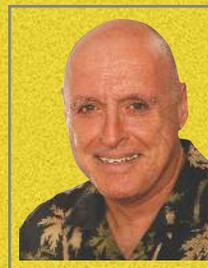


THE EXTRA POINT

BY JERRY ROBERTS



1106 How to be Productive on Your Bad Days

You've had them, and I've had them, too. In fact, we've all had them — we've all had days when we just didn't feel our best, our energy level — both physical and mental — was way down and we just knew it was going to be a long day. I'm Jerry Roberts, and let's talk about what to do about turning one of "those days" into a good day, next, on The Extra Point.

We all have our bad days. We might work on a project that is not going as planned, or we might be feeling down and don't want to do anything.

It's during these times that we tend to slack off, and find it difficult to be productive. Sometimes, we don't even want to go to work. Sometimes, we don't even want to get out of bed.

I'm going to send this conversation in a couple of directions. First, let's say you know the day is going to be a bummer from the moment your eyes fly open, and you'd rather not work.

It's happened a couple of times to me in my career, and I operate from a basic rule, which is: who pays the price if I don't show up?

To be more specific, who is going to have a much more difficult day if I'm not there? Who may have to do my job as well as theirs? Who could be negatively impacted by my absence?

As bad as I'm feeling, I don't want my coworker to have a crummy day because of that. So, I ask more questions.

If I don't go in, who can I call to make things easier for the team who'll have to deal with my work? Is it someone in another department, or a vendor, or customers? Is there anything I can do to smooth things out for others?

If yes I'll do that, then have a clear mind. I'll call my team, explain why I'm not coming in, and what arrangements I made to help them. Once that's done, they'll be okay and I can relax.

Now, let's focus on what can be done if you decide to tough it out and go to work.

1. Avoid caffeine and simple carbohydrates. Say no to white flour and sugary stuff. You don't need to be wired, and you don't need blood sugar spikes and crashes. You're already teetering on the edge and none of that will help. If you want carbs, go with oatmeal and then add some protein.

2. Figure that you will only have limited time for serious production. That could be project work, important meetings, or making proposals. Save your energy and focus for those things.

Put off less important work, delegate it if you have that kind of authority, or ask a coworker to handle it for you — with the promise that you'll reciprocate one day when they're not feeling up to speed.

3. If you're an outside worker or dealing with physical tasks, let your supervisor know how you're feeling and drop it down a gear. It may take a few minutes longer to complete a job, but you'll be okay.

Obviously, if you operate equipment and less than 100% focus could be dangerous for you and others, just own up to it and let the boss know.

4. At lunch, try to get a nap, eating something light just before getting back into work. Again, avoid heavy simple carbs. If somebody is going out for lunch, maybe they can bring food to you.

5. Get fresh air a couple of times during the day. Walk or sit outside for a few minutes. That can help.

6. One more thing. Doing something helpful for others can give us a mental boost.

(Con't.)

Science has shown that a simple act of kindness can release beneficial chemicals into our system, making us feel better and more energetic.

In summation, no caffeine and empty carbs; budget time and energy wisely; delegate or get help; avoid safety risks; get a nap and fresh air, and help somebody else if you get a chance.

I've experienced this, and I was more productive than I thought possible given how I felt early on. I then had a good night's sleep, and felt great the next day.

I hope something here works for you, if you find yourself in similar circumstances.

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.

###

For information on training and consulting services with Jerry Roberts, please click this link: guamtraining.com

