

Management Trainings

NEW SEMINAR DESIGN:

ATTENTION MANAGEMENT: Regain control over your attention

Description

Time is money. Therefore they taught time management. However, the quest about our time nowadays really is about our ATTENTION, our PRIME time.

This is the time of our **concentrated focus**: The time of listening attentively, the time of **processing**, of **understanding**, of learning, the time of **taking decisions**. Being a limited resource, it is invaluable. Therefore many agents are competing for a share of it. No wonder it has become a multi billion \$ industry. Sometimes it appears we have become a mere passenger in this ride. While the general level of noise is yet increasing, it is –by the help of algorithms– targeting increasingly at our attention, rather than merely a moment of our time.

All this is increasingly at the expense of us focusing on what we really want/should, therefore not getting our things done. Thus, at the expense of our **personal success**.

Regain control over your attention. There are several rather simple measures that can be taken to regain control over our attention. This highly interactive workshop makes us understand what attention really is, how it is being diluted and how to regain control over it in our daily lives.

Eventually putting our attention at the right things strongly impacts our work satisfaction and consequently our resilience.

Seminar outline and content:

Intro: Background

- Attention- vs. Time Management
- Our Attention, an invaluable resource: multibillion \$ market
- Rising noise level
- Attention as limited resource at high cost of energy

Background: About our Brain

- What is happening in our brain as we focus, neurotransmitters

Distractions & Noise Management: attention killers

- Types of distractions & their sources
- Composition of your noise
- Chronobiological background (Circadian Rhythm)
- FLOW: Sweet Spot of Working:
- What is flow? How do you reach it? Favourable factors/diminishing factors
- Multitasking vs. Focused concentration
- Mindfulness, Satisfaction and Resilience

Practical Steps and Exercises:

- Self Reflection Card-Game
- Exercises for Keeping Focus
- Changes to Go (instant take-aways)
- Practical Tips and Hacks: Lifestyle tips

Duration:

We recommend 1 full seminar day and ½ seminar day for transfer & deepening

