**Customizable Email Templates**

*Announcement Template—Monthly Discussion*



Team,

This month we’ll spend time as a team going through the [*Redeeming Your Time*](https://app.rightnowmedia.org/en/content/details/751366) series with bestselling author Jordan Raynor on RightNow Media @ Work. I chose this series to help us learn how we can improve our productivity and manage our time more effectively.

Over the next month, please find time to watch this ten-session series on your own. In addition to watching the series, note your answers the below questions. We may not discuss every question, but I would like each person to be prepared to give your input if asked.

* [REVIEW QUESTION BANK AND INCLUDE 5-6 QUESTIONS HERE]

Please complete everything prior to [DATE], which is when we will discuss this series in our team meeting. If you haven’t registered your free RightNow Media @ Work account yet, here’s the link to do so: [INSERT CUSTOM LINK—LOG IN TO YOUR ACCOUNT, CLICK ‘SEND INVITE’ IN TOP RIGHT, THEN CLICK ‘COPY INVITE LINK’ BUTTON. CONTACT YOUR CONSULTANT FOR ADDITIONAL HELP OR QUESTIONS.]

Let me know if you have any questions. I look forward to discussing this series together.

*Announcement Template—Weekly Discussion*



Team,

Over the next five weeks, we’ll spend time as a team going through the [*Redeeming Your Time*](https://app.rightnowmedia.org/en/content/details/751366) series with bestselling author Jordan Raynor on RightNow Media @ Work. I chose this series to help us learn how we can improve our productivity and manage our time more effectively.

Each week you’ll watch two sessions from the series and make note of your answers to the questions for that session (provided via email). We’ll then get together each week to discuss those sessions and the team’s responses. For our first discussion on [DATE], consider these questions as you’re watching sessions 1 and 2:

* [REVIEW QUESTION BANK FOR SESSIONS 1 & 2 AND INCLUDE TWO QUESTIONS HERE.]

If you haven’t registered your free RightNow Media @ Work account yet, here’s the link to do so: [INSERT CUSTOM LINK—LOG IN TO YOUR ACCOUNT, CLICK ‘SEND INVITE’ IN TOP RIGHT, THEN CLICK ‘COPY INVITE LINK’ BUTTON. CONTACT YOUR CONSULTANT FOR ADDITIONAL HELP OR QUESTIONS.]

Let me know if you have any questions. I look forward to discussing this series together.

*Reminder Template*

*Tip: You can reply all to your previous announcement email so your team has easy access to the questions you sent over in the original email.*

Team,

Just a reminder that we’ll be discussing the [*Redeeming Your Time*](https://app.rightnowmedia.org/en/content/details/751366) series with Jordan Raynor at our team meeting [next week / tomorrow].

* Make sure you’ve signed up for your free RightNow Media @ Work account: [INSERT CUSTOM LINK]
* Watch [the series here](https://app.rightnowmedia.org/en/content/details/751366) (available on desktop, mobile, or TV streaming devices).
* Answer the questions I previously sent over in preparation for our discussion.

Let me know if you have any questions. I look forward to discussing this series together.

*Weekly Question Email Template*

Team,

For next week’s discussion, watch sessions [X and X] of the [*Redeeming Your Time*](https://app.rightnowmedia.org/en/content/details/751366) series with Jordan Raynor on RightNow Media @ Work. Consider these questions as you’re watching:

* [REVIEW QUESTION BANK FOR THIS SPECIFIC SESSION AND INCLUDE 2-4 QUESTIONS HERE.]

Let me know if you have any questions. I look forward to discussing this series together.

**Question Bank**

*From session 1:*

* In our culture, our attention is constantly pulled in multiple directions—from emails, texts, meetings, and news alerts, our time is constantly in demand. How do you manage the time you have during the week?
* What are the common commitments that tend to fill up your schedule? What are the distractions that often draw your attention away from your work?
* One of the most common distractions we encounter is the constant stream of news we get from phone alerts, TV, and inboxes. Too much news consumption can negatively impact our ability to focus on what matters most. How often do you check your phone, computer, or television for news updates? How much time per day do you think you spend reading the news (sports, current events, celebrity updates, social media, etc.)?

*From session 2:*

* Parenting our phones—creating boundaries around how connected we are to our phones—helps us break dependence on our screens and focus on what matters most. For Jordan, leaving his phone in another room and keeping his “do not disturb” function on helped him take a break from work. These simple steps allowed his VIPs to have access to him in case of an emergency while silencing the stream of notifications that distract or tempted him after 5:00 p.m. In what ways could distancing yourself from your devices or silencing notifications help you keep work at work? In what other ways could you parent your phone?
* Parenting our phones is more than a productivity booster. When we focus on the present and the people we are with, we will be better spouses, parents, and friends. In what ways could parenting your phone improve your relationships? Your work/life balance? What specific steps can you take to parent your phone this week?

