



The Organizing *You* Time Management Video for Mom's Groups

Thank you so much for your interest in the Organizing *You* Time Management Video. I'd be delighted if you'd bless your group with it!

Here's everything you need for an easy and *fantastic* meeting...

Here's what you'll find in this packet:

1. **The link for the 50-minute Time Management talk video:** You'll need to download it onto a computer, and hook up the computer to a projector, in order to show it to your group.
2. **Promotion ideas:** You can use these, or not. They're just some easy ways to promote your Organizing *You* meeting through social media, newsletters, or emails. You also can find more promotional materials here:
<http://organizingjesusmoms.com/speaking/promotional-materials/>
3. **A handout:** You'll need to copy enough for each woman in your group. It's meant as a reflection sheet but will easily double as a discussion guide. In fact I'd love it if you gave your moms some discussion time after the video—they always have lots to share with each other!
4. **An introduction:** You can read it verbatim, or not. It's just an easy way to introduce the video before you push play.
5. **A follow-up email:** I'd love to follow-up with the moms after the talk through an email with some helpful links at the end. I want to help them follow through with what they've learned during the video, and they're much more likely to do that if what they need is just a click away!

Here's what I'd love for you to do in return:

1. **Consider your budget for speakers and send me a small honorarium:** This is a ministry for me, not a business, but even ministries need funding! I'll put whatever you send me straight back into the ministry to keep the video online, and then hopefully extend my reach for the Lord. \$25-\$50 is typical. Please send it to: Shannon Upton, 5453 Old Creek Lane, Hilliard, OH 43026 (Of course, please feel free to watch the video regardless of whether or not your group can afford to send an honorarium.)
2. **Order a few copies of my book, Organizing You for your moms:** Often, the women who hear this talk and are so motivated to start organizing that they want to start reading the book immediately! Please order enough books to cover one quarter of your average attendance number. (For example, for a group that averages about 35 moms per meeting, you'll want to order around 8 or 9 books.) If you order them from Amazon, you can get free shipping for your moms and they can pay you the purchase price, so this won't take any funds from your budget. (Please be sure to get the second edition; the first edition is out of print and thus more expensive!)

If you wish to give the books away instead, feel free! You can also sell them at a discount if you have room in your budget to make up the difference; that's a lovely gift to the moms. But please do *not* use this as a fundraiser by selling the books above your purchase price. Organizing You is a huge part of my ministry and I truly believe the Lord is using it to bless any mom who reads it—check out those Amazon reviews! (Again, please feel free to watch the video regardless of whether or not your group can do this.)

3. **Let me know what's happening:** Please send me the full name and location of your group, and the date your group will most likely view the video. I would love to be in prayer for you, and to do a shout out to your group through my social media! I'd also love to know if moms from your group decide to use my free group Bible study curriculum.

Before I sign off, let me answer one frequently asked question: **Is this video only for moms?** In the video, I'm clearly addressing moms with kids still living at home. However, any woman who feels busy or even overwhelmed will enjoy the video and gain insight into how she might like to manage her time! The same is true of the book (although my second book, Building Your House, is has three chapters that are mom-specific).

So, if you'd like to watch this video with a multi-generational Bible study or other mixed group (even a group with guys!), please do! My only concern would be that

I'd never want to hurt a woman who's struggling with infertility, or other painful issues, by talking about how cool it is to be a mom. You may want to watch it ahead of time so you'll be able to introduce it appropriately.

Again, thank you so much! Please feel free to email me with *any* questions or concerns.

Blessings to you as you serve other moms for the Lord!
Shannon

"The women of my group LOVED your video this morning! We had some great conversation and we are actually looking into doing your 6 week study this summer. Thank you for sharing the video with us!"

-Dana Lewis, MOPs group coordinator in Solon, OH

"We are a very social group and sometimes videos don't go over well with them, but after the first few minutes the room was silent and the women were engaged. Afterwards they were very interested in the ideas and eight women signed up to complete a Bible study. Thank you so much!"

-Cara Kipp, MOPs Coordinator in Central Illinois

"Shannon, thank you so much for all you do! Watching your video was like having you in the room with us."

-Anna McAfee, MOPS Coordinator in Coronado, CA

"I'm not generally a fan of video presentations so I was initially apprehensive about the video. Instead, I was blessed to learn ways to tackle my spiritual clutter. This was an unexpected blessing because I struggle immensely in this area. Shannon was easy to relate to as she shared useful tips and advice. More importantly, she made me feel like I'm not alone in my struggle to clear my heart and mind so I can focus on what matters most and show more grace when my day isn't going according to my plan."

-Desirae Dubisky, MOPs mom in Lakland, FL

"Thanks so much for praying for us! The feedback I got from moms was overwhelmingly positive! They loved the simple tips and tricks and seemed challenged to love their families and God more. So thank you for the work you've put into this presentation and how easy you make it to show!"

