

# Principles for Getting the Job Done

## Helping Yourself and Your Organization Reach Its Potential

*“By this is My Father glorified, that you bear much fruit,  
and so prove to be My disciples.” (John 15:8)*

*“Where no oxen are, the manger is clean, but much increase  
comes through the strength of the ox.” (Proverbs 14:4)*

The goal for our organizations is not to look good, hold meetings and survive. The goal is to produce; to bear fruit based upon the mission God has given us. As leaders, we are called to improve the world we live in, and increase the population of heaven by what we do.

BIBLICAL  
BASIS

Hard work is necessary, but hard work alone doesn't guarantee results. Activity doesn't always equal accomplishment. We must learn to work smarter, not just harder. In this session we will examine some proven practices for getting things done through the people in your organization. Someone once said, “The world cares very little about what a man or woman *knows* – it is what a man or woman is able to *do* that counts.”

## Principles and Practices for Getting the Job Done

### 1. What Gets \_\_\_\_\_ Gets Done.

Leaders must first listen to their people when they talk. What do they continue to discuss? Whatever it is – that is where their interests lie. Excellent leaders create an environment through words that sends “the message” to their people. The “message” involves whatever your highest goal or mission is.

Words create feelings and attitudes. And feelings and attitudes are what move people to action. Think about marketplace companies who try to move people to buy their products. The effective ones have created a simple message that everyone can remember.

#### How to Help People Remember What We Say

- a. Relationship – Who says it?  
(Communication in Latin means “common ground.”)
- b. Repetition – How often is it said?  
(Marketers know people must hear it eight times.)
- c. Relevance – Does it apply? Is it relevant?  
(People listen to messages that directly relate to them.)
- d. Response – Am I practicing what was said?  
(People remember 10% of what they hear, but 70% of what they see modeled.)

### 2. What Gets \_\_\_\_\_ Gets Done.

People need to be equipped in order to perform a task well. Most people fear getting personally involved in a ministry because they lack confidence. And they lack confidence because they lack training.

**Reasons Why People Fail to Perform Effectively**

- a. They don't know \_\_\_\_\_ they are supposed to do.
- b. They don't know \_\_\_\_\_ to do it.
- c. They don't know \_\_\_\_\_ they should do it.
- d. There are obstacles \_\_\_\_\_ their control.

The first three of the four reasons involve training. The ideal trainer is someone who has done the task and knows “what” and “how” to do it. The trainer also understands the “why” behind the task. People will naturally learn from this kind of person. Proverbs 13:20 tells us, *“He who walks with the wise grows wise, but a companion of fools suffers harm.”*

**Tips for Training**

- a. Select well.
- b. Relate well.
- c. Give them the tools they need.
- d. Show them how to use the tools.
- e. Let them know your expectations.
- f. Watch them and give them specific feedback.
- g. Stay with them until they experience success.
- h. Check on them systematically.
- i. Affirm and encourage them continually.
- j. Together select someone for the trainee to train.

3. What Gets \_\_\_\_\_ Gets Done.

Henry W. Longfellow wrote, “We judge ourselves by what we feel capable of doing; others judge us by what we have done.” As a leader, you will soon find that people define what’s important by what you take the time to measure.

Every day of his adult life, Benjamin Franklin set aside time to examine two questions. The morning question was, “What good shall I do today?” The evening question was, “What good have I done today?”

**Our Goals Should Be:**

- a. \_\_\_\_\_ d. \_\_\_\_\_
- b. \_\_\_\_\_ e. \_\_\_\_\_
- c. \_\_\_\_\_ f. \_\_\_\_\_



#### 4. What Gets \_\_\_\_\_ Gets Done.

Eugene Habecker said, “Whenever I am tempted not to act in a difficult situation involving people, I ask myself, ‘Am I holding back for my personal comfort or for the good of the organization?’ If I am doing what makes me comfortable, I am embezzling. If doing what is good for the organization also happens to make me comfortable, that’s wonderful. But if I am treating irresponsibly irresponsibly, I must remember that two wrongs don’t make a right.”

#### A Checklist for Confrontation

- a. Did I confront as soon as possible?
- b. Did I separate the person from the wrong action?
- c. Did I confront only what the person can change?
- d. Did I give the benefit of the doubt?
- e. Was I specific?
- f. Did I avoid sarcasm?
- g. Did I avoid words like “always” and “never?”
- h. Did I tell them how I felt about what they did wrong?
- i. Did I offer a plan to remedy the problem?
- j. Did I affirm them as a person and a friend?

