

Reflection Questions for this month.

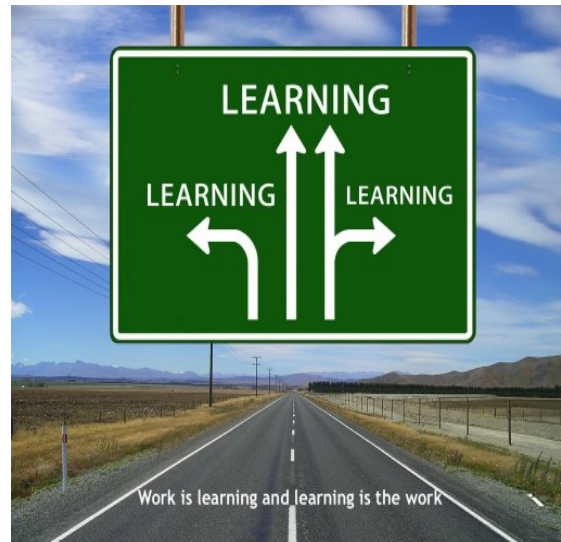
POWER OF ATTENTION

- How do you know when you are **lost in distraction**, and how might you come back?
- How could you optimise your work environment by protecting your **‘Attention space’**? (What specific things could you do?)
- How would you know that your task is the **one most appropriate** to the overall vision/Goal of the business, in that moment?
- How does Open Awareness and Sharp Focus fit into the **overall vision of Mindfulness**?

Neuro & Mindful Leadership

Mindfulness & The Power of Attention

The Power of
Attention for an
Efficient and Effective
means of working



How do we cultivate and
protect our Attention?
What are the various
elements of attention and
how can they serve us at
work?

*Follow One Course Until Successful
FOCUS!*

Review last Mindfulness Session

- **DORIS** reality: **D**istracted. **O**verwhelmed. **R**elentless. **I**nformation overload. **S**tressed
- **What and Why Mindfulness:** Mindfulness is managing Attention
- **Multitasking tested:** gives credence to why mindfulness, focus of attention to get things done efficiently and in context, whilst offering leadership qualities
- **Where is our Attention?** 46% of the time we are distracted
- **Science behind Mindfulness:** Neurogenesis and Neuroplasticity
- **Body Scan and GAP:** Meditations for self awareness, grounding and calming

Power of Attention & Attention Economy

Rather than the Industrial revolution mentality of **‘working harder’** (more of the same) or **manipulating our environment for more productivity**, (i.e time and motion) we are shifting to the power of where and how we place our attention, for results.

- **Attention economy recognises the value and potential of Mindfulness** and that we could harness from the 46% not available!
- **Improve the quality of Attention** (more sustained and focused)
- **Maintain and Protect the Attention** we already have

