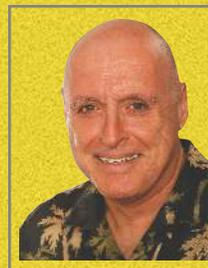


# THE EXTRA POINT

BY JERRY ROBERTS



## # 760 Three Assignments I'd like You to Take On

Are you someone who sees yourself as a leader, whether or not you have a leader's title? Are you a growth-oriented person, someone who has a desire to move forward? Are you coachable? Let's find out, next, on The Extra Point.

Most of the work I do with Guam Training is in three areas. I teach specific courses for skill building. I also consult with corporate executives and business owners in how to effectively develop programs to grow teams. The third part is coaching, promoting growth on the individual level and helping people to achieve breakthroughs.

It's that last part I want to talk about today. If you're that growth-oriented person and you see yourself as a leader, I'd like to work with you today. If you agree, I'd like to give you three small assignments. Just listen for now, you can download this information in transcript #760, from [guamtraining.com](http://guamtraining.com).

1. Tie up a loose end. Most busy people have a list of things, small things, that never seem to get done. Some may have something to do with your job, but usually they'll be personal in nature. Some may be half completed, and others maybe you haven't started yet. You tell yourself, "I'll get to them this week," but you don't. You put them on a list, and that's where they reside. Most of us have a list like that.

Assignment number one is to go to that list, choose one unfinished or non-started item, and see it through to completion, before next Monday. It doesn't have to be the biggest task on your list, or the one with the most moving parts. Just choose one, and spend a few minutes putting together an outline of what you need to do, and then get started. That's your first assignment.

The leadership muscles this will exercise are decisiveness, persistence, planning, follow

through, and self-evaluation.

2. Coach someone and help them grow. Coaching is a critical skill. If the managers in your organization aren't coaching up their talent, you're falling way behind. I've written two courses on coaching, including the latest, *Fast-Track Coaching*, which can get you from square one to coaching a member of your team in six hours. It takes the fear out of coaching, and that's important.

You have all you need to be a coach, and this skill will pay huge dividends in the years to come.

Find someone on your team who needs and wants to move up, and start working with them on areas that send them in the right direction. Pick one skill and break it into easily digestible chunks, maybe 15-30 minutes in length. This week, work with them in lesson one.

Coaching helps you grow, as you help someone else. It will also help develop your sense of appreciation for the talents of the people on your team.

3. Work on your listening skills. The best leaders are great listeners. They have to be. Great listening is a key to emotional intelligence, which is a key to leadership growth and maximizing potential.

Don't be someone who hears, but doesn't really listen. You've seen them. They listen only so that as soon as the other person takes a breath, they can unload a tidal wave of what they're thinking. Don't do that. Listen to understand and then, when appropriate, respond.

(Con't.)

Three simple lessons and you have all week to do them. Tie up a loose end, coach someone on your team and build growth, and then become a great listener. Combine all three, and it's a nice step forward.

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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