



Business Education Webinar: Mindfulness

Powerful Ways to Improve Daily Focus and Performance

Use the following questions to target areas for further development. Discuss your insights with your mentor to gain more help in creating daily practices to improve focus and performance.

Managing Distractions

1. When do I feel most distracted in my daily working environment?
2. What contributes to my sense of being on 'autopilot'?
3. How can I take more control over my environment so I am less distracted?

Best practices:

- ▶ Pause every hour for a mental performance break.
- ▶ Set a timer to remind you to take breaks.
- ▶ Put phone on 'silent' to eliminate calls/emails/text notifications.
- ▶ Notify colleagues when you do not want to be disturbed for focused performance time.

Improving Focus and Performance

1. When am I most productive and focused on tasks at work?
2. What contributes most to my creativity and productivity?
3. How can I use technology to maximize my productivity?

Tips:

- ▶ Find an app that will help with time management.
- ▶ Use a calendar app to help you and your team stay in sync.
- ▶ Find ways to categorize and manage email efficiently.
- ▶ Be disciplined in how often you check & respond to emails from home and the office.



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Stress Management

1. When I manage to stay calm under pressure how does this impact others?
2. What helps me most to develop patience with others when I'm feeling stressed or overwhelmed?

Things to Consider:

- ▶ Keep track of what causes you most stress and strategize on steps to minimize difficult stressors.
- ▶ Create healthy boundaries with yourself and others when setting expectations about performance.
- ▶ Learn relaxation techniques.
- ▶ Use exercise to recharge.
- ▶ Ask colleagues, supervisors, or mentors for help.

Mindfulness Action Plan

Action items I would like to take:

Action Item	Resources	Due Date
1)		
2)		
3)		
4)		
5)		