

What strategies can you employ to find your focus?

- Invest in building resources and systems that make life easier later, even if they take a little more time now
- Email management: <https://hbr.org/2021/03/what-a-compassionate-email-culture-looks-like>
- Aim for two week plans & reminders
- Rotate strategies
- Turn off email notifications and other notification distractions while working
- Saying "no" and offering alternative solutions
- Creating tools that might pre-answer questions
- Proactive planning on Friday/Sunday/Monday and blocking major projects into calendar
- Trick yourself into starting hard tasks
- Maintain To-Do list (OneNote/Google Docs)
- Harder, more focused work early in the day
- Making mental space for challenging projects
- Getting little things off the task list
- Breaking the big thing down not small steps/manageable chunks
- Choose one day to NOT have any meetings
- Plan for the next morning at the end of the day
- Know our brains can't really handle more than 3 tasks at a time...select 3 to-dos, and don't pick up another until one of the first 3 is done
- Batch tasks; triage your work to prioritize; and make a to do list
- Identify when it is "good enough," doesn't have to be perfect
- Ask for priorities/deadlines to know what to focus on first
- Protecting your most productive time (in my case morning before 11 am) for developing new ideas or strategy
- Matching type of tasks to energy levels, and observing what activities raise or lower energy
- Put EVERYTHING on calendar - including blocking out focus time with no interruptions
- Start meetings at 5 min after, ending at 5 min till hour
- Fridays no meetings focus time & time to calendar the next week's projects
- Taking breaks, especially standing or walking
- Delegating tasks to others when possible
- Rank tasks within your to-do list – (A1, A2, B1, B2, C1, C2)
- Scheduling a brief zoom is more productive than dealing with multiple emails especially on provocative or challenging topic
- Finding a purpose or silver lining in every situation
- Practice "slow mornings": A mindfulness activity on most days, it helps me stay calm and gain my focus