



Own the Day: Making the Most of Your Time and Attention

Welcome! We'll begin at 1300



MAVERICK &
BOUTIQUE

DAU



Your attention, please!

- Stay fully engaged for the whole session.
- Close email and other applications entirely. Silence your phone and notifications.
- Mute yourself when you're not talking.
- Leave your video on.
- Move into Gallery View if you're not already so you can see others.



Topics for Today

1. Our time and attention challenges
2. Busy-ness: is there another way?
3. Building our attention/focus muscle
4. Multiplying time
5. Getting good at saying NO



Our Current Challenges

“I’m definitely going to take a course on time management, as soon as I can fit it into my schedule.” - Louis E. Boone, Author

Breakout Conversation:

Thinking about your life right now, what are your biggest challenges with time and attention?

Please make note of your room # and appoint a spokesperson to take notes and report out for the group.



“Managing” Time

We can't manage time. We can only manage ourselves and the way we relate to it.

– Rory Vaden, author of
Procrastinate on Purpose



Busy-ness

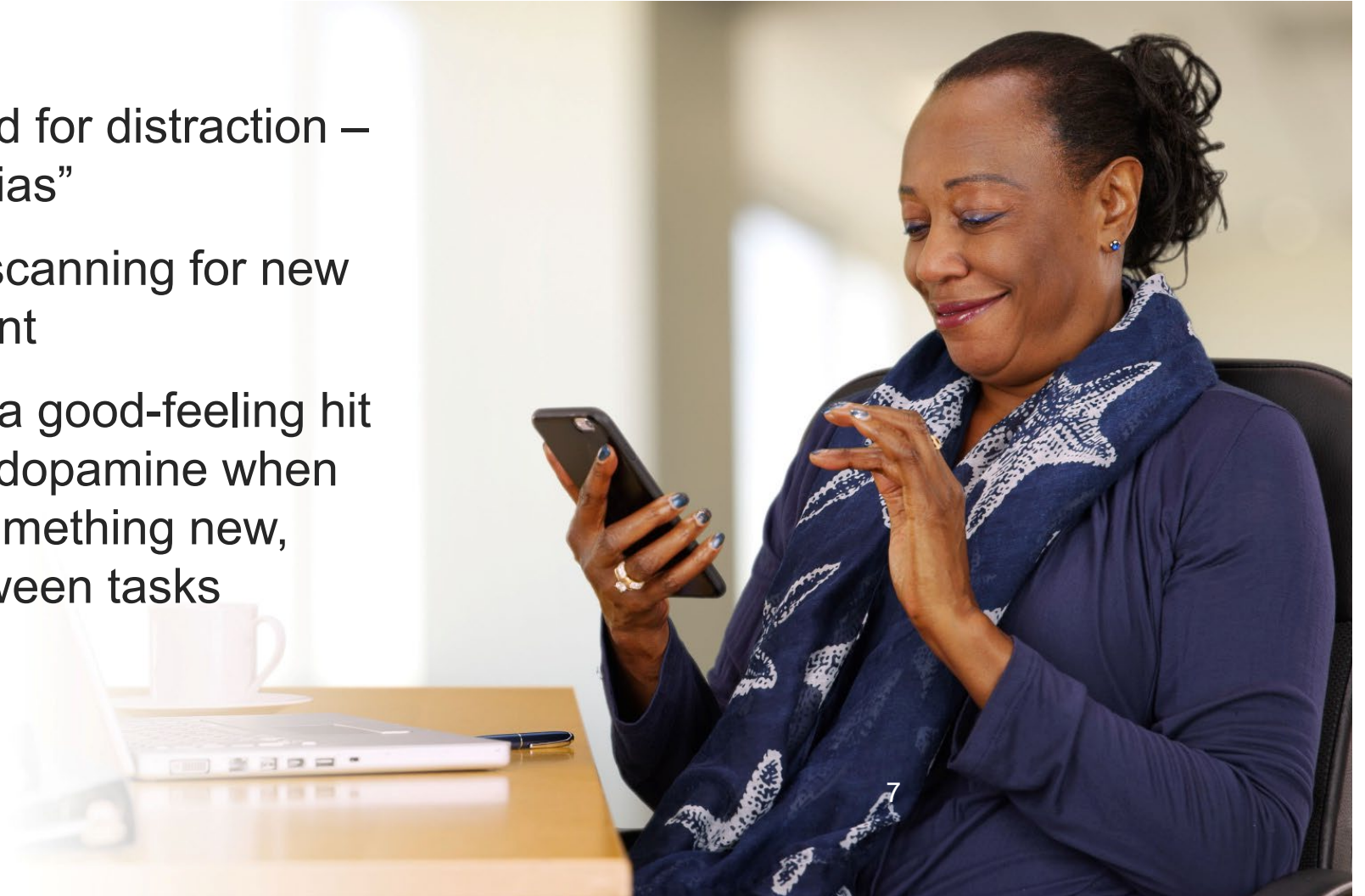
Busy-ness takes a toll on us in many ways:

