

## Outline

### Time, Space, and Email

We live in the age of emails and hand held devices that can be more powerful than many computers. There are certainly benefits in living in a technology culture but what about the negatives? What negatives you may wonder? Is it possible that all our technology is impacting our personal time in ways that are not contributing to our fulfillment or productivity? Dr. Cloud will help you evaluate if it is you that is really in control of your time. He will also help you determine if what you are choosing to do with your time is actually helping you accomplish your mission. You might be surprised at what you learn.

#### Small group discussion questions:

- 1) Have you seen how your instant accessibility to your job via technology is impacting your personal life? Talk about your experience.
  
- 2) Has this instant access to you and volume of emails impacted your ability to get your work done? What has this done to your ability to focus on your work and your level of productivity?
  
- 3) What are some of the ways mentioned that can help you create your own agenda and protect your time, space, and ultimately your mission?