



Timely tips for bookstore owners by Karen Whiting

God's time management in Genesis 1, during the seven days of creation, can guide you!

1. Start with light
 - Let Christ be your store's light. Start each morning praying with your staff.
 - Know each person's strengths and weaknesses. (Also know your own).
2. Separate the mundane from the heavenly.
 - List the benefits and mission of your store. Post them.
 - Limit time wasters. For example, only check email twice daily.
 - Delegate jobs others can do. Apply your time to management.
 - Before meetings, write an agenda. List meeting goals and problems that need to be addressed. Also list praises for work well done to encourage employees.
3. Focus on growth.
 - Set goals, including personal (improving listening skills) as well as professional (learning new technical skills).
 - Be prepared to train others to take over your tasks to free your time.
 - Evaluate what promotions and ads brought the best results.
4. Divide and organize your time
 - Prioritize tasks by importance.
 - Limit yourself to three main goals each daily.
 - Identify tasks that can be grouped, delegated, or dropped.
 - Break large projects into parts. Carry them out one step at a time.
 - Tame the paper piles. Use sticky notes to label what needs to be done/where to file papers so you don't need to reread everything. Delegate any filing possible.
5. Work on what is fruitful.
 - Spend time on what will most benefit your customers.
 - Get to know your customers. Set store hours that reflect your customers' needs.
6. Be responsible for what God has given you.
 - Write out job descriptions for yourself and your staff, if you haven't already.
 - Set a schedule to meet deadlines for ads, special distributor discounts, and paying accounts. Use what works for you (daily planner, palm pilot, large wall calendar).
 - Take your breaks and honor employee breaks.
 - Schedule in favorite stress relievers (stretches, laughter, quiet time).
 - Prepare for busy seasons: Make and freeze meals, set up lawn care, etc. Delegate or schedule easier projects for busy home events. Plan fun for after a heavy season.
7. Keep your day of rest relaxing and focused on God.

Karen Whiting is an author of nineteen books, international speaker, and former television host.



<http://christianauthorsnetwork.com/karen-whiting/>

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