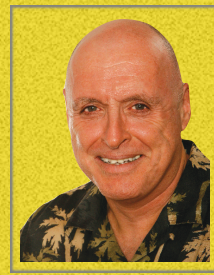


# THE EXTRA POINT

BY JERRY ROBERTS



## # 31 A System to Deal With All Those Loose Ends

The residue from never-ending to-do lists. What to do about those. I'm Jerry Roberts and that's coming up on The Extra Point.

If you're like me you have a list of things you want to get done every day, maybe some are weekly or monthly. When something doesn't get completed it gets moved to the next day, next week, etc. And maybe a few of those things eventually fall between the cracks as they say, and are forgotten.

These may be ideas that could have turned into projects. Or people we meet and want to grab coffee or lunch with. Articles we want to read, videos we want to watch, and the list goes on.

Lost. Gone. History. Won't get done.

One day I'm reading posts in a Facebook group where such things are discussed and a woman mentions how she figured out a system where she recaptures all this information and these potential opportunities. It went like this...

Once a month she goes over her to-do lists and her calendar, and scavenges for all the things that got missed, and loads them into a simple spreadsheet.

Then she chooses a day when she clears her calendar of appointments, has somebody else answer her calls, and gets to work.

She calls, texts, or emails all the people she promised to get back to. "Hey, we met over at the so-and-so mixer. I'd love to get together with you. How about Tuesday morning for coffee or Wednesday for lunch. You choose." She follows up until they're scheduled.

Next, she gets all those ideas together and sends them out to people on her team for comment, or delegates others to pursue them.

This lady said she really works that spreadsheet until it's done, until every person is contacted, every idea revisited and pushed forward or deleted, and all those articles and videos taken in.

She ties up all loose ends and when she's done she said she feels great, totally energized. All the mental clutter is gone and she's free to start fresh.

Plus she gets rid of that feeling that she wasted so much time and likely lost business.

Could you spare one day each month to get totally caught up, to reset your productivity?

I like the concept and I'm tinkering with it now to see how it can work best for me. If you give it a try, let us know how it goes for you.

And you might want to keep in mind that everybody on your team needs to do a similar cleanup...so be understanding if they take the time for their loose ends, too.

That's The Extra Point. Get out there and make something good happen today. For 93.3, I'm Jerry Roberts.

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