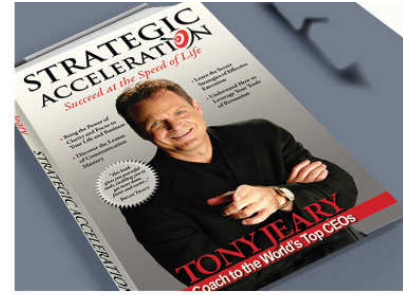


STRATEGIC ACCELERATION

Succeed at the Speed of Life



Exercise 11: Improve Your Focus Skills

Now that you've completed your two-week Focus Journal, you should have a clear picture of how well you currently focus. You will also be positioned to make an informed choice about making a commitment to improve.

Journal Evaluation

When you complete your Focus Journal, look for how many minutes each day you lose to distractions that barge into your mind and lead you on non-planned activities. Specifically, take a closer look at the priorities you established for each day and the specific things you intended to *finish* each day. Make a list of the priorities and tasks that you did not complete on the day in question, and then subject each of them to a couple of tough questions—ask yourself:

- why didn't you complete the work you had prioritized to complete each day?
- what happened that caused you not to complete them?

There are four strategic facts and characteristics about your behavior that confirm your ability to execute and focus at a higher level:

1. fewer distractions,
2. more high-leverage activities,
3. on-time performance, and
4. increased productivity.

Do you see any improvements in those areas?