

# OUR PARISH COUNCIL

*Bernard Lyons*

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The American Management Association asked chief executives of all types of business and industry to name their most pressing day-to-day problem.

The majority of them said, "Lack of time."

"There are not enough hours in the day!" is the typical answer you will also get when you express concern to a busy priest or committee chairman.

There are spiritual and practical dimensions to our use of time.

Part of that spiritual dimension has to do with a sense of "relaxation" about work. There has to be a struggle to do the best one can, but after that to "leave it to God."

French poet Charles Peguy expressed the attitude beautifully in his book *God Speaks*.

"Blessed is he who puts off" were the words Peguy put in God's mouth in his poem *Sleep*. "That is to say Blessed is he who hopes. And who sleeps."

And in *Night*, Peguy has God say, "For in work, man glorifies me only by his work / And in sleep, it is I who glorify myself by the yielding of man."

Presuming that we have Peguy's faith in Divine Providence and that we have a scale of values about what we commit our hearts and energy to, here are some ways to help us work more efficiently — to get the best from our efforts in the rather short time given to us.

Know what you have to do.

Advertising man Ivy Lee once gave Charles Schwab, president of Bethlehem Steel, a blank sheet of paper.

"Write on this paper the six most important tasks you have to do tomorrow. Now number them in the order of their importance. The first thing tomorrow, look at item one and work at it until it is done."

Lee told Schwab that he should keep up this system as long as he was convinced of its value. After he tried awhile, he was to send Lee a check for whatever he thought the system was worth.

A few weeks later Schwab sent Lee a check for the time-saving idea — it was for \$25,000!

Evaluate your time.

Get an appointment calendar at an office supply store.

Even if you are not a professional person, keep track of your time for two weeks, by blocking out your time in 15 or 30-minute periods, with cue words, such as "reading, TV, meeting, lunch, meditation, etc."

After two weeks you will know how you are spending your time, exactly.

Schedule your time.

By planning ahead you can cut out certain time periods and give the time to more worthwhile tasks. Briefly, "Plan your work, work your plan."

Learn to delegate.

The leader is not the person who is always doing everything. His efficiency should be at the service of the community. He (or she) is serving others not only when he is responding to their

needs, but also when he is delegating — asking others to serve still others.

## ARTS CENTER SETS SUNDAY SHOWS

A Sunday afternoon series of free entertainments designed for the family audience will be launched this Sunday, Sept. 22, at Nazareth Arts Center.

The first offering, at 3 p.m., will be a new Kodak wide-screen, multi-media show entitled *South Pacific Picture Paradise*. Concerts, recitals, movies and plays have been scheduled for Sundays through Dec. 15.

Joseph Baranowski, center director, said the programs would provide a showcase for "a wealth of talent within the school and the community." All programs will be of professional quality, he said.

The Arts Center offers free parking. Theater door will open at 2:30 p.m.

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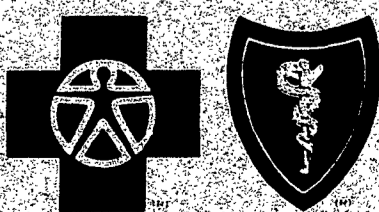
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