



# 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



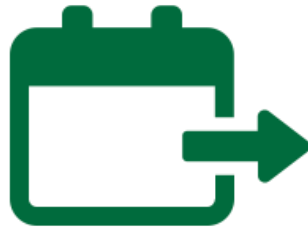
Consider headphones



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



# #4 Mono-Tasking

Do the important first



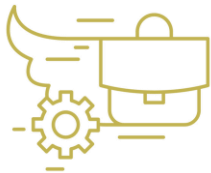
Block calendar time for the Important



Do small parts of big goals every day



Leave space for the urgent tasks

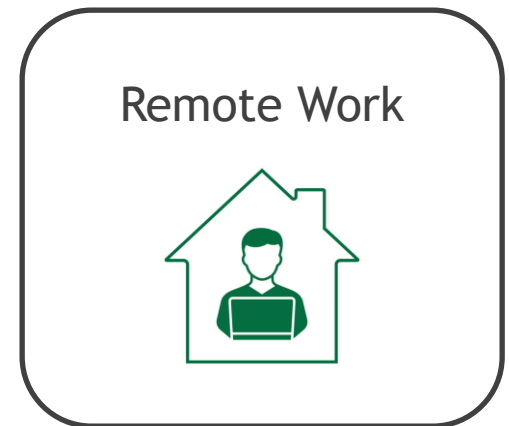


Skip what you don't know



# #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)

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