



# THE WAY OF FRUITFULNESS

## EXERCISE 12: ANNUAL/QUARTERLY CHECK-INS

*Use the following exercises to conduct an annual/quarterly review. Feel free to use whichever exercises you find to be the most helpful:*

- **FOUR HELPFUL LISTS** (*What's Right?, What's Wrong?, What's Confused?, What's Missing?*)<sup>1</sup>
- **SWOT ANALYSIS** (*Strengths, Weaknesses, Opportunities, Threats?*)<sup>2</sup>
- **EISENHOWER MATRIX** <sup>3</sup>

*Another helpful tool is [Rhythms: Moving from Surviving to Thriving in Ministry](#) by Andy Addis. This book and accompanying workbook will help you to discover and engage healthy, biblical rhythms for thriving in your ministry.*

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<sup>1</sup> The Four Helpful Lists tool was initially developed by Tom Paterson of The Paterson Center.

<sup>2</sup> The SWOT Analysis tool was initially developed by Albert Humphrey at the Stanford Research Institute.

<sup>3</sup> The Eisenhower Matrix was initially developed by Dwight D. Eisenhower and popularized by Stephen Covey.

**FOUR PERSPECTIVES:**

<b>WHAT'S RIGHT?</b> <i>(Optimize)</i>	<b>WHAT'S WRONG?</b> <i>(Change)</i>
<b>WHAT'S CONFUSING?</b> <i>(Clarify)</i>	<b>WHAT'S MISSING?</b> <i>(Add)</i>

**CORE ISSUES TO ADDRESS:**

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# SWOT

	HELPFUL	HARMFUL
INTERNAL FACTORS	STRENGTHS	WEAKNESSES
EXTERNAL FACTORS	OPPORTUNITIES	THREATS

# EISENHOWER MATRIX

	UGENT	NOT URGENT
IMPORTANT	DO IMMEDIATELY	DECIDE WHEN TO DO IT
NOT IMPORTANT	DELEGATE FOR COMPLETION	DELETE THESE TASKS