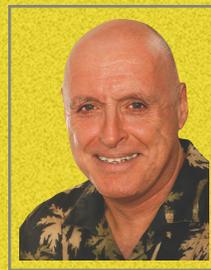


THE EXTRA POINT

BY JERRY ROBERTS



1467 Try This 10-Minute Productivity Habit

Did you ever go to bed with ideas banging around inside your head about what you needed to get done the next day; and then you woke up and you ended up forgetting a part of it? Or, you lay in bed, with your thoughts on what you need to do, and you can't get to sleep? I'm Jerry Roberts and I've got a simple strategy that may be exactly what you need to avoid forgetting, and have a chance for a better night's sleep. That's next on The Extra Point.

For many years, I've done a routine before going to bed that I think has helped me to be more productive, and to avoid forgetting important things.

Before going to bed each night, I take a few minutes, about five, to write down all the thoughts and tasks that are occupying my mind.

These are all the things I need to remember for the next day, or random thoughts that have been lingering throughout the day. The goal is not to organize anything into a plan, or solve any issues, but to simply transfer them from my mind onto paper.

Yes, paper. I have a digital calendar, but I like the old school method of writing. In our training we use the phrase, "Writing is the doing part of thinking."

I want to feel the pen in my hand, and be in the active process of transferring thoughts to the paper, to see the ideas appear in ink before my eyes.

The act of physically writing, without the temptations of notifications or distractions, helps release thoughts in a way that typing on a screen cannot replicate.

I can't quote it to you, but there is research that has shown that this also aids in remembering the things you're writing down.

After I'm done, I go to bed. I don't have to

think about anything I've written. I've done a brain dump, so to speak, and now I know I won't forget something important. My mind is clear and I can let go of the day. I'm ready to sleep.

This mental unburdening enables me to fall asleep faster and enjoy a more restful night. The second part of this occurs in the wakeup routine. When the time is right, I go to the paper and refresh my memory of what I wrote the night before. That's another five minutes.

I don't have to think about what I'll do that day. I already know. I can just get to work.

So many people spend precious morning hours trying to figure out their priorities. I've worked in places where people came in at 8:00 a.m., hit the coffee machine, downed a donut if anyone brought them in, chatted up others in their cubicles — and then sat down at their desk to figure out their work plan.

They had gently eased into their day. By the time they figure out their plan, it could be well past 9 o'clock.

How about at your place? Are people gently easing into *their* day, or is energy high from the get-go and it's all about productivity?

The investment of five minutes each night and five minutes each morning may not seem like much on the surface, but it could make a big difference in your production. Give it a try, and you may be surprised by the positive impact it has for you.

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

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