- Stress
- Loss of productivity
- Lower quality of life



Distraction

- Human beings are wired for distraction – it’s called the “novelty bias”
- Our brains are always scanning for new things in our environment
- We are “rewarded with a good-feeling hit of the neurotransmitter dopamine when we find and focus on something new, including switching between tasks



Repeated Distraction Can Lead to:

- Stress and anxiety
- Inability to pay attention
- Hard to relax/let go
- Loss of productivity
- Loss of executive function (complex thinking, decision making, self control)

On average, we're distracted every 40 seconds, and it takes an average of 26 minutes to regain focus once we've lost it!



The Myth of Multitasking

- There is no such thing as multitasking!
- What we do is called “switching”
- This can have the same effects as other forms of distraction



Build Your “Attention Muscle”

Practices include:

- Creating a distraction-free environment
- “Radical uni-tasking”: do/focus on one thing at a time
- Engaging in self-care: eating well, staying hydrated, sleeping enough, good work/life balance and routines to reduce stress and improve cognitive capacity
- Carefully choosing what to say “yes” to
- Mindfulness practices, including yoga, martial arts, journaling, walking in nature, meditation, etc.

Dan Harris on Mindfulness

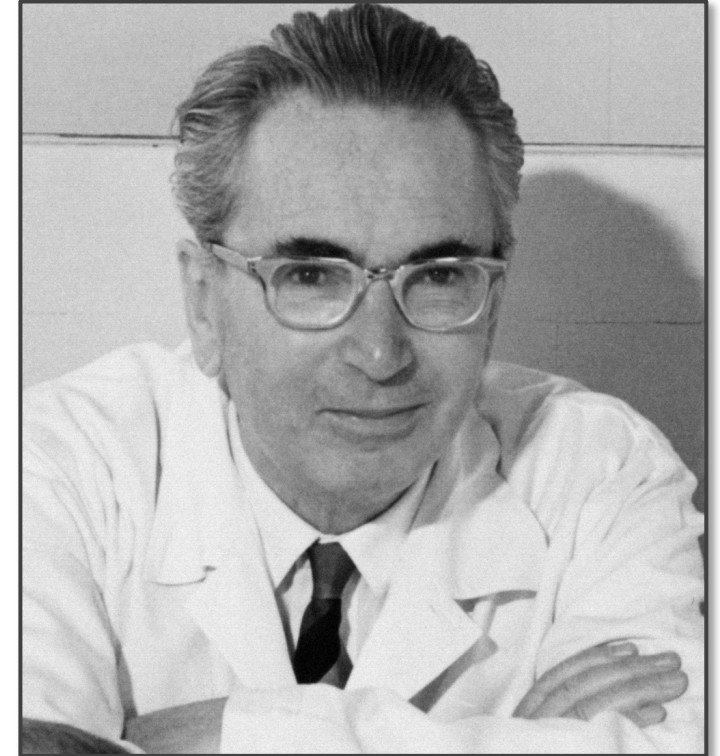


<https://www.youtube.com/watch?v=w6T02g5hnT4>

Choosing Our Experience

“Between stimulus and response there is a space. In that space is our power to choose our response. In our response lies our growth and our freedom.”

*– Victor Frankl, author of
Man’s Search for Meaning*



We can choose how we relate to:

- Time
- Interaction with and requests from others
- Our emotions
- The challenges of living in a fast-paced world

