



CHAPTER 9

IMPROVEMENT AND FOCUS
THE RESOURCE THAT AFFECTS ALL OTHERS.

OBJECTIVE

To identify and eliminate distractions so you can work to completion. Be aware of these different types of distractions:

1. Visual
2. Auditory

Read more on page 193.

WHAT READERS SAY

“Jason Womack’s activities create tangible learning by asking participants to make small changes that, when practiced over time, produce big results.”

-John Robinson

Federal Agency field training consultant

1. WHAT’S THE “MORE” DO YOU WANT TO MAKE?

Money, time with key people, memories, vacation days, business trips, healthy choices & self-care behaviors...

Pages 181-184

2. FOCUS-TO-FINISH MINDSET

Plan out how long you’d like to spend on an activity without any interruptions. Be specific.

Pages 186-188

3. PICK ONE TASK FROM YOUR LIST, ASK YOURSELF THESE 3 QUESTIONS:

Pages 196-197

1. Me or them? Do I need to do this or can I delegate it?
2. Now or later? Do I forward the email right now or “bunch it”
3. Track or trust? Do I need to keep track of what I’ve delegated? Or do I trust that person to do what they agreed to do?