-Emily Terricciano, MOPs coordinator in Lincroft, NJ

"Thank you for such a loving and practical presentation.
I cannot wait to get started."

-Kimberly Nugent, MOPs coordinator in Germantown, MD



The Organizing *You* Time Management Online Link

Here's the link! I recommend downloading the video well ahead of time, just so you don't run into any technology issues. (The video has a 50-minute running time, so I wouldn't recommend trying to stream it.)

Please do not share this link with other groups; instead, send them to me through my website!

And *please* do not publish all or any part of this video in any format, including social media posts.

Feel free to talk about the video through social media, though! I can't minister to other Christian moms with the video if they don't know that it exists!

Thank You!

Link for the Time Management Video: <https://vimeo.com/101204967>

Click the "download" button.

The password is: OYTMV4JC



SOCIAL MEDIA PROMOTIONS

Here are some different social media posts, tweets, and general ideas to let the people in your area know about your special event!

You'll probably want to start a week or two before the event and space these out accordingly. You can post them, your church's tech team can post them... your whole event planning committee can post them! The more the merrier!

Let's reach your community with the love of Christ through this event!!

Twitter

(Note: All of these can be posted on other social media like Facebook as well.)

Get ready to organize You with @ShannonKay4J [your group's handle] [date and time]. #inviteyourfriends #beblessed

Example:

Get ready to organize You with @ShannonKay4J @GraceChurchMOPs this Tuesday at 9am. #inviteyourfriends #beblessed

Come clear out your Spiritual Clutter with @ShannonKay4J [your groups's handle] [date and time]. #OrganizingYou #Living4Him

Christian speaker, author, and blogger @ShannonKay4J sharing with [your group's handle] [date and time] via video! #BuildingYourHouse #JoinUs

Join us for special moms' meeting featuring Christian speaker and author @ShannonKay4J [your group's handle] [date and time]! #OrganizingYou

Enjoy God's gift of time! Learn from @ShannonKay4J [your group's handle] [date and time]. #MoreofHim #TimeManagement

Center your to-do list on Christ! Watch @ShannonKay4] [your group's handle] [date and time]. #OrganizingYou #All4Jesus

Relax about your to-do list—get organized with @ShannonKay4] [your church's handle] [date and time]. #TimeManagement

Facebook and/or Instagram

(Note: Be sure to attach a photo to help draw attention to your post.)

Mark your calendars and invite your friends: Christian Speaker, Author, and Blogger Shannon Upton is sharing with [your group's handle] via video [date and time]. Find out more about Shannon at OrganizingJesusMoms.com.

Who's the speaker at [this month's] mom's meeting? Shannon Upton is a Christian speaker, author, and blogger who helps women use organization to clear out their spiritual clutter so they can grow closer to their families and their Lord. We could all use that—so join us as we view her Time Management Video [your group's handle] [date and time]!

Come hear Shannon Upton of [Organizing You Ministries, tagged] speak to us via video about using organization to clear out our spiritual clutter! Join us at [your group's handle] [date and time]—and share this post with your friends!

Here's what women just like you are saying about Shannon Upton's Time Management Video...

"The women of my group LOVED the video this morning! We had some great conversation and we are actually looking into doing the six week Bible study this summer." -Dana Lewis, MOPS mom in Solon, Ohio

"Shannon was easy to relate to as she shared useful tips and advice. More importantly, she make me feel like I'm not alone in my struggle to clear my heart and mind, so I can focus on what matters most and show more grace when my day isn't going according to my plan." -Desirae Dubisky, MOPs mom in Lakland, FL
Come watch with us at [your group's handle] [date and time]!

Use a little organization to enjoy God's gift of time! Christian speaker and author Shannon Upton of [Organizing You Ministries, tagged] is teaching us via video about time management—from a Christian worldview. Register now for [event name] [your group's handle] [date and time]. And invite your friends to join you!

Organize your time—plan to grow closer to Jesus! Come hear Shannon Upton of [Organizing You Ministries, tagged] share with us via video about creating a time management system based in The Word. Come to [your group's handle] [date and time], and bring a friend!

Church Bulletin or Group Newsletter

(Note: All of the ideas above could be made into fantastic bulletin blurbs or newsletter teasers)

Do you ever wonder where your time is going?

Get ready to make the most of God's gift of time!

[Your church/group] is excited to present a presentation by Shannon Upton, Christian speaker and author of the *Organizing You* books. Shannon helps women clear out their *spiritual* clutter so they can grow closer to their families and their Lord. For our [event title], she'll share via video how a little organization can help you to manage your time well and relax about your to-dos! Best of all, she'll encourage you prayerfully seek God's will for your time.

