

FOCUSING ON YOUR WORK

Maintain Your Concentration in an Environment of Distractions



PROGRAM DESCRIPTION

The most effective time management system in the world won't do a thing to improve your productivity if you can't focus on one thing. For many of us, the problem isn't a lack of willpower; it's the ability to refuse distractions caused by other people, the environment, and your mind. With noise, interruptions, people, and instant messages, so many things compete for our attention that it's often very difficult to concentrate. This seminar will improve your ability stay on target and focus on the task at hand.

COURSE OBJECTIVES

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| » Configure your office for maximum productivity and minimum distractions | » Improve your memory and recall skills |
| » Protect yourself from your technology, outside environment, and co-worker "drop-ins" | » Avoid multi-tasking and attempting to do too many things at once |
| » Implement the behaviors that create a "Focus Zone" whenever you need it | » Understand the neurology of the brain when focusing and the effects of distraction |
| » Create "concentration blocks" in your daily schedule | » Recognize signs of brain overload and get your mind focused again |
| » Learn the mechanics of making intangible thoughts tangible | » Get absorbed in a task and achieve a state of "flow" |
| » Design an effective capture system to log random thoughts in the proper location | » Concentrate on a task that bores you or doesn't really interest you |