

# Selective Attention at Work Picture This



## 12 TIPS IMPROVE YOUR FOCUS AND ATTENTION

Want to work less.....but you've got even more to do than ever? Try these tips to make your work time productive and focused. Then get out of the office an hour earlier and enjoy life.

### TURN ON YOUR DISCOVERYBRAIN

By lowering your stress response you move your brain into discovery mode and you're more effective in thinking, planning and creating. The four main ways you can do this are:

- Change your Thought Pattern
- Exercise away your stress
- Use 3M's: Mindfulness, Meditation, Music to calm your mind
- Get enough sleep

### CREATE SOME HEADSPACE

Keep your head clear of clutter so you can concentrate

- Brain dump everything and get organised so you can automate tasks
- Carve out the time when you perform at your best
- Limit distractions and multitasking
- Create rituals and boundaries between work and home

### GET SOME REALLY SHARP FOCUS

What really, really is your priority?

- Identify your most important priorities
- Block and apply a chunk of time to your important priorities
- SAY NO
- Say "no" nicely
- Kill your urge for perfectionism or procrastination



Source: <https://pipsy.ch>