

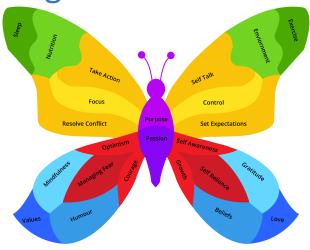




Building a Resilient Mindset One Day at a Time



Module Three Cognitive Resilience



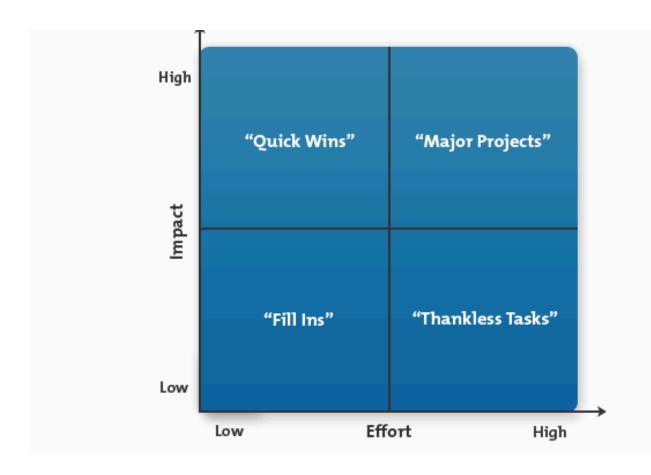
Focus Workbook

"Your life is controlled by what you focus on" Tony Robbins

Review your "To Do" list. Start by breaking down the tasks into the following categories depending on the effort and the impact.

Remember, we spend a lot of time in the low impact, low effort section because it's easy, it keeps us busy, but not very productive.

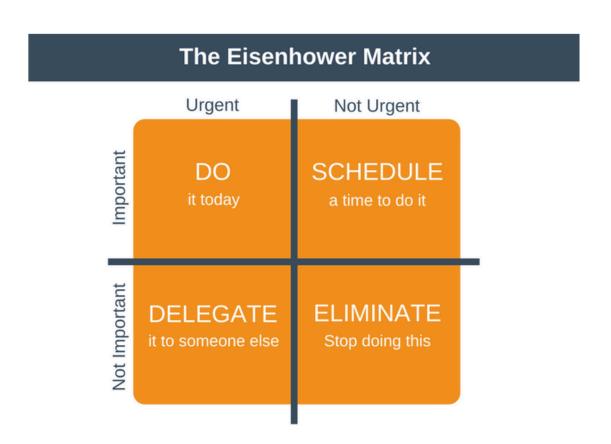
Quick wins will have a high impact but not much effort – schedule time for these, group them together and get them done. They might be phone calls, authorisations, emails etc that allow other people to move forward on something and you have become the bottleneck. If it is something that someone else should be doing, then delegate it.



Thankless tasks are things you don't really like doing but have to do – thinking book keeping, filing – things that support the business but are not the actual business, for example. They take focus – schedule time without distractions, focus on them and get them out of the way. They are important, you just don't like them.

Major projects are where you are in flow – they are all about what you do and you do best. You like them, they take time and effort but have a big impact. This is flow time and it is often sacrificed for Fill Ins, which you really should not be doing at all.

Here's Eisenhower's Matrix which is a similar idea but might help you prioritise your work so that you are getting time to focus on the high value work. This will give you another way to look at what you are doing and why.



Once you decide what fits where, make sure you get it booked into your calendar. If you need to focus, make sure you shut down everything and give the task 100% of your attention. Resist the urge to check your phone, email or do anything else, not even for a second!

Make sure you are scheduling creative flow time into your week so that you have four sessions per month. This is your strategic time, working on your business rather than in it, working on yourself rather than focusing on doing.

Your schedule might look something like this. – Get started on yours!

Task	Priority	Duration	Focus Required	Schedule
Return email	low	30 seconds	fleeting	All fleeting items 10.30 - 11am tomorrow
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Report for boss	high	3 hours	Controlled focus	Block out 2-5 tomorrow afternoon
Ring vendor	Medium- thankless task	10 minutes	fleeting	Include with fleeting items tomorrow as above
Plan product development on X	Not urgent but important - project	2 hours	Deep work	Schedule Friday afternoon – book quiet meeting room away from office