

Title: Attention Management

Subject: Change Your Life By Managing Your Attention

Brief Synopsis:

Attention management is exactly what it sounds like – the ability to manage your attention in an increasingly distracting world.

While time management is a powerful tool, it becomes almost redundant if you manage your attention. Think about it, would you even need to find extra hours in your week if you were paying attention to the right things in the first place?

How Does Attention Management Benefit Us?

- You get more done
- Your quality of work improves
- You create more leisure time
- You will be working smarter, not harder
- You will be happier and more fulfilled
- Your relationships will improve
- You can live the life you designed

Why Our Attention Wanders

- Internal distractions
- External distractions
- Worrying about others' opinions
- Can't figure out where to direct attention
- Substance use
- Medical or Neurological reasons (see disclaimer from earlier)
- Lack of sleep
- Stress
- Hunger or dehydration

The Key Aspects of Attention Management

- Prioritizing
- Controlling Distractions (external and internal)
- Being Present in the Moment
- Maximizing Your Focus
- Finding Your Flow

Prioritization

- What are your tasks?
- Which tasks matter the most?
- Which tasks are urgent?
- Review and adjust regularly

Common Distractions You Need to Address

External

- Your phone
- Other people
- Social Media
- Email
- Internet
- Noise
- Clutter

Internal

- Mood
- Self-doubt
- Fear
- Boredom
- Fatigue

Becoming Present

- Use mindful breathing exercises
- Engage all your senses
- Appreciate small pleasures
- Practice daily

Maximize Focus

- Create an environment conducive to focus
- What time of day works best for you?
- Plan each day before you begin
- Single-task
- Take breaks

Finding The Flow

- Your physical needs must be met
- Your mental needs must be met
- It has to be the right atmosphere
- Honor the times you are most productive
- Focus on tasks that matter