

Attention Management

Four Areas of Attention:

- **Intentional:** When working intentionally, people plan strategically and prioritize their activities.
- **Responsive:** In this area people are responding to the world around them. They spend more time putting out fires than working intentionally.
- **Interrupted:** People spend too much time answering messages and handling situations that interrupt their work.
- **Unproductive:** This occurs when people waste time at work. Unless you are taking a scheduled break, checking Facebook and chatting is unproductive.

Overcome Procrastination

- **Identify the cause:** Understand why you procrastinate and address any underlying problems.
- **Stay rested:** Sleep and take breaks to prevent yourself from making irrational decisions.
- **Work in Instalments:** Break projects down to feel like you are accomplishing something.
- **Prioritize:** Work on the important projects first.
- **Be accountable:** Trust a friend or family member to help keep you motivated.
- **Reward yourself:** Give yourself small rewards for completing a project.
- **Eliminate distractions:** Work in an environment that allows you to focus.
- **Create a schedule:** Use a schedule to guide your actions.
- **Work:** At some point, it is necessary to ignore how you feel and start working.

Mushin

A martial arts technique, Mushin occurs when the conscious mind does not stand in the way of the body and instinct. Mushin occurs anytime that intuition takes over. There are no logical steps to Mushin, but there are exercises to increase the chances of reaching Mushin.

Exercise:

- Sit comfortably in a quiet room with no distractions.
- Focus on breathing. (There is no need to breathe in tandem; be natural.)
- Try to keep the mind blank, and consciously release each distracting thought as it comes.

The Three P's

POSITIVE - Goals should be phrased positively

PERSONAL - Goals must be personal

POSSIBLE - When setting goals, be sure to consider what's possible and within your control.

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Meditation Brain Waves

- **Beta** - Beta brainwaves signal wakefulness. They are associated with concentration and attentiveness. People use Beta brainwaves to solve problems, but they are also connected to feelings of trepidation and anxiety. Anyone who is awake is in Beta. Meditation slows Beta brainwaves and allows practitioners to focus on the other brainwaves.
- **Alpha** - Alpha brainwaves are a sign of relaxed consciousness. Alpha waves are considered to be the brainwave of meditation. They promote creativity and are associated with pleasant feelings and tranquility. In this state, a person is awake but not intently focused. This is the ideal state for intuitive thinking.
- **Theta** - Theta waves appear when someone is in a deep state of meditation, hypnotized, or in a light stage one sleep. At this stage a person is not fully aware of his or her surroundings. Theta waves are linked to dreams and short-term memory. Children naturally have more Theta waves than adults. Theta waves allow people to recall facts easily, which is sometimes why answers to questions seem to come while falling asleep.
- **Delta** - Delta waves accompany deep sleep that is without dreams. This is the slowest brainwave pattern, moving at 1.5 to four cycles per second. Few people enter delta when they are meditating. Only experienced practitioners are able to reach delta waves and still remain awake.
- **Gamma** - Gamma waves are the waves associated with the ability to connect and process information. They also improve memory and keep the senses sharp. People with high gamma brainwaves are known to be more compassionate and known to be happier or more content. They are often considered to be more intelligent than those with lower levels of gamma waves. Meditation is known to increase the frequency of gamma brainwaves in individuals.

SMART Goals

- **Specific:** Goals should have specific directions. An example of a specific goal would be visualizing 10 minutes a day.
- **Measurable:** You should know when you reach your goals. For example, increasing productivity three percent is specific, and becoming more productive is not specific.
- **Attainable:** Goals, especially short-term goals, must be attainable. A goal to double your income in the next month is probably not attainable.
- **Relevant:** Goals need to be relevant to each situation. A goal to increase sales is not relevant to someone in production.
- **Timely:** Goals need specific timeframes. For example, spending less time in the reactive zone within three months is a timely goal.