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| DECISION MAKING CLASSCHOICES AND COMMITMENTSession 1 Introduction And OverviewSession 2 Foundation For DecisionsSession 3 Define The ProblemSession 4 Investigate The OptionsSession 5 What Are My PrioritiesSession 6 Secrets To Success In Decision  MakingSession 7 Realistic Goal SettingSession 8 God’s Will in Decision MakingSession 9 ProcrastinationSession 10 Crisis ManagementSession 11 Review |

**Introduction & Overview**

Spend time getting to know each student. Ask each one to share something about themselves.

Why do you think we are going to take 11 lessons for a decision-making class?

Why is decision making so important? We make multiple decisions every day and we will be making decisions until God decides to take us home.

Has anybody make any bad decisions?

What are some of the reasons we make bad decisions?

What are some reasons we make good decisions?

What would you classify as a good decision?

What would you classify as a bad decision?

What process do you use making decisions?

What decisions are you facing now?

Review schedule.

Study guide for the class.

The five steps of decision making.

Decision Making Class

Or

# “How to Make Good Decisions God’s Way”

A real decision involves two things:

 and .

## Five Steps of Decision Making

1. Define the Problem (What is the question?)
2. Investigate the Options (Open your eyes)
3. Evaluate the Outcomes

1. Count the cost
2. Evaluate the type of wisdom (worldly vs. godly)
3. Check it out with your priorities
4. Commit Wholeheartedly (Get serious)
5. Act Accordingly (Get on with it)

**Who are good decision makers?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOOD** Decision Makers |  | **POOR** Decision Makers |  | **NO**Decision Makers |
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Lesson #3 “Choices and Commitment”

Handout: Five steps of Decision Making

Introduction: Welcome to Decision Making Class. In this class we will be discussing a skill called decision making. This skill, or lack of this skill, is very important in whether a person succeeds or continually goes around in circles in life. We believe people are not born decision makers, but it is a skill that can be taught and can be learned, and those persons who make it their business to become good at decision making reap the benefits through every phase of life.

Discussion: What is your definition of a good decision? (While participants give answers, write answers on the board. Make sure that the issues of choice and commitment are mentioned, and if not, add those to the list.)

A decision maker is made, not born, so we are interested in what a good decision maker looks like and what a poor decision maker looks like. (Write on the board three columns – “good”, “poor”, “no” – leaving space for descriptions beneath each one. Instructor lists answers in appropriate columns if possible.

|  |  |  |
| --- | --- | --- |
| GOOD | POOR | NO |
| CommittedPositiveFollows stepsListensTakes timeDirection | ImpulsiveStubbornNo goalsOption blindnessUnconcerned | ProcrastinateIndecisiveLazyNo skillSelf eraserDenialFearful |

Impulsive – decisions are made before proper information has been gained or planning made, and usually results in a lack of commitment.

Procrastinates – person puts off decision until there is no need to make one, consequently, there is no decision. Someone who procrastinates makes excuses. For example, I knew someone who needed to apply for disability benefits. Each day she had a “reason” for not going. I call this an excuse. One day she broke a shoe lace and didn’t have any more, another day it was raining and she didn’t want to get out in the rain, another day she didn’t feel good. Each day she would come up with an excuse.

We need to investigate why we procrastinate and seek help of needed. Many times procrastination is related to FEAR or NOT LIKING THE TASK. We need to follow the steps of decision making and “just get on with it”.

Option blindness – this person doesn’t see other options or choices. I see option blindness as “tunnel vision”. Someone with tunnel vision can only see what is right in front of them. They cannot see anything out to the sides. (I cup my hands around the sides of my eyes to demonstrate this.) Someone with option blindness can only see one or two options. They are blind to any other options. For example, someone might say, “I’m evicted from my apartment and my only option is to go to City Union Mission”. NO, that’s not the only choice, but it may be the only CHOICE THAT’S CHOSEN. God has created us all to be choice makers. In order to overcome option blindness, we can refer to the steps of decision making (worksheet “Choices and Commitment”) where we must “OPEN OUR EYES”. The Bible tells us to seek wise counsel and we need to do this when we realize we have option blindness. Give a personal example. The example I gave was when I had a problem at work and I could only think of two solutions, and I didn’t like either solution. I went to my boss and she came up with three or four options and I ended up choosing one of them. Because of my own option blindness, I followed the steps for decision making and opened my eyes when looking at my options.

Self eraser- liken this to an eraser on a pencil. Person sees themselves as a mistake, cannot make decisions on their own, so depends on another or feels so inadequate that they are dependent on another for approval, and in an effort to please others, does what the other person wants. An example: a person is with a group of friends and the are deciding how to spend the evening, Some suggest going for pizza or out bowling. The self-eraser when asked their opinion will say, “I don’t care, whatever you all want to do is fine” when in fact, this person may be thinking that a movie would be nice. Or, the lady who let her children decide which house to move to and ended up without a stove or refrigerator in the house. Many times it takes counseling and healing from the Lord to over-come this. Often times the self-eraser grew up being told that they could never do anything right. “God don’t make no junk” is a true saying. He created us and we can make decisions.

(The above can include some role playing and some animation as well as some personal testimony.)

Distribute worksheet “Choices and Commitment”

Notice the title of this page, “Choices and Commitment”. Those are the two words that you will hear over and over in this class. A good decision includes choices and commitment. Without either one there truly is no decision made.

Here we have five steps. Most of us like steps. These five steps are al done in order, one following the next. Doing them out of order results in chaos. Today we will deal with step one.

Step number 1 – Define the problem – What is the question? If you don’t have the right question, you’re not going to have the right answer. Let me give you a brain teaser. I am told by my boss that I need to be at work on time. It takes me 17 minutes to get to work. I walk out of my house 19 minutes before the time for me to be at work and see that my tire is flat. I want each of you to write down on your piece of paper, so that others can’t see, define my problem. What is the question?

(Receive as many answers as class is willing to share before identifying the correct answer. Usually someone will want to fix the tire, some else will want to find the jack. The right question is “How do I get to work on time?” And, point out that if I spend my time asking the wrong questions, I will not solve the problem. I conclude by saying, “Asking the right question allowed me to get a ride with my husband who was driving out of the drive at the same time. Come back later that day and fix the tire.”

Let’s begin today then with Step 1 – Defining the problem. Would someone care to share a problem that you have right now and let us determine that is the question. (At this point I try to get a problem that is fairly universal in the room, like “Where do I move from the shelter?”)

If housing is the problem, what is the question? Some sample questions that might be suggested include: What apartments are available? Will my family take me in? Is there another shelter that’s better? Should I go to Arizona? One of the ways I know I’m not asking the right question is if I do not have enough information to answer the question. “What apartment is available?” is not the right question because I don’t know where I’m getting the money for that apartment. The basic question then, in this case is “Where do I get the money?” Look for the basic questions. “What do I want out of life?” is a decision to be made before making a decision just to run to another town.

Conclusion: Go around the room and have each one state one important idea from today’s lesson without repeating anything that someone else has said. Always conclude every class with the main point you want them to take with them. I would chose from the following list: Decision making is a skill. Decisions are about choices and commitment. If you are going to make a good decision, you have to ask yourself the right question.

Additions to Lesson 3

Procrastinates (additions) – Someone who procrastinates makes excuses. For example, I knew someone who needed to apply for disability benefits. Each day she had a “reason” for not going. I call this an excuse. One day she broke a shoe lace and didn’t have any more, another day it was raining and she didn’t want to get out in the rain, another day she didn’t feel good. Each day she would come up with an excuse. We need to investigate why we procrastinate and seek help of needed. Many times procrastination is related to FEAR or NOT LIKING THE TASK. We need to follow the steps of decision making and “just et on with it”.

