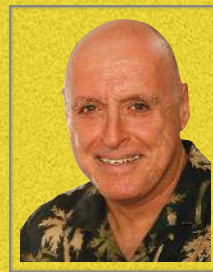


THE EXTRA POINT

BY JERRY ROBERTS



457 Make an Appointment With Yourself

Do you have a lot of appointments and meetings on your calendar for this week? Is it going to be busy? Would you like one more? What if I told you it would be the most important appointment you kept all week long? I'm Jerry Roberts and today, some advice from a former U.S. Secretary of State on making such an appointment. That's coming next on The Extra Point.

George Schultz served as the 60th U.S. Secretary of State for six and a half years under Ronald Reagan. He has been an advisor to presidents and other world leaders, in addition to leaders in business for decades.

During his tenure in the Reagan Administration, Schultz set aside one hour on Friday afternoon to think about the problems facing the U.S., strategies to deal with those problems, and he also reflected upon his own performance.

You think you have trouble carving out an hour with the schedule you keep? Schultz's job wasn't exactly a nine to five deal. There very well may be nobody more in demand than an American Secretary of State.

Yet, Schultz managed to keep that one-hour Friday appointment with himself most of the time. He instructed his secretary to decline anyone who requested to connect with him during that time, other than his wife or President Reagan.

Now that you know you're not as busy as George Schultz was and you can indeed book that meeting with yourself, maybe you're wondering why you might want to. Fair enough. Here's my opinion. We all need some disconnected quiet time to just think. We can freely think about our challenges and how to overcome them. We can also analyze how we're doing on a personal level.

Much of the time we're putting out fires, yet

have so much to do that we never focus on the reason for those fires. We treat the symptoms but never spend any time on finding the cure. Maybe you can relate to that. Setting up an hour to look deeper allows us an opportunity to do that, so we must be intentional about guarding this time. Vague commitments won't work. If you can do it, secure the same hour on the same day each week.

Is this for everybody? That's debatable. Do you have a job that you could improve or even revolutionize if you had an hour per week to think about the kind of changes needed? If the answer is yes then all you have to do is persuade your boss you need that hour and what could come from it. If you get it, make sure you keep him/her up to date on your progress. If the appointments bring forth fruit, I'm sure your manager will be happy to let you continue.

You'll want a journal or pad, and write without editing. Just get your thoughts on paper. You can go back and polish them later.

As for distractions, you have to be disciplined. Turn your phone to vibration. No emails, no texts, no calls. If the office is noisy, how about the conference room? If you can get away, maybe a coffee shop, park, the beach, library, or a chair in the corner of your bank. If you really want to do it, you'll find a way.

One hour, once a week, to just think. It could make a big difference in your performance.

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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