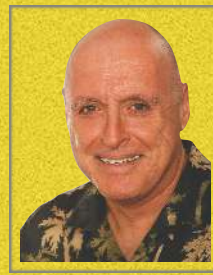


THE EXTRA POINT

BY JERRY ROBERTS



676 Work Questions to Ask Before You Go to Sleep

If I asked you to give me 10-15 minutes a day and I could make you more productive and happier, would you invest that time? I'm Jerry Roberts and I'll explain what I'm getting at, next, on The Extra Point.

I picked up on an article in Forbes magazine dealing with productivity, with claims that following their 12-minute daily exercise could be a super game changer, leading to doubling productivity and happiness. I thought to myself, "I'm pretty happy, but what if I was twice as happy?"

I generally view such internet items as "clickbait," just an effort to get you to follow a link and add to the site's visitors for advertising purposes. I rarely see such things actually pay off with valuable information. Still, it was Forbes, so I took a chance and clicked the link.

It referenced a survey that showed two-thirds of people check their email immediately upon waking up. You might recall I've suggested that not be part of an early morning routine. Yet, with so many people sleeping with their phone next to their bed, it's almost automatic to grab the device and start in on email.

The survey showed that 47% of those who check email right after they open their eyes, report they often end the work day feeling they were successful. Conversely, 68% who begin the day with a plan and that doesn't include immediate email, judge the day as successful.

We've talked about morning routines before, and you can download Extra Point #94 to get some ideas on that, or do an internet search and you'll have endless ideas on what to include if you want to build a routine.

The article suggests adding two questions to your morning thoughts. I'll give them to you, but I disagree on the timing. The first question is, "What are the one or two things that I need

to achieve today in order for this to be a successful day?" It's a good question as it forces you to prioritize things.

The second question is, "What could stop me from accomplishing those things and how can I prevent that?" Recognizing potential obstacles and planning how to avoid them can put you way ahead of the game. Yes, good questions, but they're not for the morning.

Before you sleep, spend maybe five minutes wrapping up the day. Here's what went well, here's what I can do better. Then add in those other questions to prioritize the next day.

So, why at night? A couple of reasons. One, hopefully you've had dinner, and a chance to relax a little. You've had a few diversions from thoughts of work. Now, when you begin to look back, the key points of the day should quickly surface, and that will help.

The second reason is that mornings should totally belong to you and family. If you've worked out the details of what the coming work day is going to be, the night before, that's all you need. Do your morning routine, hang out with family if you can, and then grab a look at your plan as you head into work, or to your computer if you're working from home.

Get your day set up the night before, enjoy your morning, and then see if that helps to make your day more productive — and happier. I think it will.

That's The Extra Point. Be responsible and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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