

HOW FOCUSED ARE YOU?

A recent study¹ revealed that 90% of managers squander their time in all sorts of ineffective activities. Only a mere 10% spend their time in a committed, purposeful manner.

The authors of the study believe that effective action comes from a combination of **focus** (the ability to zero in on a task and see it through) , and **energy** (purposeful action toward a goal).

Focus without energy leads to burnout. Energy without focus wastes time. Low energy and low focus lead to procrastination.

Employees who are on purpose have these qualities:

1. They pick their goals and battles carefully.
2. They manage their time carefully, and leave time for reflection.
3. They find ways to de-stress.
4. They work from the inside out: deciding what they must achieve, then shaping the environment to achieve it.

So next time you feel you are chasing your own tail, with lots of action, lots of stress, but no results, stop, take a breath, and begin to focus. Ask the classic time management question: *What is the best use of my time right now?* Then zero in on that task until it's done. You'll be amazed at how much you can accomplish.

For information on a **Time Management** or a **Goal Setting** course tailored to your organisation, email info@vivatraining.com.au

¹ Heike Bruch and Sumantra Ghoshal. *Bias For Action: How Effective Managers Harness their Willpower, Achieve Results, and Stop Wasting Time*: Boston: Harvard Business School Press, 2004