CHECK YOUR  
HEART

#### 5. What Gets \_\_\_\_\_ Gets Done.

People respond to feedback and rewards. We all love to see results after we’ve given our best effort and part of the results are the affirmation of those we work alongside. But we must remember to reward RESULTS, not just effort.

The rewards you give can vary. People are usually rewarded by prizes or praises. Note the following tips on praising people below:

#### Pointers on Praising People:

- a. Be genuine.
- b. Look for opportunities.
- c. Say it first.
- d. Do it privately.
- e. Do it publicly.
- f. Be specific.
- g. Remember to back up your words with actions.
- h. Put it in writing.

**Question: Which of these principles do you practice?**

### Summary

If you plan to lead a productive organization, you’ll need to learn and practice the five principles that have just been presented. Now let’s examine some steps to take your organization from merely being effective to being excellent.

## Keys to Excellence in Your Organization

**KEY  
POINTS**

1. Value \_\_\_\_\_.

In history, the word excellence has been used as a title of honor: Your Excellency. It is derived from the word “excel” meaning to go beyond average.

2. Don’t settle for \_\_\_\_\_.

Excellence can be attained if you care more than others think is wise; if you risk more than others think is safe; if you dream more than others think is practical; if you expect more than others think is possible; and if you work more than others think is necessary.

3. Pay attention to \_\_\_\_\_.

There’s a common phrase that says, “The devil is in the details.” This means that the general idea you are trying to accomplish rarely gives you problems; the trouble comes when you get down to sorting out the details. Leaders who direct excellent organizations notice the details.

4. Develop a deep \_\_\_\_\_ to excellence.

As you build various departments within your ministry, don’t allow any of them to be mediocre. Develop each to have a commitment to excel. The concept behind the word “mediocre” comes from mountain climbers. It literally means “the middle of the rock.” It is a picture of climbers who become satisfied halfway up the mountain.

5. Possess \_\_\_\_\_.

To become truly excellent, you must build excellence in both reality and perception. If people see your accomplishments, but believe you don’t have any integrity or character – it diminishes the accomplishment. You cannot gain results at the expense of your integrity.

6. Show genuine \_\_\_\_\_ for others.

Excellence requires leaders to also demonstrate respect. The consequence of results without respect is a bad reputation. Excellent leaders both give and receive respect.

7. Go the \_\_\_\_\_ mile.

Jesus spoke of walking the second mile even though you are asked to walk only one. This means exceeding the expectation and going beyond what others believe is common and normal. People will remember the ones who surprise others this way.

8. Never stop \_\_\_\_\_.

Leaders recognize that growth requires change. Self-improvement is where change begins. Self-improvement is the mark of a leader, not a follower. Consistent self-improvement is the only way to remain a leader.

9. Always give \_\_\_\_\_

Leaders are committed. There are four types of people regarding commitment:

- a. The Cop Outs – They make no decision or goals, only excuses.
- b. The Hold Outs – They are uncertain of the future so they fail to start.
- c. The Drop Outs – They start, but stop when the going gets rough.
- d. The All Outs – They go all out to set goals, pay the price and reach them.

10. Don't just fix up things temporarily, but make things \_\_\_\_\_.

When problems occur, don't look for a quick fix. Often the quick answer is a short cut and fails to recognize the deeper problem. Your goal should not be a temporary fix, but it should be to correct the problem and make things right for the long term.

11. Devote yourself to what you do \_\_\_\_\_.

If you are going to lead with excellence, you will need to identify and focus on what you do best. Your ministry cannot meet every need under the sun. Leaders can do anything, but they can't do everything. Find your strength and give it your best attention.

12. Accept the \_\_\_\_\_ of the moment or the position.

Leadership is tested when the heat is on. That's when you see what you are made of. When you get into a tough situation, embrace it. See it as part of the territory of being a leader. Look for options. Trust God. Expect a solution to surface.

13. Be \_\_\_\_\_ in your lifestyle.

Excellence is not an event; it is a consistent lifestyle. Don't excel in only one part of your ministry. You cannot build a good reputation on one small part of your organization's history. Make excellence a lifestyle.

14. Work as unto the \_\_\_\_\_.

Colossians 3:23-24 tells us to do our work whole-heartedly, as for the Lord rather than for men, knowing that the Lord will reward us with an inheritance.

*Therefore, my beloved brethren, be steadfast, immovable, always abounding in the work of the Lord, knowing that your toil is not in vain in the Lord. (1 Corinthians 15:58)*

**ASSESSMENT:** *What is your ministry accomplishing right now?*

*Where do you need to improve?*

**APPLICATION:** *Which of the principles for getting things done do you need to begin practicing?*

**ACTION PLAN**

*What will you do?*

*What action will you take to develop the keys to excellence?*