

THE EXTRA POINT

BY JERRY ROBERTS



299 Productivity and The Power of Three

There are so many tools people use to help them be more productive. Most of us are looking for better ways to get more done, and in less time. I'm Jerry Roberts and today I've got a method you can use to get further and do better. It's next on The Extra Point.

What if I told you that being incredibly productive was as simple as one, two, three? Have you ever heard of the power of three?

Think of all the things that revolve around the number three. As kids we heard stories like The Three Musketeers, Three Blind Mice, The Three Little Pigs, and how many bears did Goldilocks hang out with? Yes, three. TV and the movies brought us The Three Stooges, The Three Amigos, and Three Men and a Baby,

In baseball you get three strikes, and three outs. Winners of athletic events and talent contests are often designated as recipients of gold, silver and bronze awards.

The Declaration of Independence gave us a guarantee of life, liberty, and the pursuit of happiness. Government is of the people, by the people, and for the people.

In the Bible, 1 Corinthians 13 told us that there was faith, hope, and love — and the greatest of those is love. And that love comes to us from the Father, the Son, and the Holy Spirit.

Real estate people tell us the first rule of buying property is location, location, location.

Now what's all this got to do with productivity? We can easily get our head around the number three, and we always have.

If your to-do list is like mine, there might be 10 to 15 items on it at any one time. As good as we might be at prioritizing our work, that's a lot to keep track of and process. Here's a way to use our friendly number three to help bring

us greater success.

Every night before we sleep we write out all the things we want to accomplish the next day. Then, we highlight the most important three, listing them in order. The next morning we start with item one, and we keep working on it until it's done. When it is or if we hit a wall and can't go further until somebody responds, etc, then we move into number two. When we finish that one, it's on to the third item. It's important to stay within those first three to-do items until they are finished, and then we can focus on the rest of the list.

I can't tell you how many times I've strayed from my most important tasks and got knee deep in less critical work, finishing most or all of it. I got a lot done, but ended the day with none of the major items completed. It was disappointing and frustrating.

The key idea here is not just doing a lot of work, but doing the right work. Imagine if we could nail down those most important jobs every day. What would your production look like if you successfully hammered out your key tasks every day, just like clockwork? When I am relentless in pursuing my top three jobs, that's when I am at my best. When I don't, I fall behind. See if the power of three works for you.

Now, before I return the program back to the Point's power of three — Messrs. Gibson, Knight and Kerrigan, let me say this...

That's The Extra Point. Get out there and make three good things 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

