

# Find Your Focus: Prioritizing Work and Life

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Whole U | The First 90





- Have you ever found yourself stretched too thin?
- Have you ever felt both overworked and underutilized?
- Have you ever found yourself majoring in minor activities?
- Do you ever feel busy but not productive?
- Like you are always in motion but never getting anywhere?

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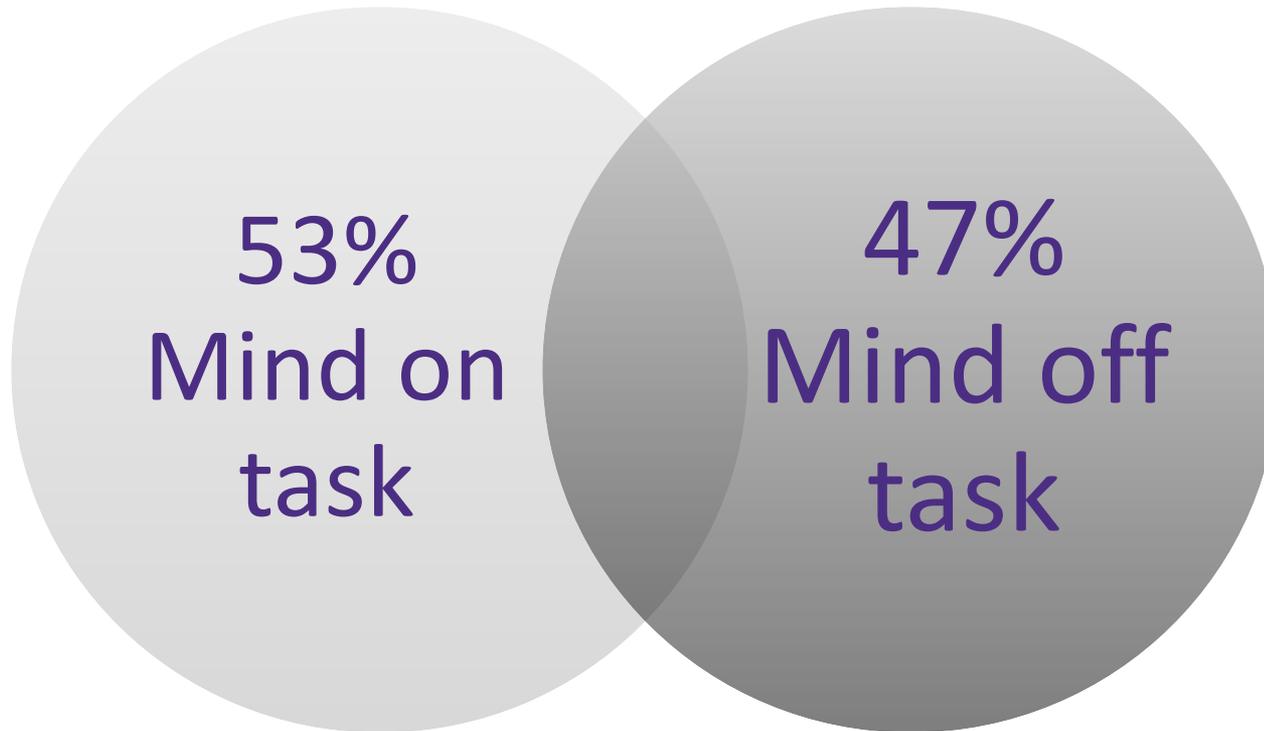
“The wealth of information (and choices, decisions, etc.) means a dearth of something else....a poverty of attention.” – Herbert Simon, 1971

The skillful management of attention is the *sine qua non* of the “good life” – Winifred Gallagher, Rapt



# Our Attention at Work

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Source: Potential Project



# Covey Urgency vs. Importance Matrix

	Urgent	Not Urgent
Important	<b>I</b> <ul style="list-style-type: none"><li>• Crises</li><li>• Pressing problems</li><li>• Deadline-driven projects, meetings and preparations</li></ul>	<b>II</b> <ul style="list-style-type: none"><li>• Preparation</li><li>• Values clarification</li><li>• Strategic planning</li><li>• Relationship building</li></ul>
Not Important	<b>III</b> <ul style="list-style-type: none"><li>• Interruptions</li><li>• Some phone calls, emails, meetings</li><li>• Many proximate pressing matters</li></ul>	<b>IV</b> <ul style="list-style-type: none"><li>• Busywork</li><li>• Some phone calls</li><li>• “Escape activities such as TV &amp; social media</li><li>• Irrelevant emails</li></ul>