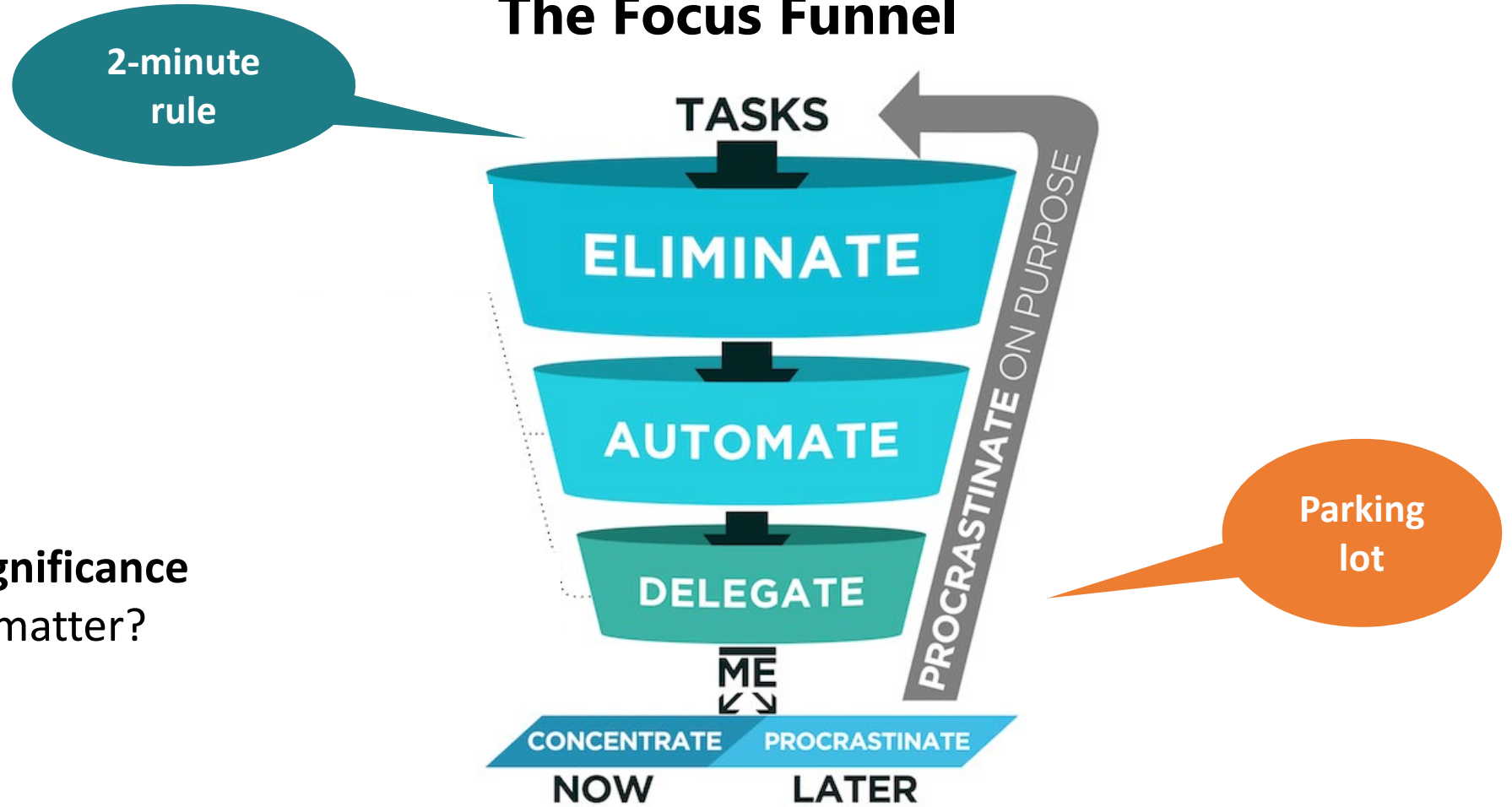


Mindfulness on the Go

- Take three deep breaths
- “Box breathing”
- Look for five red things or shapes
- Repeat a soothing phrase
- Stretch or take a short walk
- Listen to a guided meditation
 - <https://maverickandboutique.com/mindfulness/>
- Do “Brain Gym” exercises
 - *Brain Gym for Business: Instant Brain Boosters for On-The-Job Success* by Gail E. Dennison, Paul E. Dennison
 - and Jerry V. Teplitz

How to Multiply Time

The Focus Funnel



Dimension 3: Significance
How long will it matter?

Saying No

"You cannot truly say Yes until you can truly say No.