Option Blindness - I see option blindness as “tunnel vision”. Someone with tunnel vision can only see what is right in front of them. They cannot see anything out to the sides. (I cup my hands around the sides of my eyes to demonstrate this.) Someone with option blindness can only see one or two options. They are blind to any other options. For example, someone might say, “I’m evicted from my apartment and my only option is to go to City Union Mission”. NO, that’s not the only choice, but it may be the only CHOICE THAT’S CHOSEN. God has created us all to be choice makers. In order to overcome option blindness, we can refer to the steps of decision making (worksheet “Choices and Commitment”) where we must “OPEN OUR EYES”. The Bible tells us to seek wise counsel and we need to do this when we realize we have option blindness. Give a personal example. The example I gave was when I had a problem at work and I could only think of two solutions, and I didn’t like either solution. I went to my boss and she came up with three or four options and I ended up choosing one of them. Because of my own option blindness, I followed the steps for decision making and opened my eyes when looking at my options.

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Lesson 4 Investigate the Options

Introduction: Review. What kind of people makes poor decisions? What kind of people make no decisions at all? How do you get to be a good decision maker?

Decision-making is a skill that is learned. Last week we found that it included choices and commitment. We are decision makers because we are God’s special creation, created in His image. God created my dog too, but he does not have the ability to make a decision when I put a bone down for him. When the Bible says we are made in God’s image, it means that we, as a special creation of God, are like God in some very unique ways. Some of those include that can make choices and we can commit ourselves. God is a God of choice and he is able to commit Himself. He commits Himself to you in Salvation and He gave us the power, the ability, to make commitments.

Handout: Choices and Commitment – repeat from last week. \\Last week we discussed the importance of finding the right question, defining the problem before you set about making a decision. Today we’re going to work on Step Number Two – Investigate the Options. Can someone put that in plain English? (Make sure that both the word “Investigate” and the word “Option” are understood. “Check out all my choices” would be another way of saying it.)

I’m going to teach you today to play the option game. This is a game we use around here all the time. It’s a game you can have some fun with. It reduces stress and it allows you to make far better decisions. There are two rules to this game. First, we come up with ten options to the identified problem. That’s the first rule – ten options – magic number. Second rule is that they don’t have to make any sense. We hope some of them do, but not all ten have to make sense. Sometimes just laughing at the ridiculous allows us to get a clearer picture of what can be done. Last week we defined the problem of finding housing and we asked the question, “Where do I get money for that housing?” Let’s use that same question today for our example. (Write options on the board) Please give me ten ways that you could come up with money for housing. Remember that not all of them have to be serious.

(Some of the answers may include getting a job, applying for welfare, borrowing from a family member, getting employment, collecting cans to recycle, robbing a bank, getting a loan from a bank, panhandling, selling drugs, prostitution. Insist that they come up with ten.)

Now we are going to take these ten options and go to Step Three, evaluate the options. You’ll notice three different ways that we’ll evaluate or check out each one of these options. The first one is to count the cost. The next one is to evaluate the type of wisdom (worldly vs. Godly), and the third is to check it out with your priorities. On the left of our list on the board, let’s write what each of these will cost us. (You may wish to so some abbreviation here or some coding.) Some costs will include things like transportation, time, self-respect, health, sobriety, childcare costs, and clothing costs. Amplify this area as much as you wish, driving home the point that everything has a cost. The average person takes 17 interviews before they’re hired on a job. Getting on welfare takes a month or more. I usually have fun with the one on robbing a bank, that it costs “time” too, with a capital “T”.

Next, lets evaluate the type of wisdom, worldly vs. Godly. On the right side of the chart let’s mark a (+) if it is Godly wisdom, a (-) if it is worldly wisdom, and a (0) if it doesn’t matter.

That’s the fun, because we start eliminating some of the options. Let’s erase each of the options that have (-) votes. I then take this limited number of options and check it with my priorities. Again, review and close with most important concept.

# **The Options Game**

The issue I need to solve is:

Below, list as many option as you can to solve this problem. (A minimum of 10 is required.)

**What are my Priorities?**

Lesson 5 Handout 1

Give each of the below items a rating of 10 (for highest) to a one (for no priority). Have as many of each number as you want, but only three can be given a number “10.”

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Children
2. Home
3. Bills paid
4. Growing relationship with God
5. Food, clothing needs met
6. Doing the will of God
7. Education
8. Transportation
9. Sleep/rest
10. Having a good paying job
11. Health
12. Power/authority/control
13. Appearance
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Pleasure/enjoyment
2. Romance
3. Feeling good about yourself
4. Security/Safety
5. Ownership/satisfaction
6. Reputation
7. Spouse
8. Parents/Grandparents
9. Church/Ministry
10. Inheritance for children
11. Being with friends
12. Computer games
13. Watching Television
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

LESSON 5 **TIME MANAGEMENT HANDOUT 2**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Big problem for me |  | Often a problem |  | Seldom a problem |
| Planning |  |  |  |  |  |  |
| 1. | Not setting goals |  |  |  |  |  |  |
| 2. | No daily plan |  |  |  |  |  |  |
| 3. | Priorities unclear or changing |  |  |  |  |  |  |
| 4. | Leaving tasks unfinished |  |  |  |  |  |  |
| 5. | “Fire Fighting” or crisis management |  |  |  |  |  |  |
| 6. | No self-imposed deadlines |  |  |  |  |  |  |
| 7. | Attempting too much-unrealistic time estimates |  |  |  |  |  |  |
| Organizing |  |  |  |  |  |  |
| 8. | Personal disorganized/cluttered desk |  |  |  |  |  |  |
| 9. | Duplication of effort |  |  |  |  |  |  |
| 10. | Confused responsibility & authority |  |  |  |  |  |  |
| 11. | Multiple bosses |  |  |  |  |  |  |
| Directing |  |  |  |  |  |  |
| 12. | Doing it myself |  |  |  |  |  |  |
| 13. | Involved in routine details |  |  |  |  |  |  |
| 14. | Ineffective in routine details |  |  |  |  |  |  |
| 15. | Lack of motivation |  |  |  |  |  |  |
| 16. | Not managing conflict |  |  |  |  |  |  |
| 17. | Not coping with change |  |  |  |  |  |  |
| Controlling |  |  |  |  |  |  |
| 18. | Telephone interruptions |  |  |  |  |  |  |
| 19. | Drop-in visitors |  |  |  |  |  |  |
| 20. | Lack of self-discipline |  |  |  |  |  |  |
| 21. | Too many interests |  |  |  |  |  |  |
| 22. | Mistakes/ineffective performance |  |  |  |  |  |  |
| 23. | Inability to say “no” |  |  |  |  |  |  |
| 24. | No standards, progress reports |  |  |  |  |  |  |
| 25. | Incomplete information |  |  |  |  |  |  |
| Communicating |  |  |  |  |  |  |
| 26. | Meetings |  |  |  |  |  |  |
| 27. | Under-/unclear/over-communicating |  |  |  |  |  |  |
| 28. | Failure to listen |  |  |  |  |  |  |
| 29. | Socializing |  |  |  |  |  |  |
| Decision-Making |  |  |  |  |  |  |
| 30. | Snap decisions |  |  |  |  |  |  |
| 31. | Indecision/procrastination |  |  |  |  |  |  |
| 32. | Wanting all the facts |  |  |  |  |  |  |
| 33. | Decision by committee |  |  |  |  |  |  |
| 34. | Perfectionism |  |  |  |  |  |  |
| For homemakers only |  |  |  |  |  |  |
| 35. | Poor planning of errands & shopping |  |  |  |  |  |  |
| 36. | Not planning meals |  |  |  |  |  |  |
| 37. | Doing jobs other family members could do |  |  |  |  |  |  |
| 38. | Family appointments (doctor, music, lessons, etc.) |  |  |  |  |  |  |
| 39. | Children’s interruptions |  |  |  |  |  |  |
| 40. | Chauffeuring children |  |  |  |  |  |  |
| 41. | Inability to say “no” to volunteer requests |  |  |  |  |  |  |
| 42. | Looking for family’s misplaced items |  |  |  |  |  |  |
| 43. | Perfectionism |  |  |  |  |  |  |

Time

Lesson 5

One day, an expert in time management was speaking to a group of business students and to drive home a point, used an illustration those students will never forget.

