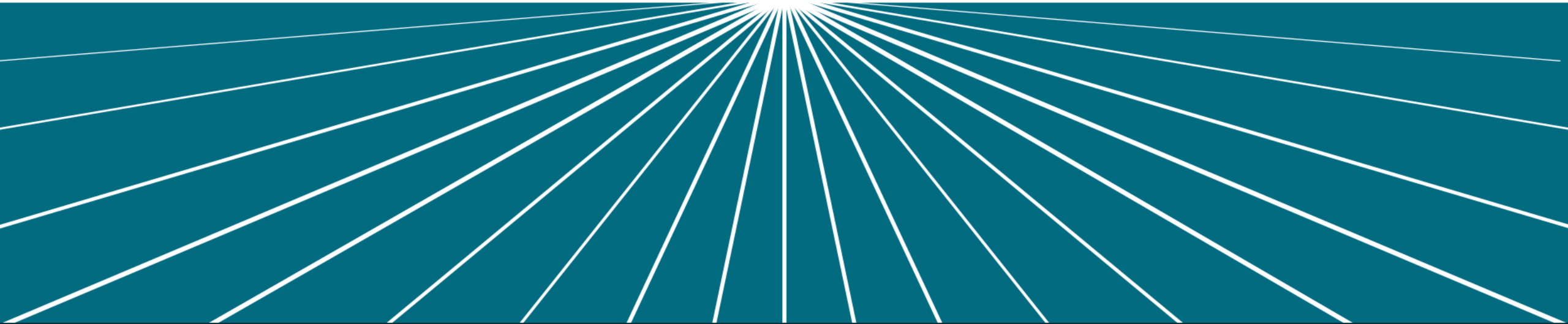


Improving Focus

Practical Practices for Increased Creativity and Less Overwhelm



Today You Will Learn About...

- Benefits of increased focus
- Strategies for improving focus and attention

Benefits of Improved Focus

Creativity &
Problem
Solving

Productivity

Personal
Well-Being

Benefits to Creativity & Problem-Solving

- Supports innovative thinking
- Allows for exploration of different possibilities and perspectives
- Cultivates flow state

Benefits to Productivity

- Increased efficiency
- Fewer errors
- Better use of time
- Higher quality work

Benefits to Personal Well-Being

- Improved mental clarity
- Reduced stress
- More effective decision making
- Better emotional regulation

Reflection: Benefits

- Which benefit of improving focus appeals most to you? Why?

Strategies and Practices

Blocks of
Focus Time

Minimizing
Interruptions

Single-
Tasking

Moments of
Silence

Managing
Internet and
Social Media

Blocks of Focus Time

Helps by:

- Allowing time to deeply engage in the work
- Facilitating a flow state
- More effectively using available time

Looks like:

- Setting aside time to engage in one task or project
- Setting clear goals for blocked time
- Using time management techniques

Minimizing Interruptions

Helps by:

- Supporting extended concentration
- Reducing time needed to refocus on a task

Looks like:

- Allowing notifications on fewer apps and tools or at limited times
- Checking messages at set times during the day
- Setting up an organized, clutter-free workspace

Single-Tasking

Helps by:

- Focusing attention
- Reducing cognitive fatigue

Looks like:

- Working on one task at a time
- Limiting noise and distractions

Moments of Silence

Helps by:

- Calming the mind
- Reducing stress
- Allowing for increased mental clarity

Looks like:

- Practicing formal techniques such as meditation and deep breathing
- Regularly taking moments to pause throughout the day

Managing Internet and Social Media

Helps by:

- Limiting distractions
- Allowing time to be used more effectively

Looks like:

- Limiting time on certain websites or apps
- Using a time management app to increase awareness of time spent
- Turning off notifications during focus work times

Application: Strategies and Practices



- Have you used any of these strategies before? What have you found helpful?
- Of the suggested strategies and practices for improving focus, which might you consider trying?

Reflect on Learning

- Benefits of increased focus
- Strategies for improving focus and attention

What was one idea that was new to you?

What do you want to learn more about?

Which strategy will you try?
When will you try it?

Next Steps

- Next session in three weeks
- Come prepared to share