

# Tip 15 – Develop a One-Track Mind





- **Multiple tasks slow a lot of people down**





- **When it comes to time management, it pays to have a one-track mind with a single focus**



**Most people aren't good at  
focusing on just one thing  
at a time**



- **People who enjoy success are able to shift their attention, at will, to that which is most important**



- **Once your initial focus is completed, you can move to the other interests one at a time**

# Becoming Highly Skilled rather than Scattered



- **Learning how to focus upon one goal at a time will mean that you become an expert**

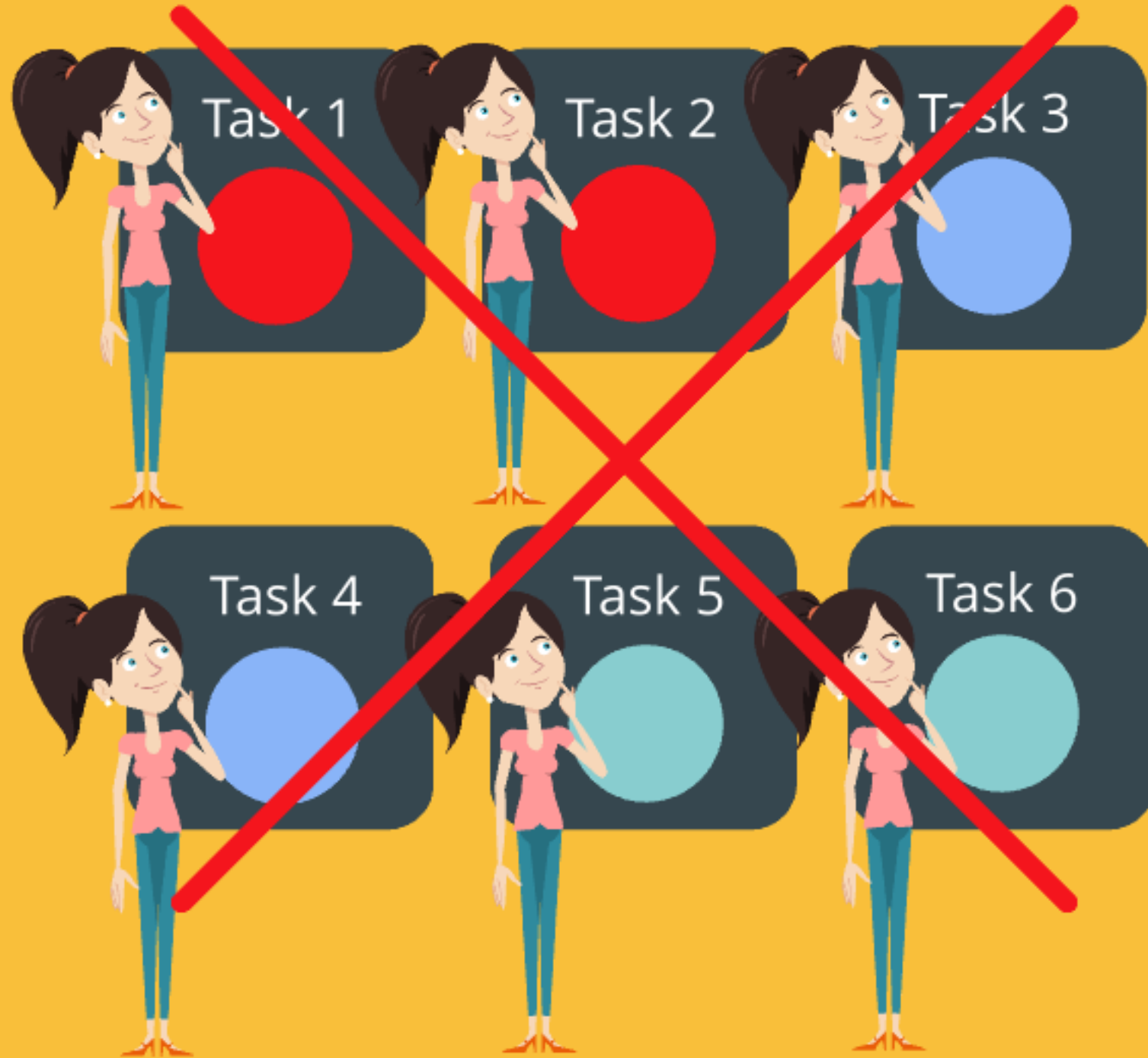




**Anyone who is exceptional in a specific area has learned the art of shifting their attention to that area and only that area**



# Giving Each Skill or Task the Attention it Deserves



- By splitting our attention up into pieces, we aren't respecting the task we are facing

# Doing Tasks Fully instead of Partially



- **Do one task at a time with your full being instead of partially**

# Becoming a Better Listener



- **You can listen to others entirely, rather than with only partial attention**

# In Summary

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1. Becoming Highly Skilled rather than Scattered
2. Giving Each Skill or Task the Attention it Deserves
3. Doing Tasks Fully instead of Partially
4. Becoming a Better Listener