As he stood in front of the group of high powered over achievers he said, "Okay, time for a quiz." He pulled out a one gallon, wide mouthed Mason jar and set it on the table in front of him. He produced about a dozen fist sized rocks and carefully placed the, one at a time, into the jar.

When the jar was filled to the top and no more rocks would fit inside, he asked, "Is this jar full?" Everyone in the class said, "Yes."

He said, "Really?"

He reached under the table and pulled out a bucket of gravel, dumped some in and shook the jar, causing pieces of gravel to work themselves down into the spaces between the big rocks. Then he asked the group once more, "Is the jar full?"

By this time the class was on to him. "Probably not," one of them answered. "Good!" he replied. He reached under the table and brought out a bucket of sand. He started dumping the sand in the jar and it went into all of the spaces left between the rocks and gravel.

Once more he asked the question, "Is this jar full?" "No!" the class shouted. Once again he said, "Good."

Then he grabbed a pitcher of water and began to pour it in until the jar was filled to the brim. He looked at the class and asked, "What is the point of this illustration?"

One eager beaver raised his hand and said, "The point is, no matter how full your schedule is, if you try really hard you can always fit some more things in it!"

"No," the speaker replied, "that's not the point. The truth this illustration teaches us is: If you don't put the big rocks in first, you'll never get them in at all."

What are the 'big rocks' in your life? Your children; your loved ones; your education; your dreams; a worthy cause; teaching or mentoring others; doing things that you love; time for yourself; your health? What are the 'big rocks' in your life? Put those in your jar first.

Submitted by Patrice Simpson

**Decision Making Class #5**

**Make-Up Assignment**

1. Do “What are my Priorities?” worksheet

2. Write a paragraph (2-3 sentences) as to why you chose each of your number 10’s. (use the back of this page)

3. Write a paragraph explaining why you chose your Zeros. (use back)

4. Look up the following scriptures. Tell which priority it refers to.

Ephesians 5:18

I Timothy 5:4

2 Corinthians 12:14

Ephesians 5:25

Hebrews 10:24

5. Look up the following scriptures and tell how each helps us to set the correct priorities.

Colossians 3:23-24

Matthew 6:33

Colossians 3:17

Psalm 37:4

Matthew 6:21

Turn all assignments in to the Decision Making Class Teacher.

Lesson 6 Secrets To Success In Decision Making

Review: Decision Making is a skill. Let’s review the steps that we’ve covered on decision-making.

Step #4 Commit Wholeheartedly – in other words, get serious. What is the meaning of the word “commit”? (Ask for examples of where people make commitments in their like – such as marriage) Why is it difficult for some people to make commitments? All the investigation of options and planning will do no good if I get to the place where I can’t actually say, “Yes, I’ll do it.”

Step #5 Act accordingly, get on with it. – The procrastinator will go all the way through the decision making process and never get around to acting on the decision. It is no decision as all unless we actually act on the decision. Is there such a thing as a bad decision? Is there such a thing as coming to a place of saying, “Well, this won’t work.” Once I have done proper decision-making and I get into the consequence of that decision, suppose I decide that I am unhappy with the outcome? That still doesn’t make this a bad decision because I can learn from it. For instance, if a person decides to pick a particular area of study and go to school and prepare themselves for a career, and they complete a semester and find out that it’s really not something that they’re interested in doing for life, is that a poor decision? Better to have spent one semester figuring out that I’m on a course that isn’t suitable for me than to never know and just keep on wishing for something that’s not actually going to utilize my gifts and talents.

Today we’re going to look at something at some of the secrets to success in decision-making. (See handout) Although decision-making is a skill, there are some secrets to making this thing work. We’re going to look at twelve of them.

Number 1 – Know Priorities – This is so important that we actually spend a whole session in this class just discussing knowing priorities. If you stay with us long enough, you’ll hear that whole session. Priorities change through time, and if I do not know my priorities at the time of the decision-making, then I might be making decisions on a lifestyle that doesn’t even belong to me.

Number 2 – Establish Realistic Goals – Again, this secret is so important that we spend a whole session on just this area, that’s next week, stay tuned.

Number 3 – Knowing there is always a price to pay – I must understand that any decision I make carries with it a price. If I believe that something will come easily, if I believe that I should make my choices based on the easiest route, I will not make good choices. You’ve heard the expression, “No pain, no gain”; anything that is worthwhile requires some hard work. Sacrifice.

Number 4 – Saying “Yes” to confidence – Getting over the fear of rejection and failure. What happens to our decision making if we’re afraid to fail? Is there such a thing as failure if I learn from my mistakes? One of the ways that you get rid of fear of something is to take away the power of that something. If rejection and failure are seen as ways that I can grow, then they have no power over me and I will not be afraid of them, and I can make decisions free of that. The Bible says that we can have confidence. “I can do all things through Christ who strengthens me.” Philippians 4:13

Number 5 – Knowing it’s easier to flee than to find – Often we will hear a person say, “Well, I can’t find a job here, I think I’ll just move to Detroit.” That’s a lie. The grass always looks greener on the other side. Erma Bombeck says that’s because it’s covering up a septic tank. It’s always easier to run away than it is to settle down and get your life together. How is this a secret to decision making? When I’m tempted just to take the easy route, to run, I need to understand that gets me nowhere, but uses a lot of gas.

Number 6 – Knowing that every bowl of cherries has its pits – In decision-making there are always pits, even in good decisions. I can either swallow the pits or spit them out and enjoy the good part of the decision. Like your decision to stay here in the shelter. There’s a roof over our heads, there’s food on our plate, there’s heat in the winter and air conditioning in the summer. And then there’s that pit, I have to be in at 10:00 p.m. And if I will just realize every bowl of cherries really does have it’s pits, then I can enjoy the decision making without getting bent out of shape over the pits.

Number 7 – Recognizing that moods make a difference – (draw a hill and valley line on the board) Most of us experience moods of highs and lows. You know what yours look like, I know what mine look like. What kind of decisions do I make in the low part of my mood? What kind of decisions do I make in the high part of my mood? I recommend that you sleep on a big decision, or you think about it and get direction through prayer. You see, if you change your mind in the next day, if you still want the decision based on several different hours of your mood swing, then you probably really do want it. And for you women in the group, be very, very careful about making decisions on those days that are called PMS days. Things always look different during PMS.

Number 8 – Learning how to commit – We talked about this at the first of this hour- learning how to stick with the decision. If you grew up in a family that never committed themselves to anything, a dysfunctional family, a family where there was an alcoholic parent for example, you didn’t learn to make a commitment. You were simply living day-by-day and trying to make it through whatever hassle came along. So, now it must be a learned activity to be able to decide, “I will do something” and follow through and do it. “Life by the inch is a cinch, life by the yard is hard.” Go with little bits of commitment at a time. Later you can make big commitments and decisions. Practice: make small decisions and follow through. **James 1:22**

Number 9 – Profiting or benefiting from others – perhaps we need to retype our list and change the wording here, because it doesn’t mean that we are using other people. That’s not the meaning of “profiting” here, but we are benefiting from another person’s experience. Why do I have to learn everything on my own? Why can’t I be wise enough to pick it up from somebody else’s mistakes? This means that when I’m making decisions I might, just might, ask for counsel from people that I consider wise, or people who have made it through some years of decision making. Smart people learn from their mistakes, wise people learn from other people’s mistakes.

Number 10 – Make time work for me, not tie me in knots – An example of this would be a person who first moves into the shelter and they ask how long they’ll be able to stay, and whenever they get an answer tot hat question, they spend each day saying, “Oh, I just have this many days to go, What shall I do? Oh, my!” instead of moving in and saying, “I have today, what can I get done today?” Break the big decision, the big job, down into little parts and make time work for me. If time gets away from you, it’s going to definitely effect how wise a decision maker you are, since good decisions take time.

