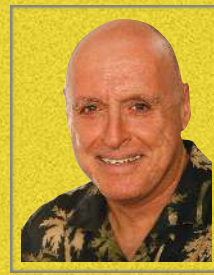


THE EXTRA POINT

BY JERRY ROBERTS



500 Getting More Done: the tools

Getting more production out of less time spent working? That's the goal and it can be done. I'm Jerry Roberts and we'll pick up the conversation from where we left off on Friday — it's time to take our game to another level, next on The Extra Point.

A couple of key markers from Friday's Extra Point were:

- Employers figure if they get six hours of decent production from most workers, that's a victory and they should be happy with that.
- Artificial intelligence is going to change the game for a large percentage of workers. In the next few years jobs will change and some will cease to exist, at least for humans. Work days and hours may change. Automation is coming to industries and jobs people never thought it would, and it's going to happen in Guam as well as everywhere else.

One way to be prepared is to take your eight-hour day and create more value with it. To do that we're going to have to look at our jobs and streamline them, eliminating wasted effort, distractions, and finding ways to be more productive. I'm going to reintroduce some ideas we've discussed before, and add in a few more to see if I can piece together a working strategy.

1. Block time for your best output. Maybe your blocks are 30 minutes, an hour, or two hours. If you know you work best at 8:00 a.m., then go for as long as you can without breaking, and don't let anything get in your way. Decide how many high effort blocks you'll have every day. You might have two long blocks or 5-6 shorter ones. Everybody is different. Just know yourself and how you work, then decide.

2. Plan your work based on completing a certain number of tasks and always have more planned than you think you can do. Too many

employees let a relatively light workload expand to fill the whole day. Don't be one of them.

3. Use your phone or computer to pace you. There are plenty of apps that can schedule and count down your productive blocks.
4. Eat a heavier breakfast and then a lighter lunch, staying away from big servings of simple carbs, which make you want to sleep. Also, stop in the middle of a job before you head for lunch. When you get back you can just pick up where you left off while others sort of ease back into work and lose time.
5. Slowly expand your productive time blocks and slowly speed up tasks that will allow it. Before long you'll find yourself 20 or 30% more productive, maybe more, and you'll have done so with small, incremental increases in effort.
6. Ask your boss for more to do.
7. Teach yourself to sleep longer and better so you have the energy you'll need.

Let your effort and results increasingly make you stand out. The future is upon us and the job market will only become more uncertain for employer and employee alike.

Become the one your boss can count on to deliver big, in whatever job you have, and whether you work in the private sector, government or the military. Be the one whose value will be wanted and needed, whatever the future holds.

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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