

# BY GRACE

## SPIRITUAL LEADERSHIP CONFERENCE

**Title:** Workplace Solutions and Office Productivity

**Speaker:** Lisa Stoner

*“In all things shewing thyself a pattern of good works: in doctrine shewing uncorruptness, gravity, sincerity, Sound speech, that cannot be condemned; that he that is of the contrary part may be ashamed, having no evil thing to say of you.” (Titus 2:7-8)*

### **Introduction:** \_\_\_\_\_

---

1. \_\_\_\_\_

A. \_\_\_\_\_

*“This book of the law shall not depart out of thy mouth; but thou shalt meditate therein day and night, that thou mayest observe to do according to all that is written therein: for then thou shalt make thy way prosperous, and then thou shalt have good success.” (Joshua 1:8)*

B. \_\_\_\_\_

*“Wherefore, my beloved brethren, let every man be swift to hear, slow to speak, slow to wrath.” (James 1:19)*

C. \_\_\_\_\_

**QUOTE:** “Wherever you are, be all there.”—**Jim Elliot**

2. \_\_\_\_\_

*“Let your speech be always with grace, seasoned with salt, that ye may know how ye ought to answer every man.” (Colossians 4:6)*



SPIRITUAL LEADERSHIP CONFERENCE

A. Practice clear \_\_\_\_\_

*“A man hath joy by the answer of his mouth: and a word spoken in due season, how good is it!” (Proverbs 15:23)*

B. Be \_\_\_\_\_

*“But to do good and to communicate forget not: for with such sacrifices God is well pleased.” (Hebrews 13:16)*

C. Be \_\_\_\_\_

D. Be \_\_\_\_\_

### Barriers to Communication

#### Barriers

#### Builders

1. Assumptions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Silence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Feeling

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Talking

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUOTE:** “The single biggest problem in communication is the illusion that it has taken place.”—**Bernard Shaw**

3. \_\_\_\_\_

*“Therefore, my beloved brethren, be ye steadfast, unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord.” (1 Corinthians 15:58)*

A. Be \_\_\_\_\_

B. Be \_\_\_\_\_

C. Control your \_\_\_\_\_

*“He that is slow to anger is better than the mighty; and he that ruleth his spirit than he that taketh a city.” (Proverbs 16:32)*

**QUOTE:** “We are what we repeatedly do. Excellence, then, is not an act, but a habit.”—**Aristotle**

4. \_\_\_\_\_

*“This book of the law shall not depart out of thy mouth; but thou shalt meditate therein day and night, that thou mayest observe to do according to all that is written therein: for then thou shalt make thy way prosperous, and then thou shalt have good success.” (Joshua 1:8)*

A. Initiate \_\_\_\_\_

*“But the wisdom that is from above is first pure, then peaceable, gentle, and easy to be intreated, full of mercy and good fruits, without partiality, and without hypocrisy.” (James 3:17)*

B. \_\_\_\_\_

C. \_\_\_\_\_ up and \_\_\_\_\_ through

**QUOTE:** “Doing things is not the same as getting things done.”

**QUOTE:** “You are what you do, not what you say you’ll do.”

5. \_\_\_\_\_

A. Don’t \_\_\_\_\_

*“Being confident of this very thing, that he which hath begun a good work in you will perform it until the day of Jesus Christ:”  
(Philippians 1:6)*

B. Don't \_\_\_\_\_

*“For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.” (Ephesians 2:10)*

**QUOTE:** “It’s always too soon to quit.”

**Conclusion:** \_\_\_\_\_

---

**QUOTE:** “You don’t have to hold a position to be a leader.”—**Henry Ford**

If you have a question for one of the Q&A sessions,  
please submit it to **QA@lancasterbaptist.org**.



Lancaster Baptist Church • 4020 E. Lancaster Blvd. • Lancaster, CA 93535  
661.946.4663 • lancasterbaptist.org • Paul Chappell, Pastor