Number 11 – Postponement of Gratification – what does this mean? What’s another word for postponement? Putting off. What’s another word for gratification? Satisfaction. Putting off satisfaction. If my life is run by wanting something right now, then I’m going to have to put up with less than best because I can’t wait for something better. An example of this would be a person who just wants to get out of the shelter so regardless of whether they’ve checked it out with their top priority – their kids – whether or not this will work for their family. We have an expression that we call “instant gratification”. The impulsive person wants it all, right now. How did we learn to be this way? Think about the way life is today. Everybody has conveniences to speed up things; Microwaves…and we want it now! This is one of the reasons why people get into using drugs. They want a mood change and they want it right now. How does this affect decision-making? Good decisions will take into account that real life takes time.

Number 12 – The Value of Struggle – It’s a secret that many people do not know, that you get out of something what you put into it. Some of you here make a decision about whether to apply for a program or a rehabilitation program. You will need to know the value of struggle, because it’s hard work. If I base all my decisions on trying to find the easiest way out, I will make much poorer decisions in my life. If I know the secret that there is some benefit to a hard struggle, I may be more willing to go after a challenge. **The Emperor Moth**

**James1: 2-4**

Closing: If you want to get good at something you learn the skill and the secrets. Good decision makers get a lot further in life than those who just let life happen to them.

**Lesson 6**

**SECRETS TO SUCCESS IN DECISION MAKING**

1. **Know priorities**
2. **Establish realistic goals**
3. **Knowing there is always a price to pay**
4. **Saying yes to confidence, getting over fear of rejection and failure**
5. **Knowing it’s easier to flee than to find**
6. **Knowing that every bowl of cherries has it’s pits**
7. **Recognizing that moods make a difference**
8. **Learning from others**
9. **Benefiting from others**
10. **Make time work for me, not tie me in knots**
11. **Postponement of gratification**

**Value of the struggle**

**Decision Making Class #6**

**Make-Up Assignment**

1. What are the 5 steps of Decision Making?

 a.

 b.

 c.

 d.

 e.

2. What is the meaning of the word “**commitment**”?

 Why is it difficult for some people to make commitments?

3. What is a “**procrastinator**”?

4. State three ways that any decision can be a bad decision?

 a.

 b.

 c.

5. What is one way to make something good out of a bad decision?

6. On the “Secrets to Success in Decision Making” worksheet, write a sentence about how each “secret” can help you make a good decision.

 (You can use the back of this page for your responses, and can keep the worksheet for yourself.)

7. Read ***“The Zode”*** and ***“The Emperor Moth.”***

 Which “secrets of success” are represented by these stories? Why?

 The Zode:

 The Emperor Moth:

***The Zode***

by Theodor Geisel (Dr. Seuss), “The Zode” (unpublished manuscript)

**Lesson 6**

Did I ever tell you about the young Zode,

Who came to two signs at the fork in the road?

One said to Place One, and the other, Place Two.

So the Zode had to make up his mind what to do.

Well...the Zode scratched his head, and his chin and his pants.

And he said to himself, “I’ll be taking a chance

If I go to Place One. Now, that place may be hot!

And so, how do I know if I’ll like it or not?

On the other hand though, I’ll be sort of a fool

If I go to Place Two and find it too cool.

In that case I may catch a chill and turn blue!

So, maybe Place One is the best, not Place Two,

But then again, what if Place One is too high?

I may catch a terrible earache and die!

So Place Two may be best! On the other hand though...

What might happen to me if Place Two is too low?

I might get some very strange pain in my toe!

So Place One may be best,” and he started to go.

Then he stopped, and he said, “On the other hand though...

On the other hand...other hand...other hand though...”

And for 36 hours and a half that poor Zode

Made starts and made stops at the fork in the road.

Saying, “don’t take a chance. No! You might not be right.”

Then he got an idea that was wonderfully bright!

“Play safe!” cried the Zode. “I’ll play safe. I’m no dunce!

I’ll simply start out for both places at once!”

And that’s how the Zode who would not take a chance

Got no place at all with a split in his pants.

# Lesson 7 Realistic Goal Setting

Review: Decision Making includes choices and commitment. Discuss briefly the importance of looking at all the options available to them. Also, talk about the role of priorities in the decision making process.

The objective for today’s class is to define goals and to look at realistic ways to achieve them.

“A person who aims at nothing usually gets there.”

Ask the group to give their definition of a goal. I like to use the illustration of a basketball goal and use it to illustrate that it is something to aim at, something to accomplish. It could also be defined as a change in my life for which I am making plans to achieve.

Discuss why we should even think about goals. Why are they important? A couple of ideas here are that they give direction in out lives to get up and go forward. They also keep us from going nowhere and wasting the life God gave us.

After going over the first two pages of the handout “Goal Setting God’s Way”, talk about the difference between a desire and a goal. Ask the class what a desire is. A desire is a wish, a want, a dream. It cannot be a goal because it TAKES OTHERS. I might wish that my husband were more loving, but I cannot change him. I can only change whom? Myself. I may make a goal that I treat him differently, but I can’t change him. I can pray for my desires.

What makes a goal “realistic”? Three things need to be communicated here.

1. Realistic Goals are Measurable – Measurable in terms of time, money, energy spent. Rather than saying that I’m going to become a better manager of my money, say that my goal is to save $25.00 every paycheck.
2. Realistic Goals are Understandable and Specific – Guard against being too vague in making goals. In order to make sure you can accomplish the goal, break down your desired results into specific things you can fulfill. Instead of saying that I want to go on a diet and lose weight, decide that I will eat 1200 calories every day until I see the desired results.
3. Realistic Goals are Reachable – Based on my talents, time available and my resources, look at goals that are reachable for me personally. These do not apply to someone else, but to myself. Saying that I want to become a doctor if I have three young children at home is not very attainable for me. It would be more “realistic” to begin with a goal of taking a one-year class in nurses’ aid training.

Next discuss Short Term, Intermediate, and Long Term Goals. Have class members divide a sheet of paper into three columns and label the columns as Short Term, Intermediate, and Long Term. Use an example like the nurses’ aid training to help them come up with realistic goals to accomplish this. Under the Short Term column you could list things like, “Call five schools this week to see what courses are offered and what the cost is”, or “go enroll at such and such a school today”, or “talk to someone who is a nurses’ aid and see what the job might entail.” For the Intermediate column talk about what could realistically take place in a month’s time. Examples could be to start classes in nurses’ aid training, or have all the paperwork completed for the next term’s courses, or get a job in a nursing home that doesn’t require that certification. Finally, list the Long Term goal – This would be completion of one year’s training in nurses’ aid field.

Discuss also other goals that fit into the time frame of each of these categories so they can map out other areas in the same areas in the same manner. Save enough time to talk about what happens if they fail to reach a goal or how to approach goals that do not work for them. Rather than look at the goal as a failure or themselves as failures, talk about the need to re-evaluate the pros and cons of what resulted and what they may have learned in the process. This may be a way to be re-directed to an even more realistic goal for them. Discuss failures as stepping-stones and give examples of people who have overcome their failures and have been successful. If any in the group have examples from their own lives, let them give a brief testimony. Personal illustrations are often more powerful than mere words.

Next, we have a little “test” to see if we understand the difference between workable (good) goals and unworkable (bad) goals. The test is the one in which goals are identified as either vague and immeasurable or as defined and measurable. Have the class fill these out and then give them the answers.

Time management is a very important part of goal setting. If I can’t manage time, then I am not going to accomplish my goals. A study was done on the most common Time Wasters (distribute Time Waster Survey and Time Management Self-Test). Let’s look at the number one item for a homemaker, it’s ineffective delegation. Delegation means that others in the family help with chores, etc. If I am constantly picking up after my children and doing everything for them, this is a time waster. The children can make their own beds, it may take time for them to learn, but it will help them learn responsibility as well as free up time that you need to get other more important things done.

