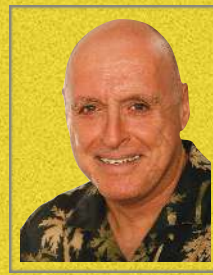


THE EXTRA POINT

BY JERRY ROBERTS



495 What You Can Do When It's a Slow Day at Work

I hope you've got a great day ahead at work, or if you're just getting off from one, then I wish you a good one the next time. But what if it's a slow work day, what then? I'm Jerry Roberts and today, ideas for what to do when there's not enough to do. That's coming up next on The Extra Point.

You might be saying to yourself, "Today's Extra Point doesn't apply to me because every work day is an unbelievably busy, jammed to the core, world class example of extreme productivity, and they ought to be doing documentaries on me as an example of how to get stuff done." Nice, but for the other 99.999797 percent of us, I'll continue.

If you occasionally find yourself with a little downtime, less to do than you need for your eight hours, I've got ideas on how to make good use of the time and get a lot accomplished anyway. That is, more than the usual, which is cleaning the desk, doing personal tasks, and socializing with coworkers.

1. Make a list of ideas for a slow day at work. You can download transcript #495 at guamtraining.com and you'll have a start to that list with ideas like what follows. By the way, these are in no particular order.

2. Declutter your work space. Get rid of trash, things you don't need, then sort through papers and your email inbox using the formula "do it, delegate it, or dump it."

3. Find someone else who's having a slow day and team up for a quick project that your boss would love to see get done.

4. Expand your network. Pull out that shoebox of business cards of people you've met and start setting up coffee meetings or lunches. If you're in sales this is a terrific opportunity. I've known people who had a couple of light days lined up and dialed themselves to a month's

worth of appointments and a huge increase in sales volume.

5. More on networking. How about people you used to work with but haven't talked with in a long time? Renew those relationships.

6. Have a lunch with the boss. Take a pad of questions with you and turn that lunch into a mentoring session.

7. If you're a manager, use down time to hand write personal notes of appreciation to the members of your team. Be specific with praise.

8. Go over your goals and see where you are. Do you need to change anything? Are you already so far along that you can reset the bar higher?

9. Improve a process. Sometimes we're moving so fast that we just miss opportunities to make things better. What can you improve today? Don't have any ideas? Ask your team.

10. Daydream. I know it seems like strange advice but when you allow the mind to drop barriers and imagine the possibilities, significant breakthroughs can happen.

11. Here's one more. If you've got an easy day but a coworker is buried in work, maybe you can pitch in and lighten their load. I'm sure they'll greatly appreciate the help. Feel free to add to this list and be ready to go with valuable things to do — when you need something to do.

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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