Set an example for others by behaving in ways that are consistent with your***
- *“stated values”*
- • ***Plan small wins that promote consistent progress and build***

Encourage the Heart of the team

- Kouzes and Posner established that people act best of all when they are passionate about what they're doing.
 - Leaders unleash the enthusiasm of their followers with stories and passions of their own. They enjoy celebrating successes –even small ones
 - will tend to tackle difficult projects through recognising others' contributions.
 - ***They recognise individual contributions to the success of every project***
 - ***Celebrate team accomplishments regularly***
- http://www.managementcentre.co.uk/knowledge_base.php

Definition of a team

(DEVELOPING A STAFF TEAM

Leadership Lifter

Rick Warren)

<http://www.saddlebackresources.com/en-US/Home.htm>

- What is it that makes a team? Two things.
- Definition of a team: Two or more people with two things:
 - 1. A common goal
 - 2. Communication
- Those are the two essentials for a team. People working on the same project but not communicating with each other are not a team. They're working on the same project but they're not a team unless they're communicating. You have to have both of these things. A common goal and communication.

The Human Side of Enterprise by Douglas MacGregor.

http://en.wikipedia.org/wiki/Douglas_McGregor

- A good team is comfortable, relaxed and informal in their atmosphere.
- Everyone participates in discussions.
- The task is well defined and accepted by team members.
- Members really listen to each other.
- The team is not threatened by disagreement.

The working of a team

- decisions are reached by consensus
- You don't vote on things, you just generally agree.
- The problem is, every time you vote, someone loses. And if you vote on everything, pretty soon you've got a church full of losers. Every time you take a vote you pit people against people and the church is not a business. It is a body. It's a family and it's to be built on relationships. We don't vote in our family. We basically decide by consensus.
- Perhaps the only vote necessary in on the budget!

Mistrust creates stagnation. What builds trust?

- 1. Consistency. People must learn to trust you. The Bible says, *“A faithful man is hard to find.”* Proverbs 20:6 The more we spend time together and the longer we work together the more we are able to read each other and the more consistent we are because we know how people are going to respond.
- 2. Standing with your staff when they take the heat.
- 3. What is the proof of trust? The proof of trust is when you delegate.
- 4. dedication - tempered by the ability to relax.

Working together

- 1. Allow flexible schedules
- 2. Work smarter not harder-Ecclesiastics 10:10 *“If the axe is dull and its edge unsharpened, more strength is needed but skill will bring success.”*
- 3. Try out new ideas-be creative
- 4. long term results, not short term, instant results
- 5. Make your work fun-enjoy your mission
- 6. Manage and learn from mistakes

The use of reports and KPI's in the team

- Hebrews 10:25 *“Let us not give up meeting together as some are in the habit of doing but let us encourage one another.”*
- Weekly report suggestions
- 1. I have made progress in the following areas
- 2. I am having difficulty in the following areas
- 3. I need a decision from you on.....
- 4. Praise reports and Prayer reports.” (those who are doing well and those in need of spiritual support)

Time Management



Importance of Time

		URGENCY	
		High	Low
IMPORTANCE	High	1 Urgent and important Do it now	2 Important not urgent Decide when to do it
	Low	4 Urgent not important Delegate it	3 Not important not urgent Dump it

The situation!

THE TIME MANAGEMENT MATRIX

	Urgent	Not Urgent
Important	I ACTIVITIES: Crisis Pressing problems Deadline-driven projects	II ACTIVITIES: Prevention Relationship building Recognizing new opportunities Planning, recreation
Not Important	III ACTIVITIES: Interruptions, some calls Some mail, some reports Some meetings Proximate, Pressing matters Popular activities	IV ACTIVITIES: Trivia, busy work Some mail Some phone calls Time wasters Pleasant activities

(The 7 Habits, p. 151)

Where does the time go?

SAMPLE WEEKLY TIME LOG FOR A MANAGEMENT CONSULTANT									
Category	Time allocation percentage / hours per week	Actual time spent in hours							Total percentage / hours per week
		M	Tu	W	Th	F	S	S	
Growth and improvement, project methodology, project management	10% / 4 hours						1		2.5% / 1
People (up and across)	5% / 2 hours	0.5		1		0.5			5% / 2
People (down)	5% / 2 hours	0.5	1			0.5			5% / 2
Sales support	15% / 6 hours	1	2	2		1			15% / 6
Consulting delivery and client management	60% / 24 hours	3	4	5	7	4			57.5% / 23
Administration	5% / 2 hours	3	1		1	1			15% / 6
Total	100% / 40 hours	8	8	8	8	7	1		100% / 40
Where does the time go? For this consultant, administrative tasks are cutting into the time available for growth and improvement.									

Points to remember

- * Goal setting, what you want from life
 - * Planning out your goals in life
 - * Setting priority, prioritizing with what comes first
 - * Making decisions about important choices
 - * Scheduling what is going to be worked on and in what order

Your plan!

- When you think about time management, it pertains to making sure that you get things accomplished in a time limit.
- You want to have something completed so that you can move on to something else- another **productive** task.
- Carefully plan what is going to be the best for you and what you need to have done.
- Selecting the tasks and chores that are going to rank higher in your mind is of great importance.
- You have to figure out what is going to be the main objective of your life and how exactly to get there.

True Father

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- When we think that God's side confronts Satan's side, you cannot contend against Satan's side by yourself because they are too powerful. You cannot do by yourself. Never. You need a person who has same mind as yours. So, you need somebody. Your absolute trust in him has to be greater than the trust you have in your parents, in your brothers, in you friends, or in your teachers. In order to build such relationship, you should talk all-night and overcome difficulties together. If you and he are determined to work together facing difficulties, you can have the best spirit of unity, which is incomparable. (20-151)