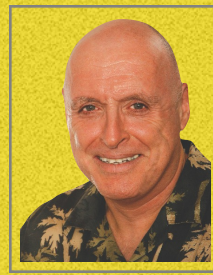


THE EXTRA POINT

BY JERRY ROBERTS



1697 The Way to A.C.T. in Learning Situations

When it comes to learning opportunities, the possibilities are almost endless. I'm in that business with Guam Training. We offer private and public workshops, an annual leadership event, and more. Wherever you work and whatever you do, it's likely that you've taken or will take training programs to help you do your specific job better. We learn from books, videos, and we can even learn from social media. You may have to wade through a river of mess to get to something worthwhile, but we can pick up information there. There is no shortage of things to learn. Today, I'm going to give you a method to process what you learn and get maximum value from it. I'm Jerry Roberts, and that's next on the Extra Point.

At our recent Live2Lead event, we included a system of processing information from John Maxwell. It's the system he says he uses to pull the most benefits from what he learns. I've used Maxwell's method as well as one close to it for years, and I can vouch that it delivers on that promise — if you use it the way we teach it.

If you truly want to gain maximum value out of all of your learning opportunities, I'm going to hook you up with the way to do that.

This system is meant to help you take good notes, then enable you to quickly assemble the best ideas, and then to put them to use. It will work on absolutely any kind of learning you'll encounter.

I just want you to listen. If you have Internet access, there's no need to write anything down. You can go to guamtraining.com and download transcript #1697. All the details will be in that download.

Maxwell uses the acronym "ACT" for his note-taking method, and here's how it breaks down:

"A" is for Action. If he sees something that he needs to get into action with, he will put an "A" next to his note as a reminder to come back and review it and set it up for action.

"C" is for Change. He uses the "C" when he hears something, and knows he needs to use this knowledge and information in order to change something in his life.

"T" is for teaching others. When he learns something that he should teach and share with others, he puts a "T" in the margin.

A.C.T. So far, so good. My system is slightly different. I add a star next to ideas and other information that I feel I want to give special consideration to.

When the learning has been completed, whether an event, workshop, book, or some other means, now is the time to go back over your notes.

I do it the same day because I want to make sure I can read and understand what I wrote.

If your handwriting is a challenge to figure out sometimes, getting to your notes as soon as possible will give you the best chance to remember things.

The last step is to go back to those stars and rate them with one star, two stars, or three stars.

One, I want to do it. Two, it should be a priority. Three, it's a high priority.

After that, all you have to do is get busy and take action. Do you think you can use this method? Download it and give it a try. See if it works for you. I hope it does.

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

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