Lesson 10: Evaluating the Day
(Video Transcript)

Hi and welcome to another video in the 'Time to Change' video series by The Practical Disciple. My name is John Arnold and today we are going to talk about evaluating what you are doing. We are going to talk about the difference between being busy and productive. At the end of every day, I take some time and I write just a paragraph or two. It's not a lot, but I write a little at the bottom of my day timer about how my day went. I put down some things that went well. I put down some things that I want to work on and I pause to evaluate in that way.

I first learned about doing this through a recovery ministry I was involved in. I helped with a twelve step program that wasn't necessarily focused around addiction but rather anything that was making a person's life unmanageable. So, it could be depression, an emotional problem or whatever it may be. One of the things that we counseled people to do was, on their progress they needed to take a daily inventory. So, they needed to look back at their life day by day and say, "How did I do today?"

Specifically, there are two things I would encourage you to look at when you do a daily evaluation. The first thing is, "Did I do what I said I would do today?" Let me repeat that, "**Did I do what I said I would do today?"** That's a pretty simple question. You can answer it either 'yes' or 'no'. You either achieved what you set out to do or you didn't.

Once you come to that question, take some time and look at what happened. Why didn't you do what you said you would? Did something happen that was totally outside of your control and disrupt the process? Did you plan unrealistically? For instance, may be you didn't allow yourself enough time for a project or you layered way too many things into the day? Whatever the case may be if you can't say 'yes' to "Did I do what I said I would do?", then **you really want to slow down and figure out what went wrong before you go into the next day**.

After you do that. then I would really encourage you **to look at the things you did do and ask yourself this question, "Was I busy or was I productive?"** because it is really easy to go through the day doing all kinds of things that don't necessarily head toward something productive that you want to achieve…things that don't take you a step closer to your goals. You don't want to waste you time on that. Life is way too short to spend your time just being busy. So, were you busy or were you productive? What was…when the day was done…what was the

value of that day? What did you walk away achieving or experiencing, that was your hearts desire to achieve or experience?

When you can shift your time from busy to productive life is so much better because being busy just wears you down and it is meaningless. Whereas, being productive excites you. It invigorates you and it makes you happier to go into the next day.

So, there you have it. That's my tip. Make sure you do a daily evaluation of how you are doing. Ask yourself these two questions:

Did I do what I said I would do?
Was I busy or was I productive?

Depending on how you answer those questions…Look at would you did and see what you did wrong and look and see what you did right. For things you did right, pat yourself on the back for those things and celebrate and see if you can't replicate them the next day. Well, that is your tip for the day. I hope you have a fantastically productive day tomorrow and in the days to come. I will see you in the next video.