

FOCUS

Train your brain to avoid distractions

◆ ABOUT THE COURSE

It is all too common to get to the end of the workday and feel dissatisfied with what we have done. We're left feeling frustrated at ourselves, annoyed at everything and anyone that has stolen our time. Furthermore, in this digital age, we're all finding it harder to focus than we ever have before.

In this session, we will fight back in this age of distraction, equipping you with techniques you can put to good use to do your best and most focused work yet.

◆ SESSION AGENDA

- 01 Designing Your Day**
Explore how to structure your day to make the best use of your time, energy and attention.
- 02 Managing Distractions**
Identify what is pulling your attention away and develop strategies to stay focused.
- 03 Improving Focus**
Build the habits that help you concentrate on your most important work.
- 04 Overcoming Procrastination**
Understand why procrastination happens and develop practical ways to get started.
- 05 Balancing Work and Recovery**
Recognise the importance of rest and recovery in maintaining focus, creativity and performance.
- 06 Managing Your Mindset**
Develop strategies to manage unhelpful thoughts and maintain focus throughout the working day.

FACILITATED SESSION

This is a facilitated, discussion-led workshop rather than a lecture. Your coach guides the group through practical exercises, encourages open discussion, and creates an engaging environment where participants can share experiences, challenge their thinking and learn from one another.

◆ INTERACTIVE EXERCISES

Design Your Day

Identify when you are most productive and which tasks you can batch together.

Distractions

Audit your biggest distractions and choose one to tackle this week.

The Power Hour

Follow the seven-step Power Hour routine to practise focused work in the session.

Procrastination

Pick a task you have been avoiding and identify which of the seven factors is holding you back.

Downtime

Name where you have your best ideas and plan how to build more downtime into your day.

Focus the Mind

Sort your current worries into what you can and cannot control, and schedule action on those you can.

◆ LEARNING OUTCOMES

- ◆ Learn strategies to stay focused on tasks and projects for extended periods.
- ◆ Develop tools to effectively manage distractions and competing priorities.
- ◆ Practise time-blocking methods to reserve uninterrupted periods for your deep work.