



Program Description

"CONCENTRATION"

Maintaining Your Focus

As a child, I remember sitting for hours at a time, absorbed in my favorite books. My mother would enter the living room asking, "Didn't you hear me call you?" I would look at her, confused, as I came back to reality, and answer honestly, "No, mommy I didn't." And that was the complete truth! That level of concentration is very hard to achieve today. With noise, interruptions, instant messages, and email, so many things competing for our attention in the workplace that it's often very difficult to concentrate. This chapter will improve your ability stay on target and focus on the task at hand.

Course Objectives

1. Configure your office for maximum productivity and minimum distractions.
2. Complete small pieces of a project, rather than getting overwhelmed by the entire thing.
3. Improve your memory skills.
4. Focus on a priority project without getting distracted.
5. Don't "multi-task" or attempt to do too many things at once.
6. Understand the importance of making lists.
7. Read quickly and maintain concentration without rereading.
8. Recognize signs of brain overload and get your mind focused again.
9. Get absorbed in a task and achieve a state of "flow."
10. Concentrate on a task that bores you or doesn't really interest you.

