



Performance Workbook #1

Focus Power



Welcome

THE PURPOSE OF THIS WORKBOOK

To help you master the performance skill of focusing your attention, at will. In other words, to help you do what you are doing when you are doing it . . . all the time.

WHAT IS FOCUS?

You concentrate 100% of your attention on what you are doing when you are doing it. You are not distracted by the past, by the future or by useless thoughts. You are interested and aware of everything that is going on right now.

As a result of this simple but powerful skill, you perform your job and live your life at your best level. You have more power and you are happier.

INSTRUCTIONS

1. The workbook includes several steps that require you write down your thoughts, exercise results and plans. If you like, you can print a copy of the workbook to write down your answers.
2. Go through the workbook and do each step OR skip around and try the steps that interest you.
3. Once you notice improvements, try all of the steps.
4. Repeat the steps that work best for you until your focus reaches a powerful new level. Make it a new lifetime performance skill to help you succeed.

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Read "Focus Power" Parts One and Two

You have probably read "Focus Power" Part One. If not, please read it by clicking the box below or go to tipsforsuccess.org/focus-power.

"Focus Power" Part Two is a new article that includes more information and examples, such as

- Why getting focused is not always easy
- Ten barriers to focusing
- How being focused increases your income

Go to tipsforsuccess.org/focus-power-part-two or click the box below.

CLICK TO READ

**"FOCUS
POWER"
PART ONE**

CLICK TO READ

**"FOCUS
POWER"
PART TWO**



Your Needs and Wants

If you do what you're doing when you're doing it, what improvements would you want?

In the boxes below, list three or more improvements you hope to get by mastering this performance skill.

Examples:

- Figure out a difficult and confusing problem with our marketing.
- Make my prospective new client feel completely understood.
- Improve my relationship with my son by listening to him with all of my attention
- Find joy while driving in traffic.
- Train my assistant to be the best assistant I've ever had.
- Improve my golf game.

Example #1

Example #2

Example #3

Self-Assessment Test

Rate yourself on each of these ten statements

1 = Strongly agree

2 = Agree

3 = Neither agree nor disagree

4 = Disagree

5 = Strongly disagree

- | | | | | | |
|--|----------|----------|----------|----------|----------|
| 1. I'm easily distracted. | 1 | 2 | 3 | 4 | 5 |
| 2. I frequently catch myself daydreaming or spacing out when I should be working. | 1 | 2 | 3 | 4 | 5 |
| 3. I worry too much. | 1 | 2 | 3 | 4 | 5 |
| 4. I make mistakes when a task is repetitive. | 1 | 2 | 3 | 4 | 5 |
| 5. I only get focused if I'm doing something that is interesting or exciting. | 1 | 2 | 3 | 4 | 5 |
| 6. It's hard to concentrate when I'm tired or hungry. | 1 | 2 | 3 | 4 | 5 |
| 7. When people talk to me I try to listen, but end up thinking about other things. | 1 | 2 | 3 | 4 | 5 |
| 8. I dislike learning complicated skills. | 1 | 2 | 3 | 4 | 5 |
| 9. I hate boring activities, like waiting for someone or sitting in slow traffic. | 1 | 2 | 3 | 4 | 5 |
| 10. At least one day each week I realize I got nothing done that day. | 1 | 2 | 3 | 4 | 5 |

TOTAL: _____

What Your Score Means

- 10 TO 20** Learning to control your attention will make a big difference in your work performance and life. Use as much of this workbook as possible, starting now.
- 21 TO 30** Although you do not focus as well as you should, you are taking an important first step to improve this powerful skill.
- 31 TO 40** Controlling your attention is key to your success. Put this workbook into use ASAP and move your performance to a new level.
- 41 TO 50** Your ability to focus is above average. If you strengthen this skill, you will earn bigger results and benefits.

Five Thinking Exercises

Fact #1: Your thoughts determine your actions (or reactions).

Fact #2: Your actions determine your performance.

Fact #3: Your performance determines your success.

So let's work on your thoughts with these five Thinking Exercises.

