How to Be Overloaded and Overwhelmed

DR. SEAN BEAVERS – ONLINE DEAN, SCHOOL OF MUSIC
Please Write An Answer to the Following Question

What is one reason a Liberty University faculty member may feel overloaded and overwhelmed?
How to Be Overloaded

Liberty University Context:
- Rapid Growth
- Jobs Keep Changing
- Many Faculty Teaching Overloads

Modern Society in General:
- Rapid Growth of Technology
- Jobs Keep Changing
- Many People Working Overtime
- There is Always More that Can Be Done
- Work No Longer Has Clear Boundaries
- Old Models and Habits are Insufficient
How to Be Overwhelmed

- Seemingly insurmountable dissonance between ideals and reality.
- Belief that I must do more than I can do.
- Trying to do too many things at the same time.
- FOMO
Dream Job

- Can Make $10 Million Dollars in the Next Year
- Completely Ethical and Aligned with What You are Passionate About Doing
- One Catch: You have to work 24 hours a day every day for the next year.
Key Question #1

What Does God Say About Work?
Biblical Perspective on Work

- Diligent hands will rule but laziness ends in slave labor. (Proverbs 12:24)
Biblical Perspective on Work

- Whatever you do, work at it with all your heart, as working for the Lord, not for human masters. (Col. 3:23)
Biblical Worldview on Rest

- Remember the Sabbath day, to keep it holy. Six days you shall labor, and do all your work, but the seventh day is a Sabbath to the Lord your God. On it you shall not do any work. (Exodus 20:8-10a)
Don't wear yourself out to get rich; have the wisdom to show restraint. (Prov. 23:4)
Biblical Worldview on Rest

Take my yoke upon you, and learn from me, for I am gentle and lowly in heart, and you will find rest for your souls. For my yoke is easy, and my burden is light. Matthew 11:29-30
Action Item Ideas #1

- Prayer and Bible Study – 30 minutes per day
- Sabbath rest – 24 hours per week
- Eat – 3 Meals per day
- Sleep - 7+ hours per day
- Relax – 1 hour per day
- Exercise - 30 minutes per day
Action Item #1: Top Recommendation

- Sabbath rest – 24 hours per week
Key Question # 2

What does God want you to do with your life?
What Do You Want to Be True About You on Your 70\textsuperscript{th} Birthday?
Schedule 1 hour to think about your purpose and goals.

Schedule a Quarterly-Offsite
Action Item #2: Top Recommendation:

▶ Schedule a Quarterly-Offsite
Yes, But...

What should I be doing right now?
The Matrix of Self-Management

Perspective

Victim
Responder

Control
The Matrix of Self-Management

<table>
<thead>
<tr>
<th>Perspective</th>
<th>Control</th>
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</thead>
<tbody>
<tr>
<td>Crazy Maker Visionary</td>
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<tr>
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</tbody>
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The Matrix of Self-Management

- Perspective:
  - Crazy Maker
  - Visionary
  - Victim
  - Responder

- Control:
  - Captain & Commander
  - Micromanager
  - Implementer

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Process

- Eliminate
- Automate
- Delegate
- Do (2-minute rule)
- Defer
Deferred Items

- What is the next action?
- Where do you track it?
- When do you come back to it?
Email sbeavers@liberty.edu.
Subject line: Workshop
YouTube channel: Work with All Your Heart
https://www.youtube.com/channel/UCjahU2Ma56QBeNSmjMU2cnw/
7 Big Mistakes

- Manage Time
- Embrace Multi-tasking
- Track Obsessively
- Ignore Disorder
- Expand Access
- Respond Constantly
- Switch Technologies Frequently
Action Item Ideas #3:

- Weekly Review
- Block Focus Time on your Calendar
- Organize your Task List
- Plan Ahead on your Calendar
- Work Shutdown
- Use the Two-Minute Rule
Action Item #3: Top Recommendation

Weekly Review
Questions

What are your questions?