The next most common is telephone interruptions. Sometimes a friend may call and want to talk. You end up being on the phone for an hour and you had planned to get dinner started. Instead, dinner is not started and is late and the laundry does not get done at all. We need to learn to say “no”. This doesn’t mean you have to say “no” in a mean way. You can say, “I’d really like to talk right now and I can tell that you need someone to talk to. I’d love to talk to you; can I call you back in a couple of hours? I am scheduled to be doing something right now”. We don’t have to explain what we’re doing. Whatever we are doing is important to us and that is what matters. We can also REFER OTHERS. Many times, I refer someone to another source for help.

Remind them that we are human “becomings” rather than human “beings” or “doers”. God did not make us as finished products. You might also discuss the process involved in becoming like Christ – a lifelong adventure!

# Realistic Goal Setting Lesson 7 Assignment

“A person that aims at nothing,…”

1. A goal is …

What are some of your goals?

A realistic goal is …

What is a realistic goal for you?

A Godly goal is …

What is a Godly goal for you?

1. Goals are intended to …
	1. Give me a direction…
		* Jeremiah 29:11
	2. Allow God opportunity to redirect an active person…
		* Proverbs 16:9
	3. Keep me from going nowhere…
		* Proverbs 18:9
2. What is most important in your life?
	1.
	2.
	3.
	4.
	5. * Our goals should reflect what is important.
3. What is important in God’s sight?
	1. I Chronicles 16:9
	2. Jeremiah 9:23 – 24
	3. Micah 6:8
	4. John 17:21 – 23
4. What does Mark 8:33 say about setting goals?
5. Complete the “Goal Setting God’s Way” worksheet.
6. Complete the “10 Year Goals” worksheet.
7. Summarize the “So What Do I Do?” worksheet.
8. Summarize the “what Went Wrong?” worksheet.
9. Complete the “Time Management” worksheet.

**FOUR CATEGORIES OF TIME WASTERS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TIMEWASTER |  | WORLD-WIDE ALL MANAGERS |  | WOMEN MANAGERS |  | HOME-MAKERS |  | SECRE-TARIES |
| Telephone interruptions |  | 1 |  | 1 |  | 2 |  | 1 |
| Crisis management/shifting priorities |  | 2 |  |  |  | 6 |  | 3 |
| Lack objectives, priorities, planning |  | 3 |  | 9 |  | 5 |  | 2 |
| Drop-in visitors |  | 4 |  | 2 |  | 9 |  | 9 |
| Ineffective delegation |  | 5 |  | 5 |  | 1 |  | 15 |
| Attempting too much at once |  | 6 |  |  |  | 3 |  | 5 |
| Meetings |  | 7 |  | 8 |  | 17 |  |  |
| Personal disorganization/cluttered desk |  | 8 |  | 12 |  | 12 |  | 19 |
| Inability to say “no” |  | 9 |  | 10 |  | 10 |  |  |
| Lack self-discipline |  | 10 |  |  |  | 21 |  |  |
| Procrastination/indecision |  | 11 |  |  |  | 8 |  | 16 |
| Untrained, inadequate staff |  | 12 |  |  |  | 13 |  |  |
| Incomplete, delayed information |  | 13 |  | 7 |  |  |  |  |
| Paperwork, red tape, reading |  | 14 |  |  |  |  |  | 11 |
| Leaving tasks unfinished |  | 15 |  |  |  | 7 |  | 18 |
| Unclear communication and instruction |  | 16 |  |  |  |  |  | 13 |
| Understaffed |  | 17 |  | 6 |  |  |  |  |
| Confused responsibility and authority |  | 18 |  | 4 |  |  |  |  |
| Socializing (Telephone and Visitors) |  | 19 |  | 10 |  |  |  | 9 |
| Chauffeuring children |  |  |  |  |  | 4 |  |  |
| Excessive errands |  |  |  |  |  |  |  | 6 |
| Interruptions by boss |  |  |  |  |  |  |  | 7 |
| Disorganized boss |  |  |  |  |  |  |  | 8 |

(1=most often timewaster, 21= least often timewaster)

These are categories and figures tabulated by Alec Mackanzie in his seminars.

**Fill out the following chart:**

|  |  |  |
| --- | --- | --- |
| List three goals you wantTo accomplish in the nextTen years. | Across from each item in column 1, write short goals you should achieve this month to prepare for the large goal. | Across from each short goal in column 2, make a goal for tomorrow to help you reach the goal in column 2. |
| **1.** | **1.** | **1.** |
|  |  |  |
|  |  |  |
|  |  |  |
| **2.** | **2.** | **2.** |
|  |  |  |
|  |  |  |
|  |  |  |
| **3.** | **3.** | **3.** |
|  |  |  |
|  |  |  |
|  |  |  |
| EXAMPLE: Be well established in a job I like. | EXAMPLE: Start work on my GED. | EXAMPLE: Apply for GED. |

REALISTIC GOAL SETTING GOD’S WAY Handout 1

(Where are you going with your life and how are you getting there?)

“A person who aims at nothing usually gets there.”

What is a goal?

 A goal is a change in my life for which I am making plans to achieve.

What is a realistic goal?

 A realistic goal is one that I can achieve with my capabilities and experience and the time available.

What is a godly goal?

 A goal that is in line with what God wants for my life and involves His making

 a way for me.

What should we have goals?

1. Give me a direction to get up and go forward.

Jeremiah 29:11 God has plans for us for a good future and a hope.

1. Allows God opportunity to redirect an active person. It takes much less energy to change a person’s path than to first get him started.

Proverbs 16:9 The mind of man plans his way but the Lord directs his steps.

1. Keeps me from going nowhere and wasting the life God gave to me.

Proverbs 18:9 He who is slack in his work is brother to him who destroys.

Make a list of what is most important to you in all of life.

## Lesson 7 Handout 2 Decision Making Class

What is most important in God’s sight?

1. II Chronicles 16:9
2. Jeremiah 9:23-24
3. Micah 6:8
4. John 17:21-23

# Who are we really lining up with if we do not pursue God’s interests? Mark 8:33

**Goals that are workable are S.M.A.R.T. Goals:**

**S**  – something that is understandable and actual.

Bad goal: I’m going to grow in self-control.

Specific goal: I am going to quit smoking cigarettes starting right now.

**M**  – something that I can know I completed.

 Bad goal: I’m going to become more patient.

Measurable Goal: I am not going to raise my voice when correcting my child this week.

**A**  – something I can do with the time, skills and resources I have

 Bad goal: I am going to build my own house.

 Achievable goal: I am going to find safe, affordable housing.

**R** - something I can do within the time, skill and resource restrictions I have

 Bad goal: I’m going to become the Surgeon General of the United States.

 Realistic Goal: I’m going to complete my GED in 6 months.

**T** - something that is appropriate for me to try to accomplish

 Bad goal: I am going to spend $100 to get my hair and nails done.

 Timely goal: I am going to pay $100 towards a bill that is due.

What is the difference between a “desire” and a “goal”?

Goals should be in line with what is important. Goals should help accomplish your priorities.

Handout 3

|  |
| --- |
| Goal Setting God’s Way |
| * What is a goal?
* What is a godly goal?
* What is the difference between a desire and a goal?
* Identifying between a good goal and a bad goal.
 | C:\Program Files\Microsoft Office\Clipart\standard\stddir1\bd07025_.wmf |

What are goals?

Goals can be clearly defined (measurable) or be too broad and vague

(immeasurable). Label each goal below as D (Defined) or V (Vague).

* \_\_\_\_ I will read my Bible more.
* \_\_\_\_ Students will enjoy the Sunday school lesson.
* \_\_\_\_ I will pray for my family and friends.
* \_\_\_\_ I will ask at least five students to participate in the discussion of the Sunday School lesson.
* \_\_\_\_ People will see Christ in my live on a daily basis.
* \_\_\_\_ I will write at least two notes each week to encourage and build others.
* \_\_\_\_ I will learn to be more patient with others.
* \_\_\_\_ I will be on time.
* \_\_\_\_ I will yell less at my children this week, keeping track of the number of times I am tempted to yell but maintained self control.
* \_\_\_\_ I will be ready to leave my room five minutes early each day so that I will be on time to class.

