

# THE EXTRA POINT

BY JERRY ROBERTS



## # 970 A Checklist for Life and Work

Today, a checklist to see what you and I see, when we look in the mirror. That's next, on The Extra Point.

I picked up a checklist from Live2Lead speaker John C. Maxwell a few days ago, and I'd like to share it with you. I think it's a good one we can all benefit from.

1. Attitude. My attitude colors everything in my life. My job, my relationships, my outlook on the future. My hope, or lack of.

2. Commitment. Making a commitment separates doers from dreamers. However, it's not enough. The action you take on that commitment is the key. Without action, commitments mean nothing.

3. Competence. Maxwell says we all have to be good at something that other people value. We have to be recognized as being good in that area. Whether that's on the job or in our personal life, the recognition has to come from people whose opinion we care about and want. Competence gives us credibility.

4. Forgiveness. I've heard Maxwell and others make the point that, while our forgiveness might help the person whose act or words has caused us harm in some way, it's more for us than for them. We're the real beneficiary of forgiveness, as it allows us to carry forward with a lighter heart and clearer mind.

It's not humanly possible to forget what took place between two people, especially if it was a painful experience — but we can forgive.

5. Initiative. We cannot experience success unless we start. We have to get moving, and keep moving. I always tell students and young people who are new to the workforce, that it's presents a powerful image when a worker does work without having to be told to do it. They don't wait for the boss to come around and tell them what to do next.

6. Integrity. Living with integrity leads to a life of wholeness. Nothing else need be added.

7. Personal growth. People who keep learning always have a future. Some folks have a big misconception about the topic of personal growth. They think it has to be a formal degree program, or certification. That's not true. If you can do those things, that's great. A program for personal growth can be almost anything you want it to be. Reading books, taking a training course, attending a conference, being involved in a discussion group, a mentoring plan, and the list goes on.

If you have the desire to expand your horizons, build skills, advance your knowledge, get further and do better — the opportunities to do so are endless.

8. Priorities. Clear priorities show us what to do and where to go, before we do all the other things that compete for our attention. Get the most important things done first. That alone will make a huge difference in your life.

9. Relationships. The quality of our relationships determines the quality of our lives. It's simple, and it's true.

10. Work Ethic. Working hard brings personal satisfaction every day. It also announces to everybody else, "This is what I'm all about."

Ten items to consider and check off, from Live2Lead speaker John C. Maxwell.

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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