# High performance organizations spend their time...

	Urgent	Not Urgent
Important	<b>I</b> <b>20-25 %</b> 25-30 %	<b>II</b> <b>65-80 %</b> 15%
Not Important	<b>III</b> <b>15%</b> 50-60 %	<b>IV</b> <b>&lt;1%</b> 2-3 %

**Bold type represents high performing organizations**

Normal type represents typical organizations



# 5 Second Centering Exercise

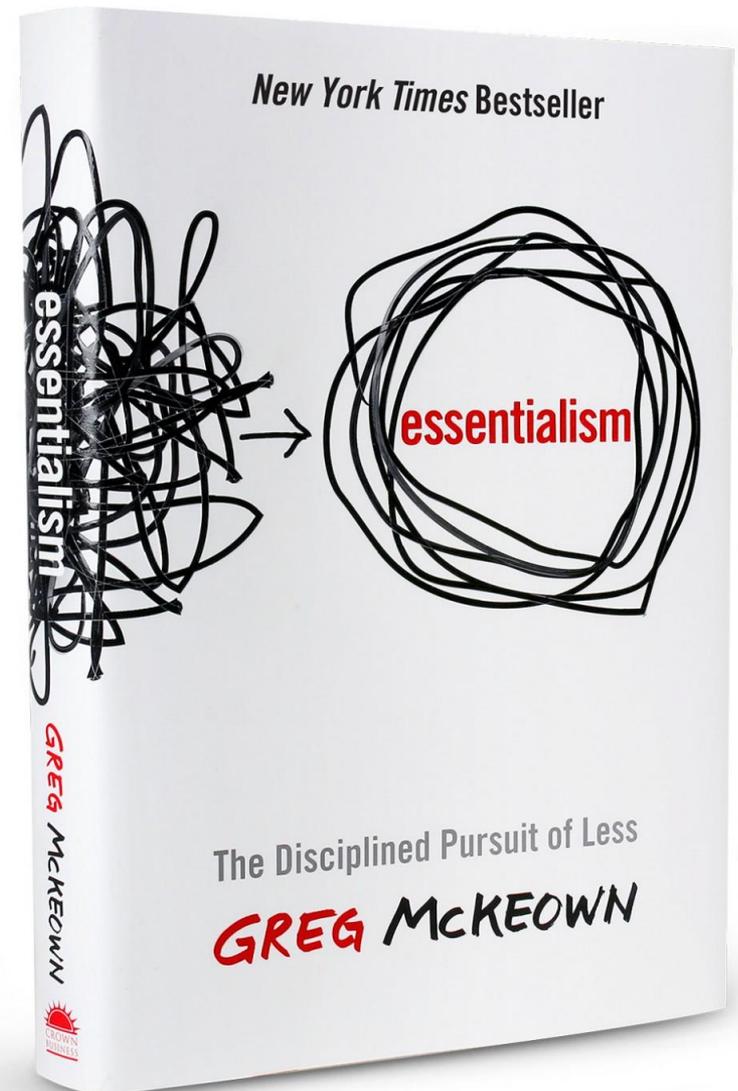
- Extend your posture
- Extend your awareness in front of you, behind you and to your left and right.
- Settle
- Breathe
- Smile