Lesson 7 Handout 4

SO YOU SET A REALISTIC GOAL…

AND YOU TRY HARD FOR TWO DAYS AND THEN…

NOTHING HAPPENS EXCEPT YOU GET DISCOURAGED.

**WHAT WENT WRONG?**

1. Are your exceptions too high? Nothing of value comes without work.

Proverbs 14:23 “In all labor there is profit, but mere talk leads only to poverty.”

1. Do you see the rewards of accomplishment greater than the hassles?

Proverbs 29:18 Without vision the people perish.

1. Do you understand why you are adequate to achieve this goal? (if it is in line with God’s plan for your life.)

II Corinthians 3:5 “Not that we are adequate in ourselves to consider anything as coming from ourselves, but our adequacy is from God.”

1. Do you understand the power of prayer for those who have put themselves under God’s control and direction?

Matthew 7:7 “Ask and it shall be given to you.”

**SO WHAT DO I DO?**

GO BACK AND START OVER

Proverbs 3:6

In everything you do, put God first, and He will direct your efforts with success.

Give your goal to God.

God will either cause you to reach it or if it is not of Him, He will change it.

If you have ever see a compass, you know the needle always points north. Do you know why? Because it has been magnetized. The person who made the compass touched the needle with a real strong magnet in the factory and so it always swings toward the magnetic pole of the north. We are like that needle. We are just lying around with no definite direction or purpose. God touches us and we get it together. No longer are we drifting around.

We are human “becomings” rather than human “beings”. God did not make us as finished products. With His guidance we can come to those goals in life of which He knows we are capable because He has given us the capability. So life becomes an exciting ongoing process of possible accomplishments. When we turn our talents and capabilities over to the Creator, we can start claiming His promises.

II Corinthians 2:9

No mere man has ever seen, heard, or even imagined what wonderful things God has ready for those who love the Lord.

**Lesson 8 Handout 1**

**God’s Will in Decision Making**

# **Scriptures for Decision Making Bible Study**

Proverbs 15:22

Without counsel, plans go awry, but in the multitude of counselors they are established.

Proverbs 16:3

Commit your works to the LORD, and your thoughts will be established.

Proverbs 16:9

A man's heart plans his way, but the LORD directs his steps.

Proverbs 3:5, 6

Trust in the LORD with all your heart, and lean not on your own understanding; In all your ways acknowledge Him, And He shall direct your paths.

Romans 12:2

And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God.

II Timothy 3:16 – 17

All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.

John 14:26

But the Helper, the Holy Spirit, whom the Father will send in My name, He will teach you all things, and bring to your remembrance all things that I said to you.

I Thessalonians 5:16 – 18

Rejoice always, pray without ceasing, in everything give thanks; for this is the will of God in Christ Jesus for you.

Decision Making and the Will of God

Whether you turn to the right

Turn to the right or to the left

Your ears will hear a voice

A voice behind you saying,

“This is the way, walk in it, walk in it!

This is the way, walk in it, walk in it!

This is the way! This is the way!”

(Isaiah 30:21)

\*\*\*\*\*

You are the Rock of my salvation, You are the strength of my life

You are my hope and my inspiration; Lord, unto You will I cry

\*\*\*\*\*

1. “Take up thy cross and follow Me,” I heard my Master say

“I gave My life to ransom thee, Surrender your all today” (chorus)

CHORUS:

Wherever He leads I’ll go

Wherever He leads I’ll go

I’ll follow my Christ Who loves me so

Wherever He leads I’ll go

1. He drew me closer to His side, I sought His will to know

And in that will I now abide, Wherever He leads I’ll go (chorus)

1. My heart, my life, my all I bring to Christ Who loves me so

He is my Master, Lord and King, Wherever He leads, I’ll go (chorus)

**What is God’s will for you?**

**Wouldn’t it be nice if God’s will worked like a computer printout?**

**Decision Making Class #8 Handout 2**

**Knowing God’s Will**

**What is God’s will for my life?**

**(What is God’s will for everyone’s life?)**

1. **God desires that all people be .**

**I Thessalonians 4:3**

**2. God desires that all people have .**

 **I Timothy 2:4**

**3. God desires that all .**

 **2 Peter 3:9**

**4. God desires that all , national and class groups be**

 **included in His family. Matthew 28:19**

**5. God desires that all know the unchanging character of His**

 **Hebrews 5:18**

**6. God desires that all be I Thessalonians 5:18**

**7. God desires that all be involved in what Him.**

 **Philippians 2:13**

**8. God desires .**

 **Ephesians 1:10; 4:2-3; 4:25-5:2**

Lesson 8 Handout 3

# **GROWING IN FAITHFULNESS**

|  |  |  |
| --- | --- | --- |
| TTTTTT | FFFFFF | 1. Do you always finish projects that you start?
2. Do you always keep the promises you make to others and yourself?
3. Do you set goals for each day (lists of things you want to accomplish)?
4. Do you feel good about where you are heading in life and how fast you are getting there?
5. Do you think people usually think you are responsible?
6. If someone wanted to make sure something got done, would you be considered for the job?
7. If you circled F to any of the above, would you like to grow in faithfulness? \_\_\_Yes \_\_\_No
8. Look up the word “tenacity” in a dictionary and copy the definition here.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Give 3 specific ways growing in tenacity would make you a more desirable friend?
	1. EXAMPLE: Could be counted on to keep your word.
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Another way to say growing in faithfulness, or tenacity, is “developing good time management skills”. Give 3 specific ways you would respect yourself more if you had good time management skills.
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Managing ourselves is sometimes the most difficult person to manage. Why?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Read Luke 16:10 – 12. Then list five “little things” you need to be faithful in today.
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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2. Why do you think people sometimes have trouble keeping commitments?
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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3. If you have trouble keeping commitments, what are some things you can do to change this habit?
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Make a promise to yourself of one thing you will be faithful in today.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Do #15 for the next 6 days recording a different commitment every day and keeping it.

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Garry Friesen, in his book, Decision Making and the Will of God, teaches that there are two key principles of decision making that apply to us as we make choices:

1. In those areas specifically addressed by the Bible, the revealed commands and principles of God (His moral will) are to be obeyed.
	1. And this is His command: to believe in the name of His Son, Jesus Christ, and to live one another as He commanded us. I John 3:23
	2. Other examples: Should I lie in order to get my way? Should I take something that does not belong to me?
2. In those areas where the Bible gives no command or principle (decisions that are not moral: what to wear, what job to take…), we are free and responsible to choose our course of action. Any action taken within the moral will of God is acceptable to God. An excellent example is the Garden of Eden. Adam and Eve had two direct “Thou shalt not’s”, and lots of freedom otherwise.
	1. Even though we are free and responsible to choose in these areas, does God provide help with these choices? YES!
	2. God wants to be actively involved in our lives. In fact, He wants to live His life in us (Galatians 2:20). As we weigh alternatives, look at options, consider choices, God is available.

Freison’s book lists several biblical principles for decision-making.

