

# THE EXTRA POINT

BY JERRY ROBERTS



## # 301 Recipe for a Powerfully Productive Afternoon

We've talked about establishing a winning morning routine, one that gets your day off to a super start. But what about afternoons? I'm Jerry Roberts and today, what to do after lunch that can make a big difference in your results. That's next up, on The Extra Point.

Most of the attention on daily routines goes to mornings. If you want information on that go to [guamtraining.com](http://guamtraining.com) and download Extra Point # 94. Today is all about figuring out afternoons, and how to stay productive.

Most people are at their productive best in the morning, usually peaking at about 10 a.m. Our However, by 2:30 or 3:00 p.m. it's often quite different. Our energy may be low and our eyelids ready to close. We struggle to focus and churn out our work. Today, nine ways to change that and make the p.m. match up better to the a.m.

1. Give yourself a running start after lunch. When breaking to eat, stop in the middle of a task, knowing exactly where to pick up the job when you return. This brings you back to a productive state immediately.

2. Don't have a huge lunch, especially with a lot of simple carbs like big servings of pizza, pasta and rice. Your blood sugar will quickly spike and what goes up must come down. Inevitably, your body will crash and you'll want to sleep. You can eat those things but limit the portions and include some veggies. If you regularly sag in the afternoon, cut down on the carbs and go with more protein and healthy fats.

3. Turn off notifications on your phone. You're already going to be fighting energy issues. Distractions will only make matters worse.

4. Schedule some interesting work. If you're stuck with repetitive tasks that don't stimulate your brain much, don't be surprised if your

eyelids start to fail you a couple hours after you get back from lunch.

5. Get out of your chair and walk around, or at least stand up, no less than every 30 minutes. You can also do some simple stretches at your desk.

6. Stay hydrated, trying to drink equivalent to a glass of water every hour.

7. If you need a snack go with dried fruit and nuts. If you want fresh fruit, try an apple. No simple sugars like a donut, candy, and soda. You also can stay away from coffee and energy drinks. If you do this right you won't need them.

8. If you do find yourself losing the battle midway through the afternoon, get some fresh air. Get outside for a few minutes and breathe deeply. Take a short, brisk walk. If you can't do this, stretch and exercise at your desk. You can search online for a desk workout you'll like. If there's nobody around, turn on music and dance for a couple of minutes. Whatever you do, 10-15 minutes of movement will lift your energy and your spirits. After this, you should be able to complete the day at a high level.

9. Get enough sleep. If your afternoons drag you can almost always trace it back to a lack of restful sleep.

Nine strategies for a more productive afternoon. I guarantee you'll get more done and feel better. Download this one too, #301, and get after it.

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)

