

Developing Focus

Seven Tips For Sharpening Your Focus



Information Classification: NOT FOR CONSUMER DISTRIBUTION
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What you focus on grows!





Focus Facts



11 Minutes - How often the average worker is interrupted



25 Minutes - Average time it takes to get back on track



2 Hours - Average time lost per day due to distraction

7 Focus Essentials

1. Train Your Internal Triggers



2. Block External Distractions



3. Focus Forward



4. Mono-Tasking



5. Stay Connected



6. Spread Positivity



7. Practice Your Focus



#1 Train Your Internal Triggers

- Keep track of distracting emotions and feelings
- Connect them to their trigger
- Reframe to a more realistic thought
- Choose your thoughts



#2 Block External Distractions



Have a dedicated
work space



Work when it is quiet



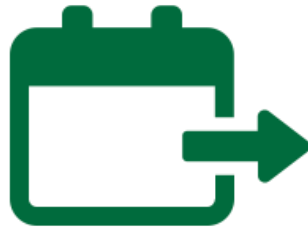
Consider headphones



Put your cell phone
face down

#3 Focus Forward

Keep Big Goals & Visions in Mind



Plan tomorrow today

Stick to 2-3 Important Tasks a Day



Delegate-Delete-Do

Multi-tasking Myth

People switch between tasks quickly but we do not do them simultaneously



Exercise

THE Myth OF Multitasking EXERCISE

(Are you being productive ... or are you switchtasking? The following exercise will help you quickly understand the negative impact on efficiency caused by switchtasking.)

Switchtasking is a thief	
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1	
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2	

#4 Mono-Tasking

Do the important first



Block calendar time for the Important



Do small parts of big goals every day



Leave space for the urgent tasks

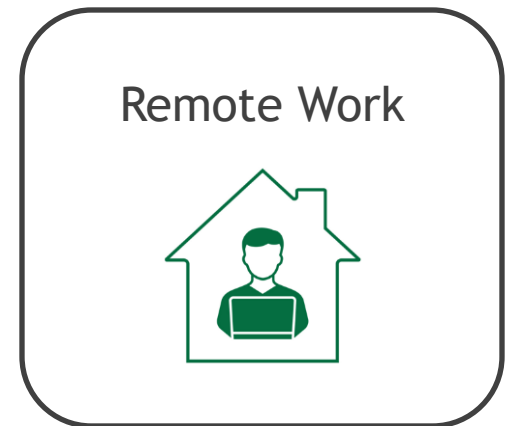


Skip what you don't know



#5 Stay Connected

- Without connection, people spend valuable time and energy worrying about interpersonal conflicts or feeling judged.
- Connection Breakers:



#5a Task Brain

Schedule analytical tasks during times you're less likely to be interrupted



If you are interrupted, ask to reconnect when you can give your undivided attention

#5b Stress

Make time for restorative breaks in your day



Have a laugh or a quick chat with someone else for a powerful mood booster



#5c Remote Work



Ask how others
are doing before
diving in



Be authentic



Limit instant
messaging to
quick exchanges

#6 Spread Positivity



Intentional Kindness
Do Small Acts of Kindness Every Day



Celebrate Your Wins
Keep a Win List



Practice Gratitude
Write Down 3 Great Things

#7 Practice Your Focus



Meditation



Yoga & Tai Chi



Arts, Crafts, & Music



Exercise & Sports

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Resources



The Power of Habit by Charles Duhig, 2012

The Seven Habits of Highly Effective People by Stephen Covey, 1989

Essentialism by Greg McKeown, 2014



Craig Groeschel Leadership Podcast:

#59. Eliminate Distractions: Cut the Slack, Part 1 (7/31/2019)

#61. Simplify Your Life and Leadership: Cut the Slack, Part 2 (9/4/202019)

THANK
YOU

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