1. Common Sense. I Samuel 10:6 – 7 (Samuel speaking to Saul) “Then the Spirit of the Lord will come upon you, and you will…be turned into another man. And let it be, when these signs come to you, that you do as the occasion demands; for God is with you.” We are created with an ability to weigh pro’s and con’s and to make sound judgments. God wants us to use the common sense He has given us, and He honors it as long as it does not clash with His moral will.
2. Spiritual Counseling. Proverbs 15:22 – Plans fail for lack of counsel, but with many advisors they succeed. Proverbs 24:6 - …in a multitude of counselors there is safety. We are wise to seek the feedback of mature believers in the body of Christ. Objective counselors can help us uncover blind spots we may have overlooked.
3. Personal Desires. Psalm 37:4 – Delight yourself in the Lord and He will give you the desires of your heart. The closer we grow to Christ, the more our motives and desires will reflect His. We come to will with Him one will! If we are growing in Christ we will want out desires to correspond to his.
	1. If you are following Jesus Christ as the Lord of your life, try to be in touch with your personal desires as they relate to a particular situation. If those desires are not in conflict with God’s Word, carry them out.
4. Circumstances. Acts 9:23:25 – After many days had gone by, the Jews conspired to kill him. But Saul learned of their plan. Day and night they kept close watch on the city gates in order to kill him. But his followers took him by night and lowered him in a basket through an opening in the wall. Acts 27:5 – 8 – When we had sailed across the open ser off the coast of Cilicia and Pamphylia, we landed at Myra in Lycia. There the centurion found an Alexandrian ship sailing for Italy and put us on board. We made slow headway for many days and had difficulty arriving off Cnidus. When the wind did not allow us to hold our course, we sailed to the lee of Crete, opposite Salmone. We moved along the coast with difficulty and came to a place called Fair Havens, near the town of Lasea.
	1. In both of these accounts, the people involved considered their situation and took appropriate steps. We can carefully evaluate by asking who, what, where, when, how, which, and why. We can take a sheet of paper, dray a line down the middle, put “pro” on one half, and “con” on the other half, and prayerfully, decide what is best.
	2. Caution: do not look at circumstances to detect some hidden clue from God. Use circumstances as pieces of reality to help you decide how to wise your course of action might be.
5. Scripture. Psalm 119:105 – Your Word is a lamp to my feet and a light to my path. If we are spending quality time in the Scriptures every day, God will use the principles of His Word to guide us. He has already said all He is going to say about how to make personal decisions. If we apply the Scriptures to our choices before we commit to those choices, we give God an opportunity to speak to us in a very relevant way.
6. Prayer. Jeremiah 33:3 – “Call to Me and I will answer you and tell you great and unsearchable things you do not know.” In most decision-making, prayer is where the fiercest battle is fought. How much communication with God do we put into our decision-making? If we really trust God as our Father, are we willing to accept the truth that He is more eager to speak to us than we are eager to listen? He wants to respond to the cries of our heart. He wants to tell us great and unsearchable things that we do not know!
7. Results. Psalm 90:1 – Lord, You have been our dwelling place throughout all generations. We can gain wisdom from viewing the results of previous decisions – whether our own or those of others around us. Ask questions of people who have made decisions similar to the one you are making.

In my opinion, the Scripture which applies most directly to decision-making and the will of God is this one – Trust in the Lord with all your heart, and do not lean on your own understanding. In all your ways, acknowledge Him, and He will direct your paths. Proverbs 3:5 – 6

Do you want the bottom line of God’s will for you? His will is for you to know Him. I John 5:20 – And we know that the Son of God has come, and has given us an understanding, that we may know Him who is true; and we are in Him who is true, in His Son Jesus Christ. This is the true God and eternal life.

**Decision Making Class**

**Lesson #9**

**Procrastination**

To begin class, review the “Five Steps of Decision Making.” Hand out the *salmon* colored sheet to anyone who does not have one.

Ask the class for some examples of times that they procrastinated.

Handout the 2 pages for today.

1. **“Procrastination: Our Goal today:**”
2. **“Procrastination”** Ask questions to set up learning direction for the day. “These are the things we will be looking at today.”
3. **“Components Involved”** Explain the ideas of *affective (emotions), behavioral (actions) and cognitive (thoughts)* in regards to Procrastination.
4. **“What is Procrastination?”** Give the two definitions. Point out the three (3) reasons for procrastination. [a way to cope with conflicts in decision making, overestimating the time needed, underestimating the time needed]
5. **“Reasons why students were found to procrastinate”** Point out three (3) more reasons people Procrastinate. [fear of failure, task evasiveness, and add *fear of success*]
6. **“Reasons it is Okay to procrastinate”** Ask class to define “priority” again. Spend some time talking about “knowing God’s will for your life.”
7. **“Procrastination – Root Causes”**  Explain that perfectionism is the tendency to want to get things absolutely correct, in every respect - so we would rather not start, or not finish, a project, so that we can say, “It’s not finished yet.” Rather than finish a project that would be considered less than perfect.
8. **“Procrastination: What the Bible says.”** Have students look up passages. Discuss them as they are read.
9. **“Solutions to Procrastination”** Walk through the six ideas here.
10. **“Go for the G.O.L.D.”** Finish up class with this page. Give them some motivational energy before they leave. [GOAL set. ORGANIZE your priorities. LIST the things you will do on a given day. DO IT NOW!]
11. Ask students what they will take with them from this class.

**Decision Making Class**

# “Procrastination”

Handout 1

1. What three areas of our life does Procrastination effect?

**A**

**B**

**C**

1. What are 6 reasons why we procrastinate?
2.
3.
4.
5.
6.
7. It is okay to procrastinate when I am and when tells me to.

4. The root cause of most Procrastination is .

1. What the Bible says about Procrastination:

Proverbs 24:30-34

James 2:14-26

Isaiah 55:6

Hebrews 3:7-8, 15, 4:8-9

Proverbs 16:3, 9

Romans 2:12-15

**Solution to *Procrastination***

Handout 2

1. Consider the real price of delay when you put something off.
2. Remember that problems will generally escalate; they can make you feel guilty and cause you to lose sleep.
3. Working overtime only leads to physical and mental fatigue.
4. Give yourself more lead time before deadlines approach.
5. Use the “Swiss Cheese Method” to handle large tasks.
6. Poke holes in your large tasks by finding “instant tasks” you can do right away that require only 5 minutes of your time.
7. Do something – anything! – to move that task along!
8. You’ll find the job wasn’t as difficult as you thought. You’ll suddenly have momentum. Then block out some big chunks of time to finish your project.
9. Don’t do other people’s big projects at the expense of your own.
10. Learn to say “No.”
11. Look for compromises.
12. Don’t let interruptions throw you.

## GO FOR THE

## G\*O\*L\*D

1. G set.

2. O your priorities.

3. L the things you will do on a given day.

4. D !!

10 Tips for Procrastinators

Lesson 9

1. Give yourself more time than you think a project will take. Example: If you think an essay will take 2 hours, plan for 3 or 4 to write it.
2. Set realistic goals, but don’t set them in stone. Stay flexible.
3. Break down big, intimidating projects into small, doable steps.
4. Start something now instead of waiting until you feel 100% prepared.
5. Accept that your paper, project, or whatever can’t be perfect. This helps deflate the fear of failure.
6. Start your day with your most difficult task. (The rest of the day will seem easy.) OR…
7. Start with something you like doing and usually save for last. Then move on to harder tasks. Plan to have fun without feeling guilty.
8. Track your progress. Make lists of thing you accomplish each day. Read them from time to time and feel proud of what you’ve done.
9. Keep your work area free of distractions – no food, TV, magazines, games, Web surfing, or other temptations.
10. Make a list of backup projects – things you want to do someday. Once you’ve tackled your procrastination, you’ll have time to do them. \*

**\*PERFECTIONISM: What’s Bad About Being Too Good?** *by Miriam Adderholdt, PhD., and Jan Goldberg.*

# **Session #10 Crisis Management Handout**

## 5 Steps of Decision Making

1.

2.

3.

 a.

 b.

 c.

4.

5.

List your individual crisis here:

List your Team crisis here:

***Handling Crisis:***

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from others.
2. Value of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Music.
4. There is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when God is in \_\_\_\_\_\_\_\_\_.