- William Ury, Negotiator, Author of
Getting to Yes and *The Power of a Positive No*

In saying "No", we need to be able to:

- *Assert our power **AND** Preserve (or strengthen) relationships*
- *Respect ourselves **AND** Respect the other*

William Ury

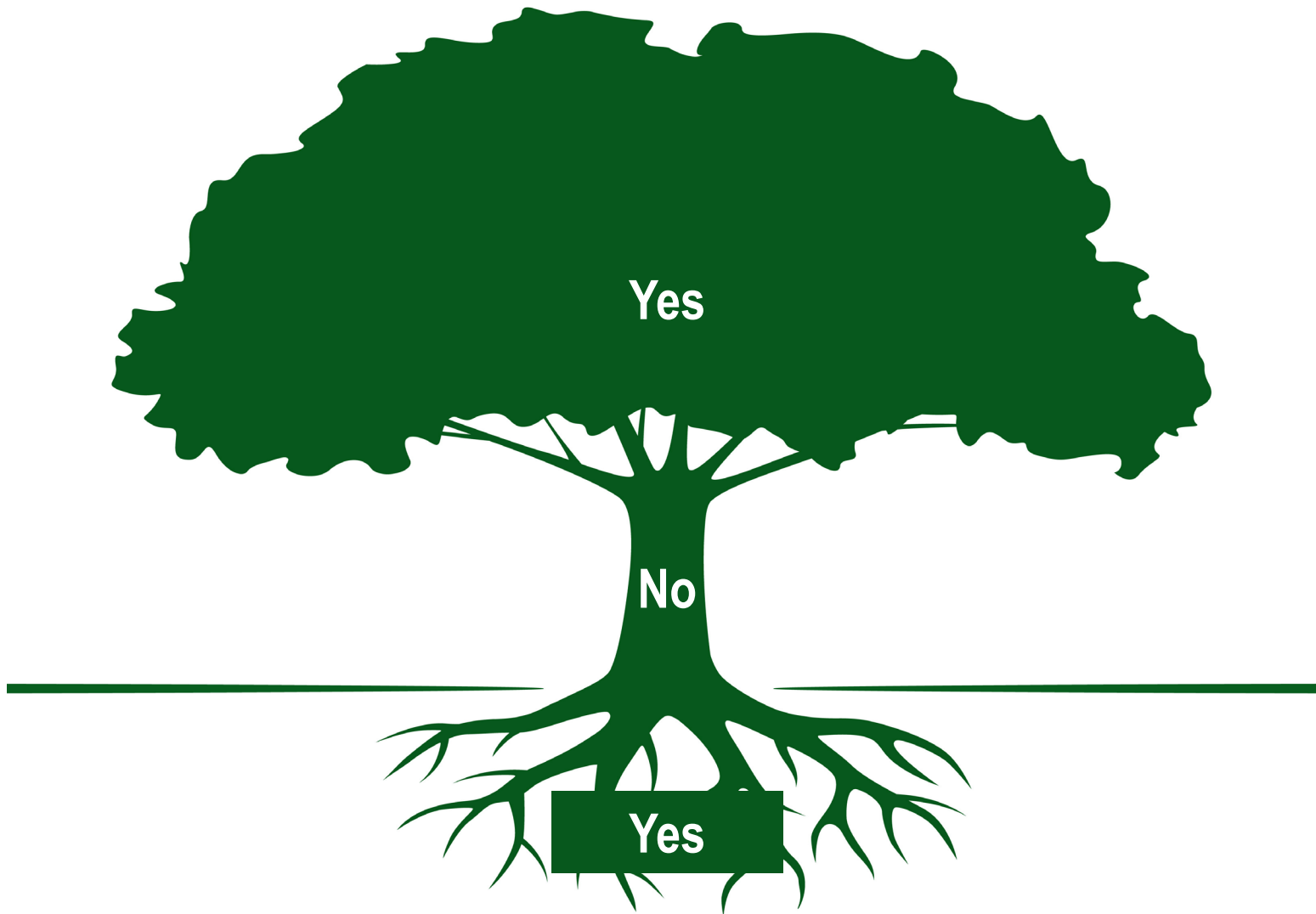


The Power of a Positive No, William Ury

<https://www.youtube.com/watch?v=OvrW-jTVCvE>



Anatomy of a Positive No



3. Propose a **YES**



2. Assert your **NO**



1. Express your **YES**

Recap



1. We can't manage time. We can only manage ourselves.
2. Stop being busy. Start being productive.
3. Be proactive in minimizing distractions
4. Don't multitask. You can't anyway!
5. Build your attention muscle (use mindfulness as a training tool)
6. Leverage routine
7. Multiply time with the Focus Funnel
8. Become skilled at using a Positive No

Reflection

After today, how will your thinking and behavior change?

- What will you start doing?
- What will you stop doing?
- What will you do differently?

