

# THE EXTRA POINT

BY JERRY ROBERTS



## # 388 “Soundbite Journaling” May Work for You

We’re almost two-thirds through 2019. If I asked you to summarize the year so far, the highs and the lows — and what you’ve learned — would you be able to quickly rattle that off? I’m Jerry Roberts and today, some thoughts on why that’s important and how best to get it done...next on The Extra Point.

I’m not going to tell you something you don’t already know — life is often a blur. Most of us spend eight hours a week or more at our job every day, add family responsibilities which often go on into the night, rinse and repeat throughout the week, have too much to do on the weekend, and then our reward is to do the very same thing next week.

Before we know it, the year is over and we ask ourselves, “Where did the time go? What did I accomplish? What happened last year, or 2017, 2016, 2015? Years run into decades and decades run into lives. I know you feel it, too. Where did the time go and what did I do with it?”

I know people who journal daily about all that happens in their life. Every event of their day, every idea goes in there. I’ve tried it and that style isn’t me. Most of the time, I could sum up a day in a paragraph or two, and I could put an entire week on two pages. Maybe I’ll coin a new term here. I started to call it “soundbite journaling.”

Recently, I decided to try again and this time, with a slightly different approach. I make notes every day to remind myself how things went. “Spoke to XYZ Company and they want me to coach their managers in September.”... “Made speech to Rotary Club on ways to grow talent”... “Dog told me to change brand of food or he’s running away.” Then, perhaps on Sunday afternoon, I can spend 30 minutes and turn those soundbites into the story of what took place that week. What progress did I make? What do I need to do to improve? In

the larger picture, what did it all mean?

We all need reminders of what we learn and how to make use of it. We need to remember what we accomplish. Here’s the thing, if we try to do that recall at the end of the year, even at the end of the month, we are going to forget a lot. For me, daily was too much and monthly results in gaps of information. By process of elimination, weekly became the right frequency.

In five minutes a day I can count my wins and losses, figure what’s next, figure how to make improvements, and a few notes here and there. Then, on the weekend, tie it all together into something meaningful. I don’t know yet if I should do a monthly recap, but I want to be able to look at a year and determine how I came into it, how I came out of it, what I learned that can help me, my family, my clients and others as I move forward.

So do this: number one, celebrate your wins. Add details so you’ll remember. Then, the things that didn’t go so well and why. Next, write down what you’ll do to avoid repeating those. A loss can teach us more than a win so don’t neglect this step.

Finally, write down your big takeaway for the week and your big goal for the week to come. Then, send the week off into history and focus on what’s next. If you decide to utilize such a system I’ll be interested to learn how it works for you, and feel free to reach out with some of your tips to make it more successful.

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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