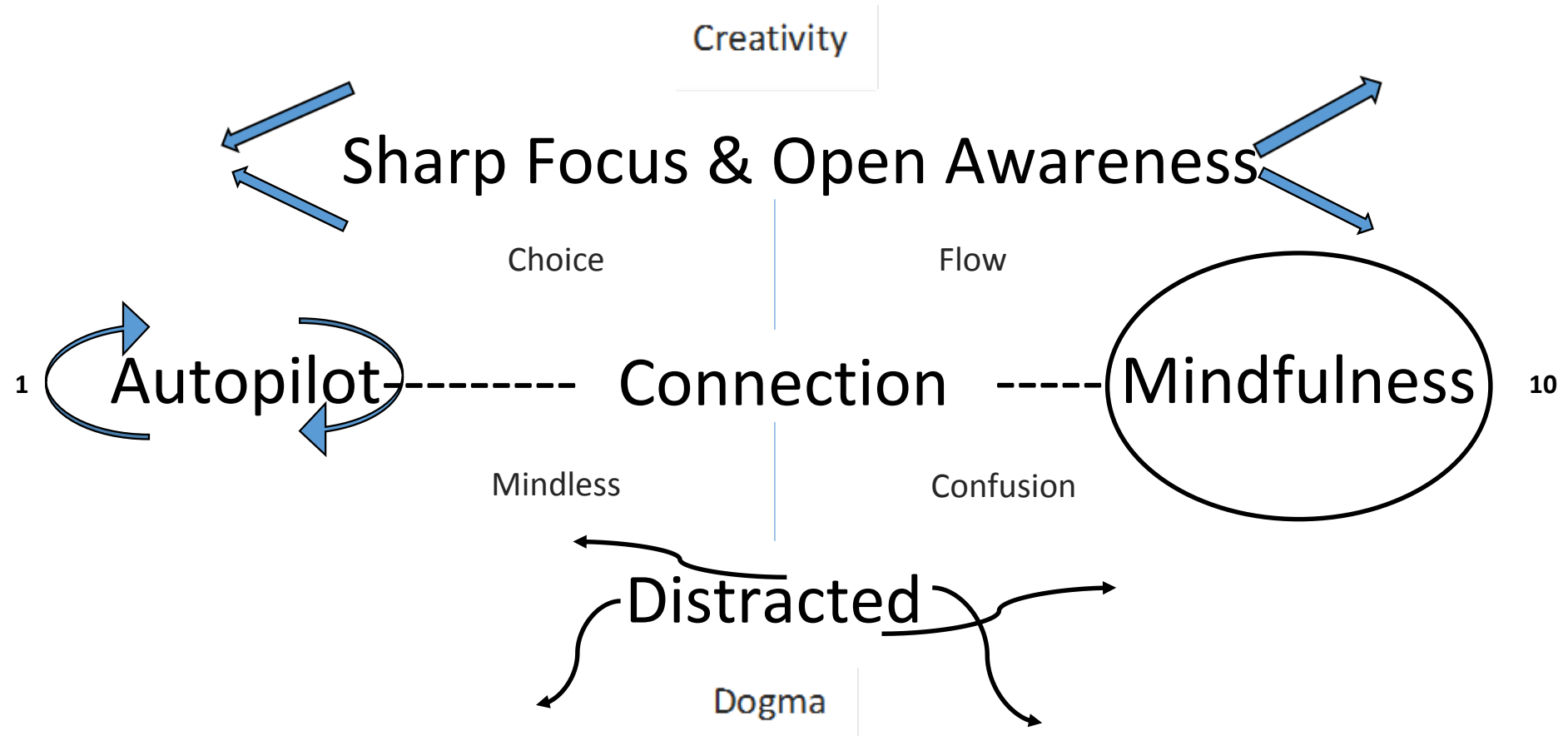
Corollary to Sharp Focus

We can enhance or change conditions to support Mindful attention by **reducing the potential distractions.**

However, external competition for attention is only one side of the coin. **We could reduce external competition for our attention but still be equally distracted!** There is internal competition for our attention too which needs consideration.

Therefore, whilst we can reduce external competition we can also **train ourselves in Sharp Focus** in order to take responsibility for where we place our attention, and the quality of focus.

Foundation of Mindfulness Map



Foundation of Mindfulness

- The foundation of Mindfulness is rooted in our **ability to develop a Sharp Focus** on a task or interaction in a sustained way.
- However there are times when we may need to **shift our focus** of attention. This requires us to be in touch with the ability to have an **Open Awareness** so we can make an informed choice as to whether to shift our focus of attention or not.
- These two faculties **Sharp Focus and Open Awareness reduce the tendency to multitask or get caught in distractions**

How does this work in practise?

Sharp Focus

Internal and External Distractions



Sharp Focus and External distraction

You have a task to complete in a set amount of time requiring the use of your computer. There are two people in conversation you can hear snippets of which draw your attention. You chose not to engage with them and continue to focus on your work. You have made a conscious choice to stay with your task. Notification of an email pops up, you deliberately stay focused and continue with your task. Twice now you have continued despite the temptations of breaking your focus.

Sharp Focus and Internal distraction

Finally, a thought arises that you must sort your house insurance out, again you forge on not allowing that hook to take root, knowing that you can do that later.

Sharp Focus AND Open Awareness

'There is nothing so useless as doing efficiently that which should not be done at all.'

Peter Drucker

You are working on a project at your desk, the boss comes in and announces immediate action on your company's largest account that may be lost without remedial action. Do you stay in sharp focus and continue with your project regardless? Probably not! You would be given your notice the next day. In this case, you exercise your open awareness, and offer the flexibility to meet your boss's call for action.

Plenary:

What kind of quality of attention do you experience at work?

To what extent is it distracted?

To what extent is it focused?

To what extent are you able to match up your focus with the overall goals and vision of the business?

Open Awareness

The Open Awareness Meditation;

- ❑ is the foundation practice for applying Open Awareness at work
- ❑ allows for **choice, flexibility and appropriateness** of Sharp Focus

Plenary Question (5 mins)

What does the quality of Open Awareness allow you to be aware of whilst engaging at work?

FOCUS: Follow One Course Until Successful

- One course, not one task!
- This Implies following a process, not overidentifying with one task
- Learn how to Chunk Up to overall Goal/Vision
- Ask: 'How will doing this task contribute to the Goal/Vision right now?'
 - (Plenary) Your example at work?

SHARP FOCUS & Power of Attention

The Sharp Focus Meditation develops the **stability and availability** of this faculty

Power of Attention comes from a blend of Open Awareness and Sharp Focus to allow for

1. Greater efficiency and effectiveness at work
2. Choice to **shift your focus of attention** from one task to another whilst keeping true to the overall purpose
3. Awareness of when you are disconnecting or distracted from the overall vision, so you can come back to Mindfulness

3 Minute GAP @Work

for Open Awareness & Sharp Focus

Grounded Feet On Ground, Bum On Chair

Aware Body sensations, **breath**, feelings, sounds etc

Presence With your mood / emotional world

- Check Appropriateness of task (Shift?)
- Develop Sharp Focus