*From session 3:*

* When we know what work we’re called to do today, we can better focus on what really matters. Jordan’s method to focus his attention on his priorities is to set specific quarterly goals for his current projects. What project or task do you need to intentionally focus on this quarter?
* What work do you need to get done this month to achieve that goal? What work do you need to get done this week? What do you need to do today to reach your quarterly goal?
* Setting quarterly goals not only helps us focus on our current projects but it also allows us to accomplish our tasks more efficiently with less stress. Think about the posteriorities that are distracting you. When do those tasks need to be accomplished? What date could you push those tasks back to so that you can focus on your more pressing quarterly goals?

*From session 4:*

* If we aren’t careful, our incoming messages and emails can dominate our attention. Even if we don’t engage with every new notification, stealing a glance every now and then can kill our work momentum. What boundaries, if any, do you currently have in place to keep from constantly checking your email, texts, and other notifications? Would you describe your response to notifications as proactive or reactive?
* Jordan gave us three steps to control our incoming messages. Step one is choosing ahead of time when you’ll check your messages. Having a predetermined time to check your email, texts, and important social media notifications will allow you to focus on priority work without fear that you will forget to respond to an important request or update. Based on your current workflow, what is the best time for you to check messages during the day? What would it look like to protect that time on your calendar?
* Step two is to make a list of VIPs who can have constant access to you, even outside of the predetermined time you set for step one. Your VIPs are the people who are allowed to interrupt you, even when your phone is on “do not disturb.” Who are your VIPs at work and in your family?

*From session 5:*

* Getting important work done during the day is going to require long stretches of focus. If we want to make progress toward our goals, we must make time for work without distraction. How long are you typically able to work before you start getting distracted? Do you find that trying to stay focused is easy or difficult? Why?
* Jordan reminded us that focus is like a muscle—it builds over time, and we can’t expect to focus with ease, especially when we’re not used to doing so. In what ways is staying focused for long periods—especially with work-related tasks—a challenge for you?
* At what times during the day are you able to be most productive?

*From session 6:*

* In the same way that uninterrupted time should be scheduled for deep work, we should also schedule a time to get our less-than-urgent tasks done, or what Jordan calls shallow work. In what ways can shallow work dominate our schedules if we are not careful? Does scheduling time for shallow work sound helpful or unhelpful? Explain your answer.
* Shallow work is anything that doesn’t require much energy or time to accomplish. These responsibilities should be scheduled during a time when your energy is lower and less focus is required. Consider your regular shallow work. What is the best time for you to schedule these activities?
* When we don’t try to cram high-energy tasks into every portion of the day, we find space for flexibility and interruptions. This margin will not only make us more productive but benefit our mental well-being at work. How could more freedom and flexibility be beneficial for your mental health during the workday?

*From session 7:*

* Jordan started the session by sharing that our brains need a break every ninety minutes. We should work for ninety minutes, rest for fifteen to thirty minutes, then repeat the cycle. Do you have fifteen to thirty minutes to break when you need to? How long and how helpful are your breaks when you decide to take them?
* Everyone is going to have differing opinions on what makes a quality break. But Jordan gave us a good rule of thumb to follow: if you work with your hands, rest with your mind. And if you work with your mind, rest with your hands. With Jordan’s rule in mind, what would a quality break look like for you?

*From session 8:*

* We often feel like we don’t have enough time to sleep. Our lives are so busy that getting to bed can feel like a reward rather than a priority. How many hours of sleep would you like to get? What barriers keep you from getting enough sleep?
* We learned in this session that eight hours of sleep is the ideal amount we need to function—nothing more, and nothing less. Surviving on less than eight hours of sleep adds dysfunction to our overall health, whether we realize it or not. How many hours of sleep do you typically get per night, and why? In what ways has your sleep pattern impacted the way you function during the workday?

*From session 9:*

* Observing the sabbath can look different for all of us. For some, it’s spending a whole day relaxing at home in front of a television while others enjoy spending the day outside being active. What would the perfect day of rest and enjoyment look like for you and your family?
* When we institute the sabbath into the framework of our lives, we will begin to see how much easier it is to stay on track with our goals and honor God with our time. What would it look like for you to enjoy the sabbath, knowing it was made as a blessing rather than another rule to follow? How can you be more intentional about instituting a weekly day of rest into your schedule?

*From session 10:*

* Questions three and four focus on evaluating our opportunities and motivations. Both of these questions reveal investigate why we say ”yes“ to certain events and what might be motivating our busyness. When have you agreed to an opportunity that didn’t serve your goals? How did it impact your time and personal progress?
* In what ways might the pressure to look good or be accepted be dominating your calendar?
* Finally, ask yourself, “What will I say ‘no’ to?” Every time we say yes, we’re inevitably saying no to something else. Sometimes, that trade-off isn’t even. By accepting busy work or tasks we aren’t equipped to accomplish, we might lose valuable time reserved for something important on our to-do list. What might you be sacrificing by saying “yes” too often?
* What upcoming tasks should you say “no” to so that you can say “yes” to what matters most?

*Tip: Additional questions can be found in the free series study guide* [*on RightNow Media @ Work here.*](https://reader.rightnowmedia.org/2107/754102)