



9 WAYS TO STAY FOCUSED

In December, I usually get more requests on how to avoid being overwhelmed by the end of the year, while still accomplishing everything on the To-Do List by the 31st. The mix of faster pace and approaching date could decrease concentration and quality of work.

Browse the list below for solutions on how to stay focused and effective.

Yes, you are likely to know most of them and... Energy Management is indeed moving from 'I know' to 'I act'.

ADDRESSING THE CAUSES

1. Frequent Travel

Have you been travelling more than usual? Travelling demands a substantial amount of energy

and you may be underestimating its impact. Try one of these sleep hacks to recharge

<https://goo.gl/e8Zcc5>

2. Flood of Emails

Is the high volume of emails consuming your energy? Here a web site totally dedicated to this topic <https://goo.gl/YPtHKC>

3. Too many projects and meetings

Too much on your plate? Read the 'Addressing the outcomes' and go back to the basics of delegation: <https://goo.gl/Uq4Xwk>

ADDRESSING THE SIGNS

1. Constant message checking

Has checking your messages become almost compulsive? <https://goo.gl/eHoj7f>

2. Multitasking

Even if we know that it does not help the quality, we still do it...so here are some ideas for 'smarter multitasking' <https://goo.gl/LXBKTF>

3. Pop-up thoughts while talking

While you are engaged in a conversation, do ideas of tasks on your to-do list suddenly pop into your mind, making it very difficult to fully engaged?? <https://goo.gl/3BB16g>

ADDRESSING THE OUTCOMES

1. Lower quality results

The Four 'As' strategy on how to manage your workload differently:

<https://goo.gl/JGkf6D>

2. Ineffective prioritizing

Use the 3 circles <https://goo.gl/gMChA6>

3. Feeling unsettled (rushed, anxious, scattered)

Mindfulness can help <https://goo.gl/73UB9U>



Start with the 1-2 actions which feel the easiest to implement. Yes, it is like with the Mini-Habits...

Didn't find something that works for you? Send me an email and we can brainstorm together 😊.

Wishing you all recharging and joyful festivities!

Giulia

If you wish to receive these posts -the frequency is 5-7 weeks - you are welcomed to join the closed LinkedIn group on Energy Management.
<https://www.linkedin.com/groups?gid=7472737>