



Life® TOOL TIME

Number 19

Tips, tools, and timely tidbits to make your publishing job easier

STOP, & DROP, & ROLL



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My wife has a friend with a Fire Dog (Dalmatian). This friend goes into the public schools and teaches children how to respond in case they happen to catch on fire. The process is simple. First, she presents the dog to the children and then gives the dog a series of commands. The key commands are: 1) stop, 2) drop and 3) roll. She then explains that if the child catches on fire, he or she must do the very same thing: stop, drop and roll. By doing that, they will be able to put out the fire and be safe. The children then practice the commands right alongside the dog.

Maybe you too need to follow these commands. Do you have **"too many irons in the fire"**? Are you too busy and feel like you are ready to "burn out"? If

you are, then let's use the same formula to help "put out" some of your fires.

1. **STOP and re-evaluate** each task you are doing. Is it really essential? Is it something YOU want to do, or something God truly has asked you to do? How does it affect your ministry? What would happen if you simply stopped doing that task? Stop and take time to pray and ask God to guide you in making wise choices. Stop and drop to your knees.
2. **DROP one or more tasks from your "to do" list.** Most people try to do more things than they can realistically do. The question then is, "What can you drop?" Once you have prayed, evaluated and analyzed your workload, then

look for things to drop. There are two ways you can drop a task: 1) simply drop it, meaning: stop doing that task; or 2) delegate the task to someone else. The task may be important, truly worthwhile and valuable to the Kingdom, but maybe you personally are not the one who needs to do it. The great industrialist Nelson A. Rockefeller has been credited with saying, "If you want to be successful, surround yourself with successful people." To me, that means learning to delegate responsibilities to others and allowing them to use their gifts and talents to get the job done for you.

3. **ROLL some tasks over to Life Publishers.** If some tasks are printing related, consider rolling them over to us. Let us

help you with one or more of your publishing needs. It may be searching for information, let us do it. It may be printing a book you need, then send it to us. It may be a task related to your missionary activity: newsletter, prayer card, etc. Outsource these tasks by rolling them over to us. Life

Publishers is here to serve you with your publishing needs.

The Bible uses the analogy of the body of Christ being like the human body. We are to work together, each using his or her abilities for the larger good of the body. Let Life Publishers exercise its talents and abilities to assist

you in your ministry. Just consider us your printing department down the hall. Please E-mail, write or call us (our contact information is listed on the back page). We are here to service YOU. And by servicing you, we serve the body of Christ.



Help Wanted:
Life Publishers is looking for a **French**-language edition of the book, **Where There Is No Doctor**, developed by the Hesperian Foundation. Anyone knowing of a single clean copy, please contact Bruce@LifePublishers.org. We will return multiple copies to you in exchange for your single French copy, and you will be helping others obtain this otherwise valuable but unavailable book.

Useful Information:

For parents looking for home schooling materials, try www.HomeschoolingBooks.com or 1.800.421.6645.

Do you have critical computer files?

There are **three** important words in Real Estate: Location, Location and Location. There are **three** important words when working with computers: Backup, Backup and Backup.

Be sure to periodically back up your files, and if possible keep a copy of your most important files at another physical location.

If that is impossible in your setting, here is a new way to have your most important files safely stored.

A company by the name of GoDaddy has a service where you can purchase online (Internet-based) storage of your critical digital files. Cost is inexpensive, \$9.95 per year for 1000MB and \$19.95 per year for 2000MB, and you can purchase up to 10GB of online storage. This service allows you to store and retrieve information from any Internet (Web-based, not e-mail) connection. You can use this service to access files as you travel, store critical files, or transfer information to others without the file-size restrictions of your e-mail service. You may wish to zip and password your files or even encrypt them, if the files are of a sensitive nature. For more information go to: https://www.godaddy.com/gdshop/email/vsdb_landing.asp?se=%2B&ci280

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