



5-MINUTE FOCUS PLAN

Research claims that the average goldfish has an attention span of 9 seconds—and that humans today have an attention span of 8 seconds. Are goldfish able to focus better than we can? Is it because they don't have all of our distractions? Whatever the reason, focus is necessary to accomplish what we wish to. Fortunately, we can increase our attention spans and improve our ability to focus, both at home and at work.

Improve Your Ability To Focus

Start by eliminating distractions and training your brain to focus until the distractions stop being distractions.

Eliminate Distractions

SOUND is distracting to many people. Turn off sound notifications for texts, messages, emails, and phone calls. It may also include doorbells, radios, TVs, or anything else that causes focus to drift.

I resolve to turn off or schedule:

1. _____
2. _____
3. _____

LIGHTS or other visual movements distract some people, too. These people can increase their focus by working in places with minimal external stimuli.

PLACES to best work may include a library, an empty conference room, a quiet coffee shop, or off hours at a restaurant.

My best places to work include:

1. _____
2. _____
3. _____

Other distractions I need to eliminate:

1. _____
2. _____
3. _____

TIP: Some people are distracted by multiple tasks. Email is often a culprit. Stop checking emails several times per hour. Some people "batch" into your email accounts so that they only get emails a few times per day.

Staying Focused As A Goal

What is the most important task or job I can do today?

What is the second most important task I can do today?

For me to feel that today was a successful workday, I need to accomplish:

1. _____
2. _____
3. _____

TIP: If focusing is a problem, set a stopwatch or a computer timer for 1 minute and then focus completely on doing that job with full focus and attention.

Practice Focus

Focus becomes easier with practice.

What quick 1-minute jobs can I get out of the way NOW, so I can focus on what is really important:

1. _____
2. _____
3. _____