Thinking Exercise #1

Think about these questions and then write down your answers. This exercise helps you to work out new, valuable ideas that lead to smarter actions.

What is important about focusing?

What is NOT important about focusing?

What about focusing do you not understand? How could you clear this up?

Five Thinking Exercises

Thinking Exercise #2

Exciting activities can help you focus on present time. For example, jumping from a cliff into a lake can snap all of your attention into the present moment. The last thing you do when jumping is worrying about money or thinking about Facebook.

Anything can focus your attention. A hobby, a pet, an exciting movie, anything at all. Your troubles stop bothering you, but only temporarily.

What activities get you to do what you are doing when you are doing it?

How do you feel when you are focusing on those activities?

How would you perform if you had that same level of focus when doing important work?

Five Thinking Exercises

Thinking Exercise #3

If you are not sure if certain facts are true or not, this exercise helps you look at the facts from different sides and angles. It can also help you to open your mind to new ideas.

How is it true that happiness is power?

How might it NOT be true that happiness is power?

How is it true that being focused makes you more powerful?

How might it NOT be true that being focused makes you more powerful?

Five Thinking Exercises

Thinking Exercise #4

Next, let's consider the perfect condition or ideal scene for your focus. Use your imagination and answer these three questions

If you were totally focused, and doing what you are doing all the time, what would happen?

What might change with your performance?

How would this help you?

Five Thinking Exercises

Thinking Exercise #5

Try these eight "What if ...?" exercises.

What if you could control your attention and do what you are doing when you're doing it all the time? What would happen?

What if you could understand other people better? Who might that include?

What if you had faster reaction time? What would you do better?

What if you never spaced out or had daydreams? What would improve?

Five Thinking Exercises

Thinking Exercise #5 (Continued)

What if your focus was so good you were rarely distracted by past memories? What would improve?

What if you stopped worrying about the future? How would that be?

What if being more focused made you happier? What benefits would you enjoy?

What if being more focused made you more powerful? What would you do with this extra power?

Four Focus Exercises

Focus Exercise #1

1. Draw an outline of your hand on a piece of paper.
2. Now draw an outline of your hand again, but this time, do what you are doing when you are doing it. Concentrate on what you are doing. Put 100% of your attention on your pen, hands and paper.
3. What are the differences between the two drawings?
4. Was it difficult for you to control your attention?
5. Was it more enjoyable to draw your hand with 100% of your attention?
6. If drawing with 100% of your attention was not easy and enjoyable, do it again and really concentrate your attention. Do what you are doing when you are doing it.
7. Repeat until the exercise is easy and enjoyable..

Four Focus Exercises

Focus Exercise #2

1. Get out a calculator or use the calculator on your phone.
2. Enter $1 + 2 + 3 + 4 + 5$ and so on. Keep adding the next highest number to the total.
3. After you enter 50, you should have 1275.
4. Keep going until you enter 100 and you should have a total of 5050.
5. If you lose your focus and make a mistake, start over.
6. Repeat the exercise until you can do the drill much faster.

Four Focus Exercises

Focus Exercise #3

1. Get out a timer or open a timer app on your phone. Set it for 15 seconds.
2. Now pick up a small object like an apple or a pen.
3. Start the timer and focus on the object for 15 seconds. Look at it closely. Examine it from all sides. Smell it. Notice the colors, weight and textures. Give it all of your attention until your timer goes off.
4. If your mind wanders or you get distracted, start over.
5. Repeat until you can focus all of your attention onto the object for 15 full seconds.
6. Repeat with 30 seconds, 45 seconds and 60 seconds.

Four Focus Exercises

Focus Exercise #4

1. Do a simple task, such as organize some papers or reply to an email. Do this small task right now. Do absolutely nothing else when doing it.
2. Repeat with another task. Stay focused on the task, and nothing else, until it is completed.
3. Continue until you are ready to be focused all day.

