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## How To Get More Work Done

by John Kord Lagemann

Whenever I meet anyone with a special flair for getting things done, I make a point of asking, "How do you do it?" The answers, I have found, are rules of thumb which belong in the category of practical wisdom rather than scientific research --but they work. Here are the techniques that busy men and women in a wide variety of professions have told me are most helpful.

Get Started. "There are two steps in getting any task done," said the late Adlai Stevenson when I asked him how he managed to write all his own speeches in addition to carrying on his official duties as U.S. ambassador to the United Nations. "The first step is to begin. The second is to begin again. The first is the hardest."

Making a good start on any new project is like taking your first parachute jump--it requires boldness. At 40, Winston Churchill took up painting as a hobby. "Very gingerly," Churchill recalled, "I mixed a little blue paint with a very small brush, and then with infinite precaution made a mark about as big as a small bean upon the affronted snow-white shield." At that moment, a friend who was a painter's wife entered the room and exclaimed, "But what are you hesitating about?" Seizing a brush she walloped the canvas with large, fierce strokes. "The spell was broken," Churchill concluded. "I have never felt any awe of a canvas since. This beginning with audacity is a great part of the art of painting." It is also a large part of tackling and mastering any new job....

The hardest part of writing a letter is the first line. A publisher who carries on a tremendous correspondence once told me: "When I am in doubt about how to start a letter, I begin with one of six words--who, when, where, what, why or how. It never fails to start the flow."

Choose a pacesetter. Every coach knows that the best way to improve the performance of a player is to expose him to pacesetters--outstanding players who set high standards of skill and endurance. In tennis, for example, it is impossible for even an ace to show what he can do if he is matched with a dud.

Dennis Ralston, three times the top-ranking U.S. amateur tennis player before recently turning pro, says, "In training, the main problem is to find the opponent who's a little better than you are, and learn how to beat him at his own game."

✓ Manage your time. Time is our working capital. "Managing it is everybody's No. 1 problem," says the well-known management consultant, Peter D. Drucker, in his recent book, The Effective Executive. "Those who really get things done don't start with their work; they start with their time." X

Like money, time has a way of disappearing--a dribble here, a dribble there, until you find yourself asking at the end of a busy day, "Where did it go?" It's only by budgeting the hours and minutes of the day that you can have time left over for your own personal use. It's this "Discretionary time" that buys freedom from harassment and a sense of mastery in getting a job done.

One of the most effective techniques of time management is the simple one of setting a deadline....

✓ Leave it and come back to it. One of my first jobs after graduating from college was on the research staff of a national magazine. When the editor gave me my first big chance to write an article, I worked night and day, trying one approach after another. The harder I tried, the more confused I became.

One day the editor dropped in to see how the work was going and, realizing that I was getting nowhere, said, "Did you ever notice that one of the first things that strikes you about a girl is her perfume? After you've been with her awhile, the perfume seems to disappear. But if you leave her and come back, the scent is as vivid as ever. Maybe that's what you should do with this article. Leave it for awhile and do something else. Then come back to it."

I took his advice, and the article was finished. Since then, I've noticed that most people who work with ideas use this same device. They work on one problem until they start losing the feel of it, then turn to something else. Later they return to the first problem with fresh interest.

✓ Filter out the irrelevant. Imagine yourself surrounded by an invisible bubble within which you are shielded from distraction. The outside world is still there, but the wall of your bubble filters out everything irrelevant to the task at hand.

Concentration doesn't mean a narrowing down of interest. It means the widening out and fullest use of all one's powers--a comprehensive awareness of all the aspects of the problem under consideration. Emerson called this kind of concentration "the secret of strength in politics, in war, in trade--in short, in all management of human affairs."

- ✓ Find your own work rhythm. The conventional way of breaking up the day is so many hours for work and so many for play, relaxation and sleep. But if you feel like working after dinner-- or, for that matter, at 3 a.m.--why not? A lot of creative work can be done at odd times and places....
- ✓ Finish the job. Jobs, like stories, have a beginning, a development and an end. Having started work on a project, many of us don't know when or where to stop. The solution is to plan your work in advance so that when you come to the point where your plan is fulfilled, you can say, "That's that."

Don't be like the futile politician of whom philosopher George Santayana once said, "Having lost sight of his goal, he redoubles his effort." Define your goal precisely, so that once it is attained you can move on to other projects.

- ✓ For many of us, work is just a "happening"; the secret is to turn it into a production. The exciting thing is that this approach makes work a most stimulating, rewarding and satisfying part of life.

(Source: The Reader's Digest, May, 1967)

The following article was written by Tammy Tanaka of Salt Lake. She interviewed John Schmidli when he was visiting Mr. Kim and his family in Layton, Utah. Miss Tanaka is a reporter for the Deseret News--a newspaper which has 600,000 subscribers. She is a recent student of Mr. Kims.

#### New-Age Faith Described

In this 20th century, mankind has developed highly in intellectual and spiritual growth and seeks a deeper understanding of God and all things. The United Faith Movement (UFM) is based on principles given by God as the "revelations for the new age."

This description of the UFM was made during a Salt Lake City visit by lay minister of the Movement, John Schmidli, 1843 34th Ave., Oakland, Calif.

He explained that the UFM principles are based on teachings of a religious leader now living in Korea, and translated into English by a follower under the title: Individual Preparation for His Coming Kingdom.

The principles are considered by followers as an "updated edition" of the Old and New Testaments, based on the concept of "progressive revelation."

This concept is that God has given His word (revelations) to humankind throughout the ages in accordance to man's spiritual and intellectual advancement.

This present age is believed to be the last stage in God's "restoration providence" (restoration of earth and man to per-

fect state). Thus, revelations for the new age are believed to provide truths to fully interpret the mysteries and unknown facts in the Bible.

