



Attention Management Skills Workshop

A distracted employee is a less effective employee. Employees who do not pay attention to their work can waste valuable time and make careless mistakes. Your participants will be more efficient at their job, make fewer mistakes, and overall be more productive.

Attention Management is a useful skill that allows managers to connect with their employees on an emotional level and motivate them to focus on their work and how to reach their personal and company goals. Your participants will gain valuable insight and strategies into what it takes to be more attentive and vigilant.

Workshop Objectives:

- Define and understand attention management.
- Identify different types of attention.
- Create strategies for goals and SMART goals.
- Be familiar with methods that focus attention.
- Put an end to procrastination.
- Learn how to prioritize time.
- Increased productivity
- Increased job satisfaction

For more information or to reserve your spot in this workshop, please contact:

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Module One: Getting Started

Workshop Objectives

Pre-Assignment Review

Module Two: Introduction to Attention Management

What Is Attention Management?

Stop Thinking and Pay Attention!

What Is Mushin?

What is Xin Yi (Heart Minded)?

Module Three: Types of Attention

Focused Attention

Sustained Attention

Selective Attention

Alternating Attention

Attention CEO

Attentional Blink

Module Four: Strategies for Goal Setting

Listening to Your Emotions

Prioritizing

Re-Gating

Module Five: Meditation

Beta

Alpha

Theta

Delta

Gamma

Module Six: Training Your Attention

Mushin

Meditation

Focus Execute

Visualization

Case Study

Module Seven: Attention Zones Model

Reactive Zone

Proactive Zone

Distracted Zone

Wasteful Zone

Case Study

Module Eight: SMART Goals

The Three P's

The SMART Way

Prioritizing

Evaluating and Adapting

Module Nine: Keeping Yourself Focused

The One Minute Rule

The Five Minute Rule

What to Do When You Feel Overwhelmed

Module Ten: Procrastination

Why We Procrastinate

Nine Ways to Overcome Procrastination

Eat That Frog

Module Eleven: Prioritizing Your Time

The / Rule

The Urgent / Important Matrix

Being Assertive

Creating a Productivity Journal

The Glass Jar: Rocks, Pebbles, Sand and

Water

Module Twelve: Wrapping Up

Words from the Wise

