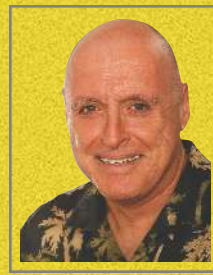


THE EXTRA POINT

BY JERRY ROBERTS



698 Three Easy Steps to a More Productive Day

It's Monday and generally it's a tough day to be productive. Let's see if we can do something about that. I'm Jerry Roberts and today, a few things you can do to get a lot done, next, on The Extra Point.

A lot of people — have a big challenge getting up to speed on Mondays. We're tired from the weekend, we've forgotten where we left off on Friday, we don't have a definite agenda to get the week off to a good start. Let's see how we can fix this.

1. Take 5-10 minutes to decide the important things you need to get done today. If you're headed for a workplace, or you're working from home, get the important things on paper. Don't rely on your memory. Even if you think you've got a good one, eventually it will fail you. If you can't do it now, take a few minutes when you arrive at work, and set things up.

Those truly important things generally shouldn't number more than three. If you've got a ton of projects going on, maybe the must do items will number five. Now, I know some people are shaking their head, "You don't understand my schedule and how important I am. I have 20 things to get done that are absolutely critical."

Prioritize, prioritize, prioritize. Do the few things that really matter and then move on to other things. Start with the most important item on your list. Get it done and then move on to number two.

2. Turn off all notifications on your phone. I wrote a course called *Time Hero* a few years ago. It's still ahead of the game, and this is one of the things we've always stressed. Yet, every time I bring it up, people groan. Why is that? Because we love notifications. We have this unruly fear of missing out on anything, and notifications become our best friend.

Sorry, notifications spell doom for productivity.

You've probably seen the numbers, that the average worker reaches for their phone over a hundred times each day.

Here's what you can do. Decide what calls and texts you will react to, while you're in your high production hours. Here's an example: your boss, people who are key to what you're working on, top clients, your spouse, kids, and parents. Let's say that's your list. Everything else, you push off until later. Calls go to voicemail, texts get answered on breaks, and so on.

3. On most phones today, it's easy to set a specific ringtone to individuals. Give a certain tone to each person on that prime list of yours and remember what they are. That way, unless you hear one of the tones associated with your key people, you don't have to pick up the phone to see who it is. This also works on text messages as well as WhatsApp.

Distractions can easily dismantle our best plans to achieve maximum productivity. It takes discipline to control those impulses. Of course, that's if you want to control them.

When the day is done, total up the score and see how you did. Before you go to sleep, spend a few minutes and set up tomorrow.

If you're looking to knock out a big day today, and to have more of those big days than you're currently putting together, give these three steps a try. I think you'll like the results.

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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