[date]

[time]

[special information]

We've gone ahead and ordered a few of her books so that you'll have the opportunity to purchase one right away with no shipping costs! (If you'd like to do so, please remember to bring cash or your checkbook.)

For more information about Shannon, her books, and her ministry, check out OrganizingJesusMoms.com.

Event Newsletter or Handout

About The Speaker

Shannon Upton is a dedicated mother of three with a speaking and writing ministry. Through her talks, her blog, and her *Organizing You* books, Shannon teaches women how to use organization to clear out their *spiritual* clutter—the anxious thoughts and fears that keep us feeling insecure and frazzled. She's passionate about helping her sisters in Christ to live life intentionally, growing closer to our families and their Lord!

In this video, Shannon will be presenting a Biblical view on time management and some practical tips about how to work towards your goals. We've gone ahead and

ordered a few of her books so that you'll have the opportunity to purchase one right away with no shipping costs! (If you'd like to do so, please remember to bring cash or your checkbook.)

For more information about Shannon and her ministry, check out her blog at OrganizingJesusMoms.com.

Shannon Upton

OrganizingJesusMoms.com

Organizing *You* Ministries on Facebook
ShannonKay4J on Pinterest and Twitter



Introduction for the Organizing You Time Management Video

(I truly appreciate your enthusiastic introduction of this video!)

Today we're excited to watch a video presentation from Christian speaker and author **Shannon Upton!**

Shannon is wife and mother of three kids. Formerly high school teacher, it's now her joy to serve the Lord with her public speaking and writing **ministry**.

Shannon is passionate about teaching women how to use organization to clear out their **spiritual clutter**. She loves giving talks to moms' and women's groups. She the author of two Organizing *You* books and the free Bible Studies that accompany them. She also writes a blog about intentional, abundant living through scripture.

Today Shannon will be speaking with us about Time Management. You all have a **handout**—it's meant as a reflection sheet, but you can jot down some notes if you'd like. All of the **scriptures** she'll be referencing are listed at the very top of the handout so you don't have to write them down. She's hoping you can just sit back and enjoy her talk!

So let's learn how to manage our time with Shannon Upton!
Here we go...



Follow-up Email for Your Moms

(Please copy and paste this into an email and send it out to your group after you've viewed the video.)

Dear Sisters in Christ,

Thank you so much for allowing me to share my ministry with you through my Time Management video talk. I pray that it blessed you and that you were inspired to use a little organization to clear the clutter out of your spirit!

I'd like to encourage you again to visit my blog and check out the post about goal setting. And while you're there, look around—I have so much to offer you, including wonderful independent Bible Study Series, talks I could give at your church, and the free *Organizing You* book companions, including the *Organizing You* Planner Pages. Be sure to follow the blog so you don't miss the great content and my new offerings!

Thank you to all of you who bought a copy of my book—I hope it blesses you. If you didn't get a chance to purchase [Organizing You](#) and would like to, you can always shop online (Amazon sells it in paperback and for the Kindle—just be sure to get the second edition with the white cover)! If you're interested in being the Hostess for a Six-week [Organizing You](#) Bible Study, just download the free PDF from [OrganizingJesusMoms.com](#). And if you're ready to organize your stuff, routines, and family with Jesus, check out my second book, [Building Your House](#) (it has a free Bible Study, too)!

All of the links you may want (and more!) are below. Please feel free to email me with any questions or comments. I'd love your feedback!

Blessings to you as you serve the Lord and your family each day!
Shannon

**Please check out everything I have for you today on
[OrganizingJesusMoms.com](#)!**

Follow the blog: <http://organizingjesusmoms.com>

Read the article from today's talk: <http://organizingjesusmoms.com/fun-stuff/now-or-later-when-to-set-your-goals/>

Learn more about my books: <http://organizingjesusmoms.com/books/about-the-organizing-you-books/>

Learn more about the free Bible Studies:
<http://organizingjesusmoms.com/books/free-six-session-organizing-you-bible-studies/> and <http://organizingjesusmoms.com/series/>

Get more free stuff: <http://organizingjesusmoms.com/free-resources/>

Like me on Facebook: <https://www.facebook.com/Organizing-You-Ministries-208712995898167/timeline/>

Follow me on Twitter: <https://twitter.com/ShannonKay4J>

Follow me on Pinterest: <https://www.pinterest.com/shannonkay4j/>

Learn more about dealing with anxiety: <http://organizingjesusmoms.com/fun-stuff/reduce-your-anxiety-with-jesus/> and
<http://organizingjesusmoms.com/category/thought-shots/>

Please note: This is the last email you'll receive from me unless you're on my mailing list. If you'd like occasional updates about my ministry, new resources, and open speaking engagements, please email me at shannon@organizingjesusmoms.com and ask to be put on the list.

Thank you and God bless you!