Maximizing Your Attention

**Distractions**
- Anything that prevents you from giving full attention to something else.
- Extreme agitation of the mind or emotions.
  
  - Sensory
    - Continuous wash of background sounds, shapes and colors, tastes, smells, sensations, etc.
  
  - Emotional
    - Emotionally loaded signals (you overhear someone mention your name, for example, while you are trying to answer an email)
  
  - Technological
    - Overload of digital information

**Focused/Selective Attention**
- The ability to stay focused on one thing and ignore everything else.
- Requires inhibiting emotion to stay focused in a crisis.

**Strategies for Maximizing Your Attention**
- Mental rest/brain break

- Practice noticing and releasing distracting thoughts

- Go off “autopilot”

- Loosen your habits

- Body scan

- Environmental scan
Putting Personal Problems Aside

- Accept your emotions and what you may be feeling
- Set boundaries – minute by minute
- Create a “transition practice”
- Exercise
- Proper sleep

Multi-tasking

- You are actually switching your attention rapidly and this saps attention from full, concentrated engagement.
- Switching tasks creates a mental block that reduces productivity.

Notes: