



WELLBEING “HEALTHY HABITS”

FOCUS

In today's world, we are experiencing a period of change and growth, at a speed in which we may not have experienced before. Technology, transport and world affairs are driving this quickening period. It is sometimes referred to as a VUCA (Volatile, Uncertain, Changing, Ambiguous) environment. Some of us enjoy and thrive during this period, for others it is a little more uncomfortable.

Focus is being aware of what you are paying attention to and the quality of that attention.

It's important because you get what to focus on! By focusing on one thing at a time, you will gain increased efficiency and productivity enabling you to get more done in less time, to a higher standard and with a better quality of life.



In a productivity study in Microsoft in 2011, it was found that multitasking (continuously switching quickly from one task to another, trying to do many things at the same time) took 25% more time to complete tasks and 25% more energy! This is highly inefficient.

We are all in a state of continuous partial attention – it is not our fault – in this 24/7, always on information age, there are more external stimuli competing for our attention than we can possibly process. We are constantly bombarded.

More than ever we must CHOOSE what we give our attention to and actively manage distractions so that we can stay laser beam focused when we need to.

{Try something now}. Turn off your mobile phone and messenger alerts and, if you are not alone, go somewhere where you can be temporarily unaccompanied with zero distractions.

Focus on and pay attention to the quietest noise you can hear? Focus on sound only for around 60-90 seconds – longer if you are able to. Allow any thoughts that come into your mind to drift away as you keep your focus on the quietest noise you can hear.

Notice how still and quiet you feel internally while you are listening to it. Notice how your mind has stopped the internal chatter – the continuous monologue of what's going on in your life. Notice how you feel internally – possibly no feeling at all, or a sense of peace or simply a calm feeling.

This practice of mindfulness can help you to reduce the 'noise' of everyday life and develop your ability to really focus on one thing at a time, intently. This intense level of focus – with zero distractions – will increase your efficiency and productivity meaning you do get what you need to get done in less time!

Try to do this at least once a day, particularly in the mornings before work if you are becoming anxious about work and find yourself focusing just on the negatives.

This practice will help you to develop the ability to switch your focus and attention and create a sense of inner calm at times when you feel overwhelmed by the demands you face.

