

# FOCUSING ON WHAT'S BEST

## USING KEY PERFORMANCE AREAS

*"In your work, you should have no more than 3-5 spheres of activity. You can't do more than five things well. To the extent you are doing more than five kinds of things, you are probably giving insufficient time and focus to one or more of the five."*

This is advice from a Christian businessman based on the biblical principles of stewardship and thirty years of experience trying to master those principles. He is speaking about a priority management tool known as "key performance areas." The tool can ensure that we work "heartily, as unto the Lord and not unto men" (Colossians 3:23) rather than getting lost in a myriad of good activities that detract us from doing the best things.



### ***WHAT ARE KEY PERFORMANCE AREAS?***

Your most important work activities engaged in on a daily or weekly basis with a meaningful group of people are your key performance areas. They are the things that, if you focus on them and do them well, will produce the best results and give you the greatest success in your ministry.

### ***WHAT ARE YOUR KEY PERFORMANCE AREAS?***

To determine your key performance areas, you must stand back and look at the totality of what you do in work or ministry. Take an average week and think of the general categories of things on which you spend your time and the people with whom (or for whom) you minister. Over the long term, certain patterns should emerge. Include those big activities as key performance areas.

### ***WHAT WERE PAUL'S KEY PERFORMANCE AREAS?***

The book of Acts reveals that Paul had a method of working in each city where he traveled. Social issues, government oppression and corruption, political issues and racial issues could have distracted him. He could have modulated into other good activities – like opening an evangelical version of Gamaliel's school, or staying with a church and pastoring it for many years, but these weren't his spheres of activity. He was a church-planter – not a pastor, not a theology professor. This meant that he did only certain types of work. He had certain limited areas of activity – key performance areas. Paul seemed to have four key performance areas:

- Evangelism (to the Jews first, then others – Acts 13:5,14, 14:1),
- Discipleship (teaching and strengthening young believers - Acts 14:22-23),
- Leadership Development (equipping and appointing men for ministry - Acts 20:17-32, 2 Timothy 2:2),
- Targeted Follow-up (by correspondence – the Epistles).

If an activity didn't fall squarely within one of those areas, he let it pass.

A Key Performance Area is a sphere of work activity engaged in on a daily or weekly basis with a meaningful group of people.