Mr. Schmidli explained that UFM goes beyond Christian ecumenism. This new movement seeks to unify all the great religions of East and West and the ideals of science, by bringing about an attitude of trust, respect and cooperation.

(Deseret News 1957)  
G.I.D.

WORDS

The spring floods have come, the Rivers on a rampage; runs wild. A once peaceful drift now shows white water. Would that man could be more like the stream who changes its character once each spring to scour its bottom, wash clean its shore, that it might ever remain the beautiful stream not to be cluttered and spoiled. would man each spring but change his character. To clear away the driftwood clutter and logs, to turn over the boulder of his spirit and soul that they might be exposed, to wash clean, scoured and tumbled on down stream aways. That man might settle in to live the beauty of life for another year with a cleansed soul.

TESTIMONY

Joan Isert  
Oakland, Calif.

In May, 1968 I began reading the "Principles." I was introduced to this book by my brother, who has also been fortunate enough to gain God's blessing and turn into a new individual. During the first week of reading, I began to notice in various places very severe cases of crippled and handicapped people. This made me feel very fortunate for my good health. I continued to read daily and pray every night and every day. In my prayers I offered to give up smoking, drinking and dating. My desire for these ceased. Every day the desire became less and less until I finally found it was not hard at all to give up something if you get something in return. In return my nervousness seemed to disappear and I found it was so wonderful to be able to go to work every day and not have to worry about what was going to happen next. Before you can benefit from this book, you have to be able to admit all your faults. This I did and before too long I found I was correcting and improving myself. One of my worst faults is a "hot temper" which consequently had made it hard for me to converse with my parents and my son. I practiced every day trying to control this and as of this date I can count on my fingers how many times I have lost my temper. I can now talk to both my son and my parents and not get mad. I have always been a selfish person as far as material things are concerned. This has all gone now and I could care less about material items and now find I am doing considerable thoughtful gestures up until this point. My health has been good, but like everybody else I have my aches and pains. I have had a leg that has given me pain off and on for the last four years. I did in my prayers ask God to heal my leg and to take my nervousness away. Other than that I have prayed for other people.

I now find I do care about other people much more deeply than ever before. My son and I can now communicate in a happy manner. It is hard for me to understand how I could make such a transition so there must be a reason and I know now there is a God up there.

I would like to comment on a very significant evening which is hard for me to believe, but it is a reality. After two weeks of reading the "Principles" and praying each night I believe it was a Wednesday night when my son came running up the apartment stairs very frightened. He said he was in the back yard and was holding a cup of coke getting ready to toss the empty cup into the garbage can from a distance. All of a sudden some sort of force knocked it out of his hand. His friend who lives next door to him saw this happen and verified it to me also. Prior to this happening we had had an argument and he yelled at me very harshly. The next evening which was Thursday, around the same time in the evening he was taking an empty basket down to the wash room and he said something tapped him on the shoulder. He tried to throw the basket at it and some how the basket just stood up in the air by itself. Also, prior to his going out of the apartment, we had an argument and again he spoke harshly to me. I know now, but didn't at the time, that this was God's way of showing him he had better not talk to me in that manner. That evening when I went to bed, I was rather keyed up and tense inside and couldn't sleep. I prayed that God would help me to relax and make me cry to release the tension. I finally fell asleep. At 4:00 in the morning I was awakened by an excruciating cramp in the right calf of my leg. I sat up grabbing my leg and tried to massage the pain out of it while praying that God would take the pain away. It must have lasted for two minutes if that long. The pain stopped and tears came to my eyes. You will note in the interim of this testimony that I mentioned that I had a bad leg and prayed that it would be healed and also I have always been a rather emotional person and held things inside of me. It has been about three years since I cried and have been unable to all this time. I know that God healed my leg because to this day, I have not had a pain in it. On Saturday night of this week it was as though all the TV programs were meant for me. After watching Senator Kennedy's death, there were several meaningful programs such as "Wide, Wide Wonderful World" which was all about the beautiful rock formations, etc. that the Master created in Salt Lake City. The next program was entitled "Miracle" which was about a woman who much resembled the pattern of life I have been leading. There were other messages on TV that evening that were significant.

Many other things have happened, but I do have to stop somewhere. It took me about three weeks to complete the book. I feel like a rather fortunate person to have had this happen to me for I have always envied people who have had faith which I never received through attending my church. Maybe this is why I gained so much through this book. Each and every day is still a challenge to me. I know that God also tests me because

I still become nervous, however, this is something I have to overcome myself but with his help. I do feel in time this will go completely. I feel stronger every day and my life has improved so much I could never turn back to what I had. It was a meaningless life and if it had not been for God's help, I could have never made it. I still have a long ways to go but I definitely feel the future holds something for me and I am going to strive to get it.

#### NEWS FROM KOREA

##### The Parent's Day is Observed at Seoul, Korea

The 9th Anniversary celebration of the True Parent's Day was observed on March 1st, according to lunar calendar (March 29, 1968 by solar calendar) at Seoul, Korea. Many telegrams from all over the world were received on this special occasion.

Our Master delivered a meaningful message to the congregation entitled "The True Parent is the Starting Point of New History of Mankind" Right after His address, The Principle lecture contest in both English and Korean was held. 1st, 2nd and 3rd prizes were given to the winners.

##### Alexa Altomare Visits Korea on Her Way to the United States

The American missionary sent to Australia by the Washington group, Miss Alexa Altomare, has been working very hard for 3 years in Sidney, Australia. She has been training nearly 15 spiritual children under her leadership, and she is coming back to the United States because of her illness. On her way to the U.S. she visited Japan and Korea to see our Master and other family members on June 12, 1968.

At the reception party she said: "I greet you, my Korean Family, on behalf of the Western United Family."