

INDECISIONS — INTERRUPTIONS & MENTAL BLOCKS

Small Group Discussion Questions

1. How can you tell if a document is worth saving?
2. What makes work fun?
3. How does time management make work fun?
4. What is the relationship between short-term goals and other goals?
5. Why are they important?
6. Why analyzing your TODO list is important?
7. How can a regret become a practical tool to increase your success?
8. What is the difference between a person that gets things done, and a person with a lot of good intentions who doesn't achieve much, and has a very low actual influence?
9. What happens if you have too much information?
10. How can making up an appointment list and a "to do" list help you get more things done?
11. What are some ways other than those listed in the lecture that you can make your lunch a productive one?
12. Take time to write down one of your ministry's objectives. Share it with the rest of the group.
13. When is the appropriate time to use memos? The inappropriate time?
14. What would you do to get over a mental block?
15. How might taking a nap benefit you?
16. How can you tactfully say "no" to your boss?
17. Can those under you say "no" to you? How should you respond to someone who does?
18. If there are still issues you have questions about, please raise them now.