

A large, white, diamond-shaped sign with a thick black border. The word "Attention" is written in a large, bold, black, sans-serif font across the center of the sign. The sign is tilted slightly to the right and is set against a background of a blue sky with scattered white clouds. The sign is mounted on a metal pole, which is visible at the bottom left.

ATTENTION MANAGEMENT

PRESENT BY WING CHAN

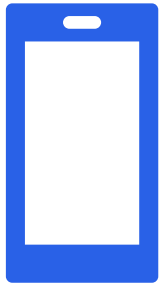
TIME VS ATTENTION

Time Management - the process of organizing and planning how to divide your time between different activities.

Attention management - the practice of controlling distractions, being present in the moment, finding flow, and maximizing focus.



STATES OF YOUR MINDS



Being distracted



Being mindful



Daydreaming

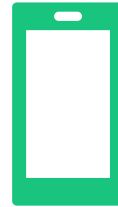
ATTENTIONS ZONES



Priority



Emergency



Distraction



Waste

KEYS TO EFFECTIVE ATTENTION MANAGEMENT

Increase

- Increase awareness
 - Build awareness regarding where we are spending our attention (on our Priorities or on Emergencies, Distractions and Waste).

Dial down

- Dial down distractions
 - Dial down the Distractions and eliminate Waste by inserting boundaries and raising standards.

Invest

- Invest the time
 - Invest the time you've saved into your Priorities, including being more proactive and taking the time for self-care.

TACTICS TO TRY

- Weekly Focusing – set up regular time for yourself to reflect and plan your week
- Time Blocks and Appointments – set aside and honor time to focus on a single activity
- Create Email Folders & Rules – to prioritize and pre-sort your inbox
- Turn off Automatic/Pop-up Notifications – to cut out distractions
- Leave Your Device Behind – you don't need it distracting you every moment
- Stop Multitasking – it doesn't work, it slows your brain, damages your memory and hurts your creativity

LINKS

- Time Management Training Doesn't Work | Harvard Business Review
<https://hbr.org/2015/04/time-management-training-doesnt-work>
- How Productivity Is About Attention Management, Not Time Management
<https://inside.6q.io/how-productivity-is-about-attention-management-not-time-management/>
- Attention Zones Model
https://www.tutorialspoint.com/attention_management/attention_management_zones_model.htm
- Schedule focus time in MS Teams
<https://docs.microsoft.com/en-us/viva/insights/personal/teams/viva-insights-protect-time>
- Use inbox rules in Outlook
<https://support.microsoft.com/en-us/office/use-inbox-rules-in-outlook-com-4b094371-a5d7-49bd-8b1b-4e4896a7cc5d>