

American Management Association's Doing It All: How to Stay Focused and Engaged

Focusing on the Big Picture

- Define What Focus Really Means
- Identify Where You Are Out of Focus
- Develop a Clear Set of Expectations and a Process to Help You Synchronize with Your Boss

Achieving Focus at the Project Level

- Build Your Complete Project List
- Identify Actionable Outcomes to Set Yourself up for Success, Even When Time Is Short
- Plan Projects to Task Level 70% Faster

Your Internal Focus—Increasing Your Ability to Engage and Energize

- Identify Your “Hardwired” Skills and Challenges
- Describe How to Conquer Multitasking
- Identify Forces and Solutions for Concentration Destroyers
- Use “Snapback” Tools to Restore Your Focus
- Incorporate Energy Builders into Your Day
- Use the Zap Thought Process to Handle Incoming Work and to Create Flow

Building Tools to Help You Get in Flow and Stay There

- Dispel Personal Productivity Myths and Replace Them with Current Thinking
- Work from Zero Base
- Create a Working Command Central Focus Tool
- Create a “Once-A-Week” Thinking Process for Yourself
- Organize Your Workspace to Keep You in Flow
- De-stress with On-The-Spot Tools to Use Whenever You Need Them

Working with the “Unfocused”

- Anticipate Requests from Others and Decrease the “Emergency” Factor
- Harness the Power of Visuals for Yourself and Others
- Deal with Interruptions to Minimize Negative Impact
- Say “No” When It’s the Right Answer

Action Planning

- An Action Plan Designed to Get You in Focus and Keep You There