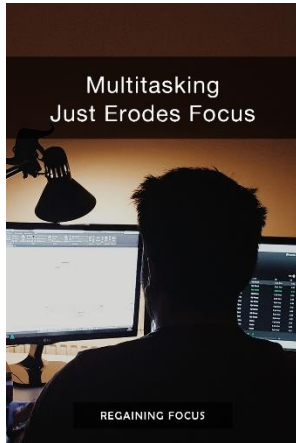


5 THINGS YOU SHOULD BE DOING TO IMPROVE FOCUS AT WORK



Are you someone that skips from task to task at work without spending a significant amount of time



on any one thing? You probably are if you're reading this article... but that's okay, you're here now, and we are going to work on it. Keep reading to learn the 5 things you should be doing at work to improve your focus and productivity.

1. Respond, Don't React

Immediate reaction is something we all feel like we have to do. New email? Read, react, and hit send. New to-do pops up on your project management system? Do it immediately. STOP. First, unless something is marked "Immediate Action Needed," it can probably wait. Stop reacting immediately and instead take time to work through, think, and respond when you're ready.

2. Hardest First

Get the toughest (or most boring) tasks done first thing in the morning. This will get it out of the way so you can enjoy the rest of your day, and it will stop you from procrastinating to avoid that unbearable task.

3. Stop Time-Sucks

Time-sucks come in many forms. Notifications, social media, and cleaning out your deleted email files are great examples. You are giving up your valuable time to those things that can wait, and instead, most likely creating a backlog of work for yourself. Do whatever it is you need to do to remove the temptation and get back to work.

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4. Make a To-Do List

A game plan for your day is possibly the most valuable tool you have at your disposal. Simply knowing what all you need to do and what other commitments you have will give you a clear view of what your day will look like. For some of you, a simple piece of paper with a time ladder and checkboxes will do the trick. For others, a more sophisticated or “tech-based” system may be the best.

“Coaching” on the ‘To-Do List’ element of Time Management is one of the more common issues addressed with 212-Careers clients. Popular “apps” and the latest issues are monitored regularly. An article is available on 212-Careers.com comparing the [Pomodoro Technique and Time Blocking](#). We’ve worked with several clients to install/use Todoist.

5. Work in Chunks

Break your day up into chunks by time. Working for forty-five minutes with a ten-minute break will not only make the day go by faster but will also help you learn to gauge how long specific tasks take and where your time is being used. This is a key point, related to the [Pomodoro Technique or Time Blocking](#).

Improving your focus at work is about more than exercising your brain to be more productive. It’s also about training yourself to work, respond, and plan your day in a way that is most useful to you. This will look different for everyone, but with time and practice, you can become an effective worker.



What's your best way to learn? Reading? Structured Thinking?
Listening? Reminders? Coaching? A Combination?

Here's a very cost-effective program with all these options. And the topic is a **Critical Skill** for now and the future!

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