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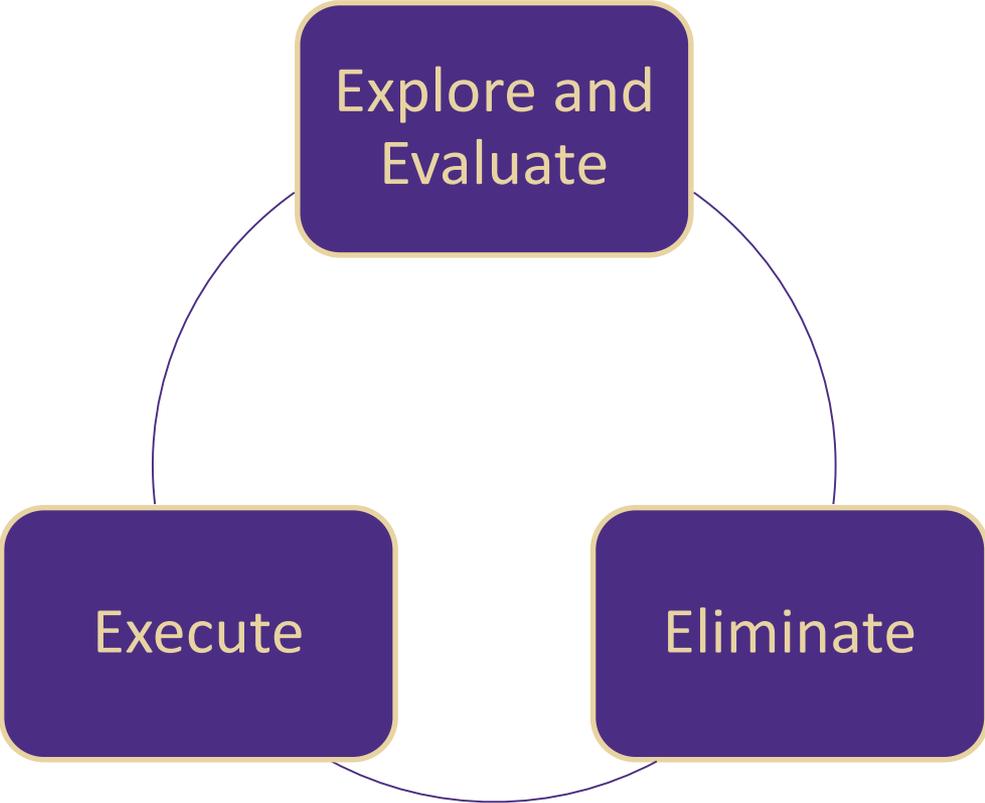
“The way of the Essentialist means living by design, not by default. Instead of making choice reactively, the Essentialist deliberately distinguishes the vital few from the trivial many.”

– Greg McKeown



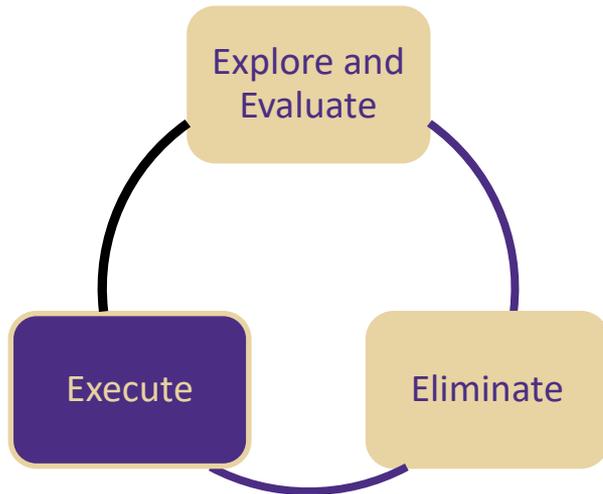
# Essentialism

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# Strategies to find your focus

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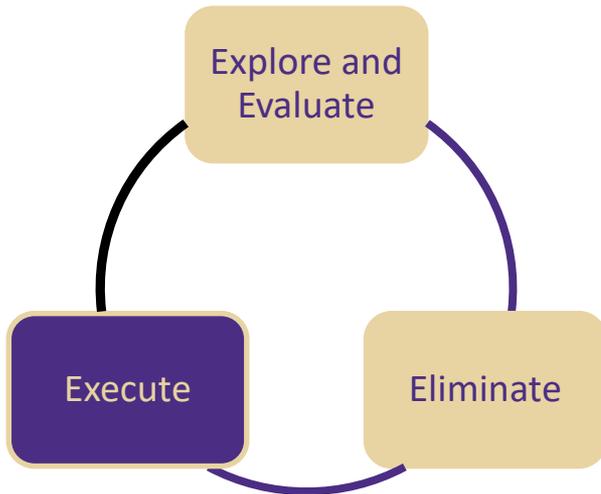


- Take a social media “sabbatical” – and or set limits to your social media consumption
- Create rituals for starting and ending work periods
- Create time for planning and preparing (Q2)
- Minimize distractions (Q3 and Q4 activities) by task-batching and/or time blocking



# Strategies to find your focus

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- Be present and mindful
- Make intentional choices; accept trade-off decisions
- Reframe your thinking...intentionally choosing where you want to put your attention and energy
- Build in time to recharge and reenergize

