Next Level Leadership:
Organizing your MOPS Experience
Tips and Tricks to organize your goals, time and supplies

This time of year every talk show, blog and magazine is filled with ideas on making resolutions, setting goals and getting organized. Let’s take a look at some tried and true processes that we gleaned from MOPS leaders all over the country.

All of our ideas are focused on organizing your MOPS experience but most will work in other areas of life as well.

**GOALS are the Blueprint**

Goals bring focus, allow for creativity and make dreams possible. Start by dreaming big. Ask the question, “What do I want my MOPS group to look like in 5 years, 2 years, this time next year?” Take some time to dream big with your Leadership Team and church leaders. But don’t stop there. You have to take the dreams and attach practical action steps – it’s the detail of the blueprint.

**A goal is a ______________ of ______________.**

It is saying, “I believe God can do this through me by this time.” A good goal stretches you beyond where you are right now.

**Goals must be ______________.**

Psychologists say we are three times more committed to a goal we’ve written down then we are to one that is just in our head.

Having written goals increases your commitment level, sharpens your focus and allows room for creativity.

**Goals bring ______________.**

Consider goals for your marriage, children, home, and ministry.

**Set goals that are just ______________ but not ______________.**

You want it to stretch you but not break you.
Goals should be ___________________.

Set a ___________________.

Build in a way to ___________________.

Share with people who _____________________________.

Leave room for _________________.

In summary, set SMART Goals for yourself.

Specific
Motivational
Attainable
Relevant
Trackable

EXERCISE:
- Group GOAL: To grow our group by 20 moms by the end of the MOPS year.
- What are the specific goals for Leadership Team members that will support this bigger goal?
  
  Publicity, Hospitality, Finance, MOPPETS, Mentor, DGL, Coordinator

CHALLENGE:
- Group GOAL: To have a healthier MOPS group.
- Your Challenge:
  o Make that a SMART Goal
  o Brainstorm with your team to figure out what a healthier group looks like.
  o Define specific goals for Leadership Team members that will support this bigger goal.
**TIME**

Cross off the things that won’t work for you and circle the things you’d like to try. If a plan sounds good but doesn’t fit into your schedule, you won’t use it and you will end up frustrated. You may have to try a couple of things before you find what really works. Don’t give up!

**Managing your own time:**

- Set office hours.

- Schedule tasks.
  - To Do list on paper
  - Outlook tasks or calendar
  - Google calendar
  - Siri reminding you

- Delegate.
  “If a MOPS task is taking more time than it should, then it’s probably a task I need to share.”

- Don’t reinvent the wheel.
  (Visit the Leaders Idea Center, attend local Community Leadership Training events, and network with other leaders to gather ideas)

- Evaluate and Minimize Competing Distractions.

**Managing and Respecting others’ time:**

- Make an agenda for meetings and stick to it.
  (Go to Group Management Tools and click on the ‘Meetings’ tab for sample agendas)

- Start and end meetings on time – no matter what.
SUPPLIES

Storage space

Mobile office

Filing system

Binders

eFiles

DropBox

Google Docs

Pinterest

Evernote

The goal is not just being organized –
it’s maximizing your own time
so you can serve others efficiently and effectively.