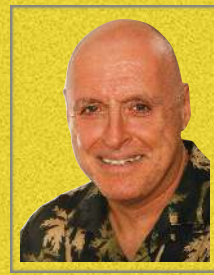


# THE EXTRA POINT

BY JERRY ROBERTS



## # 138 Start Writing in the Books of Do and Don't

It's fun to hear people talk about the things they want to do, hear the plans they're making for a new business or to expand the one they have. "I'm Jerry Roberts and those things are exciting. Have fun with them. But save some time to also focus on the things you're not going to do. "Do what," you say? I'll explain, on today's Extra Point.

Some people can spend nearly endless hours (if not days) planning their future, the things they want to do. I've done it and I'm sure you have, too.

It's important so I say give it the time it requires. Do as much planning as you need to be able to create the right plan. But there's a "don't" attached to it.

Don't spend so much time planning that you delay taking your first step toward realizing your plan. Some folks do exactly that and never leave the dream stage.

Your business and career playbook comes in a two-volume set: The Book of Do and The Book of Don't.

Every "do" item may not have a corresponding "don't", but you'll end up with a lot of both, and you'll do well to keep track of both. That could be by buying a couple of those school composition books in different colors. Right now they're being sold for as little as 79 cents each. Or open up a couple of text documents on your computer. Go with the method that you'll actually use, whatever it is.

Let's say you're a manager and one of the things you want to do is to give more feedback to each person you supervise. That's a valuable "do" item. Write it in the book, along with a paragraph on what you feel the new level of feedback will accomplish.

As a sub-point to this you might add another "do" item, that when giving positive feedback to the worker and it's possible to include one or more of the individual's coworkers, you should do that. Make it a celebration.

Okay, grab your Book of Don't. What's the corresponding item for that "do"? That if you have to give feedback of a corrective or negative nature, it's just between you and the worker, nobody else must ever hear it. In fact, there's no reason for anyone else to even know about it.

If you have a teenager maybe this is a "do" you can add to that book: "As often as possible, do catch \_\_\_\_\_ doing something right."

That made me want to add this one to the "Don't" book: "Don't sweat the small stuff...at least not all the time." It's okay to ignore the little things once in a while and let my kid figure them out for himself.

Give this a try and you might be amazed at the insights you'll develop for not just your job, business, and career; but also in parenting, and relationships with friends. The possibilities are plentiful. Feel free to share the idea with your coworkers and take it home, too. Let me know how things work out.

Get started today, building up your Book of Do and Book of Don't.

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

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For information on training and consulting services from Jerry Roberts, please click this link: [guamtraining.com](http://guamtraining.com)

