

# THE EXTRA POINT

BY JERRY ROBERTS



## # 379 Not Getting Enough Done? Do This

You're juggling too many things...piles of ideas, projects, goals, books you want to read, and more, and not enough is getting finished. I feel your pain because I've been there and done that. I'm Jerry Roberts and we're going to give you ways to get on track and get more things done. It's next, on The Extra Point.

We live in a world of overload. There's too much information and it comes at us too fast. It is flat impossible to keep up, yet we have this idea that we'll find a way to get around to all of it. Instead, the piles get higher and higher. We're great at starting things but not always so good at finishing. How good are you at finishing what you start?

One problem is obvious: we have too many choices and that leads to a paralysis of sorts. They call it the paradox of choice. The more choices we have the less action we take. The more ideas, projects and goals we pursue, the less likely we'll successfully finish any of them.

The obvious answer is to consider fewer options. That will make choosing easier, won't it? Sure it would, but we don't really want fewer choices, because we also have this permanent case of FOMO — Fear of Missing Out...and we need to see everything so we can make the absolute best decision.

Look at the problem people have just picking out a restaurant to go to. That one simple thing can lead to a flurry of texts, calls, and a whole bunch of worry. How about this...you have a party of four, everybody picks a place, you write those names on little pieces of paper, toss them into a bowl and pull one out. Boom — now go eat. No pain, no worry,

This is the paradox of choice. More choice often leads to less action. The more ideas and goals we pursue, the less likely we'll follow through on any one of them. And vice versa. Okay, let's see if we can help.

1. When faced with an issue and there are multiple options, choose the ones you really like best and push the others aside. Get in the habit of paring down your list.

2. Create mini-deadlines. If you have a job that will take eight hours and you dread the thought of it, break it up into four segments and set a deadline for each. That's easier than staring at an all-day job that you don't want to do.

3. Go "50-50" on the things you normally do. What I mean by this is to try to cut in half the time you normally take on a certain job. It won't work on everything but you'll be surprised how fast you can work when you make a game out of it.

4. Trust your gut reactions. In his book *Blink: The Power of Thinking Without Thinking*, Malcolm Gladwell said snap judgments often led to better decisions than being more cautious. If you're like me, most of the time when you go against your initial feelings, things don't turn out as well.

5. Practice finishing. How you do that is to take a small project, break it down into manageable chunks, set deadlines for each, then push through and get it done. Next time, take a slightly larger project. It's like working out to build a muscle. Start slow and add to it.

Try these tactics and see if you don't start getting a lot more done.

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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