#10 Crisis Management Teacher

### Review “Five Steps of Decision Making” worksheet

Distribute individual “Crisis” cards and #10 Worksheet:

1. Food stamps end suddenly
2. Car is stolen
3. Child is suspended from school
4. Lost your wallet
5. Fired from or laid off of job
6. Spouse goes to jail
7. Child breaks arm
8. Car doesn’t start
9. Purse or wallet stolen
10. Abusive person threatens you harm
11. Boss sexually harasses you
12. You are implicated in a crime
13. You relapse back to your drug of choice
14. Your child is missing
15. Missed a court date
16. Sudden severe illness of a close relative
17. You contract a sudden severe illness
18. Just moved to a new location
19. Have students solve problem on their own in **3** minutes. Have each student BRIEFLY explain his or her solutions.
20. Have students solve their problem in groups of 3 or 4 in **5** minutes. Have groups BRIEFLY explain their solutions.
21. What is the problem?
22. What are your options?
23. Did you evaluate the options?
24. To which option would you wholeheartedly commit?
25. How would you act appropriately?

Refer to the #10 Worksheet.

Benefit from others

Value of struggle.

Face the music.

No crisis when God is in control.

Decision Making Scriptures

Galatians 2:20

I have been crucified with Christ; it is no longer I who live, but Christ lives in me; and the life, which I now live in the flesh I live by faith in the Son of God, who loved me and gave Himself for me.

Galatians 5:13

For you, brethren, have been called to liberty; only do not use liberty as an opportunity for the flesh, but through love serve one another.

# Galatians 5:16–25

I say then: Walk in the Spirit, and you shall not fulfill the lust of the flesh. For the flesh lusts against the Spirit, and the Spirit against the flesh; and these are contrary to one another, so that you do not do the things that you wish. But if you are led by the Spirit, you are not under the law. Now the works of the flesh are evident, which are: adultery, fornication, uncleanness, lewdness, idolatry, sorcery, hatred, contentions, jealousies, outbursts of wrath, selfish ambitions, dissensions, heresies, envy, murders, drunkenness, revelries, and the like; of which I tell you beforehand, just as I also told you in time past, that those who practice such things will not inherit the kingdom of God. But the fruit of the Spirit is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, self-control. Against such there is no law. And those who are Christ's have crucified the flesh with its passions and desires. If we live in the Spirit, let us also walk in the Spirit.

# Ephesians 1:15–18

Therefore I also, after I heard of your faith in the Lord Jesus and your love for all the saints, do not cease to give thanks for you, making mention of you in my prayers: that the God of our Lord Jesus Christ, the Father of glory, may give to you the spirit of wisdom and revelation in the knowledge of Him, the eyes of your understanding being enlightened; that you may know what is the hope of His calling, what are the riches of the glory of His inheritance in the saints,

# Ephesians 2:10

For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them.

# Ephesians 3:14–21

For this reason I bow my knees to the Father of our Lord Jesus Christ, from whom the whole family in heaven and earth is named, that He would grant you, according to the riches of His glory, to be strengthened with might through His Spirit in the inner man, that Christ may dwell in your hearts through faith; that you, being rooted and grounded in love, may be able to comprehend with all the saints what is the width and length and depth and height-- to know the love of Christ which passes knowledge; that you may be filled with all the fullness of God. Now to Him who is able to do exceedingly abundantly above all that we ask or think, according to the power that works in us, to Him be glory in the church by Christ Jesus to all generations, forever and ever. Amen.

# Ephesians 4:11–16

And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying of the body of Christ, till we all come to the unity of the faith and of the knowledge of the Son of God, to a perfect man, to the measure of the stature of the fullness of Christ; that we should no longer be children, tossed to and fro and carried about with every wind of doctrine, by the trickery of men, in the cunning craftiness of deceitful plotting, but, speaking the truth in love, may grow up in all things into Him who is the head--Christ-- from whom the whole body, joined and knit together by what every joint supplies, according to the effective working by which every part does its share, causes growth of the body for the edifying of itself in love.

# Ephesians 5:2

And walk in love, as Christ also has loved us and given Himself for us an offering and a sacrifice to God for a sweet-smelling aroma.

# Colossians 1:9–12

For this reason we also, since the day we heard it, do not cease to pray for you, and to ask that you may be filled with the knowledge of His will in all wisdom and spiritual understanding; that you may walk worthy of the Lord, fully pleasing Him, being fruitful in every good work and increasing in the knowledge of God; strengthened with all might, according to His glorious power, for all patience and longsuffering with joy; giving thanks to the Father who has qualified us to be partakers of the inheritance of the saints in the light.

# Colossians 1:16–18

For by Him all things were created that are in heaven and that are on earth, visible and invisible, whether thrones or dominions or principalities or powers. All things were created through Him and for Him. And He is before all things, and in Him all things consist. And He is the head of the body, the church, who is the beginning, the firstborn from the dead, that in all things He may have the preeminence.

# Colossians 3:23

And whatever you do, do it heartily, as to the Lord and not to men,

# Philippians 1:9–11

And this I pray, that your love may abound still more and more in knowledge and all discernment, that you may approve the things that are excellent, that you may be sincere and without offense till the day of Christ, being filled with the fruits of righteousness which are by Jesus Christ, to the glory and praise of God.

# Philippians 1:21

For to me, to live is Christ, and to die is gain.

# Philippians 2:3–4

Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others.

# Philippians 2:14–16

Do all things without complaining and disputing, that you may become blameless and harmless, children of God without fault in the midst of a crooked and perverse generation, among whom you shine as lights in the world, holding fast the word of life, so that I may rejoice in the day of Christ that I have not run in vain or labored in vain.

# Philippians 3:8–10

Yet indeed I also count all things loss for the excellence of the knowledge of Christ Jesus my Lord, for whom I have suffered the loss of all things, and count them as rubbish, that I may gain Christ and be found in Him, not having my own righteousness, which is from the law, but that which is through faith in Christ, the righteousness which is from God by faith; that I may know Him and the power of His resurrection, and the fellowship of His sufferings, being conformed to His death,

# Philippians 3:12

Not that I have already attained, or am already perfected; but I press on, that I may lay hold of that for which Christ Jesus has also laid hold of me.

# Philippians 4:8

Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy--meditate on these things.

# II Corinthians 5:9–11

Therefore we make it our aim, whether present or absent, to be well pleasing to Him. For we must all appear before the judgment seat of Christ, that each one may receive the things done in the body, according to what he has done, whether good or bad. Knowing, therefore, the terror of the Lord, we persuade men; but we are well known to God, and I also trust are well known in your consciences.

# Hebrews 5:12–14

For though by this time you ought to be teachers, you need someone to teach you again the first principles of the oracles of God; and you have come to need milk and not solid food. For everyone who partakes only of milk is unskilled in the word of righteousness, for he is a babe. But solid food belongs to those who are of full age, that is, those who by reason of use have their senses exercised to discern both good and evil.

# Hebrews 4: 12

For the word of God is living and powerful, and sharper than any two-edged sword, piercing even to the division of soul and spirit, and of joints and marrow, and is a discerner of the thoughts and intents of the heart.

STUDY GUIDE FOR DECISION MAKING TEST

1. What are the five steps in decision-making?
2. What is the two-word formula for successful decision-making?
3. What is option blindness?
4. What three considerations must be made when evaluating the options?
5. What is self-erasing? How does it affect decision-making?
6. What happens to decision making when a person is not in touch with his priorities?
7. If a person is impulsive, which step(s) in decision making usually get left out?
8. A person who makes a decision and then reconsiders it over and over is failing to do which step?
9. Be prepared to discuss four of the blockages to decision making.
10. Discuss how to use time wisely in making decisions (too much time versus not enough time).
11. Why would and how could a person sabotage his own decision-making?
12. What is the difference between real and unreal decisions?
13. Why is decision making hard for some?
14. List four secrets to success that are things you must know to make real decisions. Be ready to give an example of the necessity for postponement of gratification to free decision-making.
15. How do you go about defining the problem when you begin the decision making process?
16. What happened to a person who aims at nothing?
17. How does a goal differ from a desire?
18. What makes a goal realistic?
19. Why should I have goals?
20. Workable goals contain what three elements?
21. What is most important in life?
22. If you set a realistic goal and it did not work, what are some possible reasons?
23. What can you tell yourself when your goals aren’t working like you would like?
24. Bring with you your completed chart of long and short-range goals that you worked on in class.