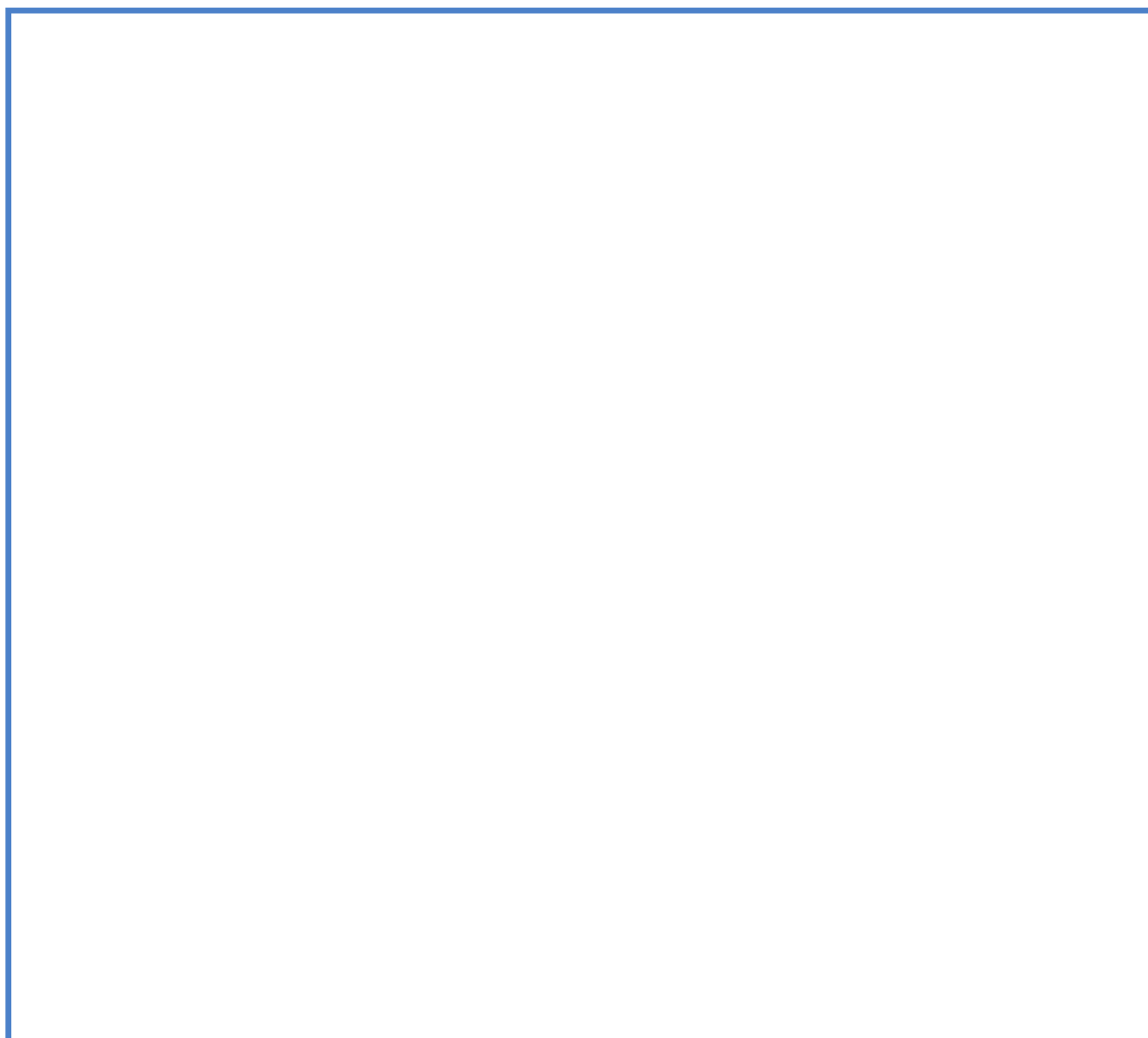
Start each day with this exercise to boost your focus and improve your results for that day.

Three Sketches

Drawing or sketching simple diagrams or pictures can give you a new view of what happens when you get focused.

Sketch #1

Sketch yourself failing to do what you are doing when you are doing it. Show what happens to you. For example, you start a project, but then get distracted by certain people or certain things. Or maybe you start to daydream or think too much.



Three Sketches

Sketch #2

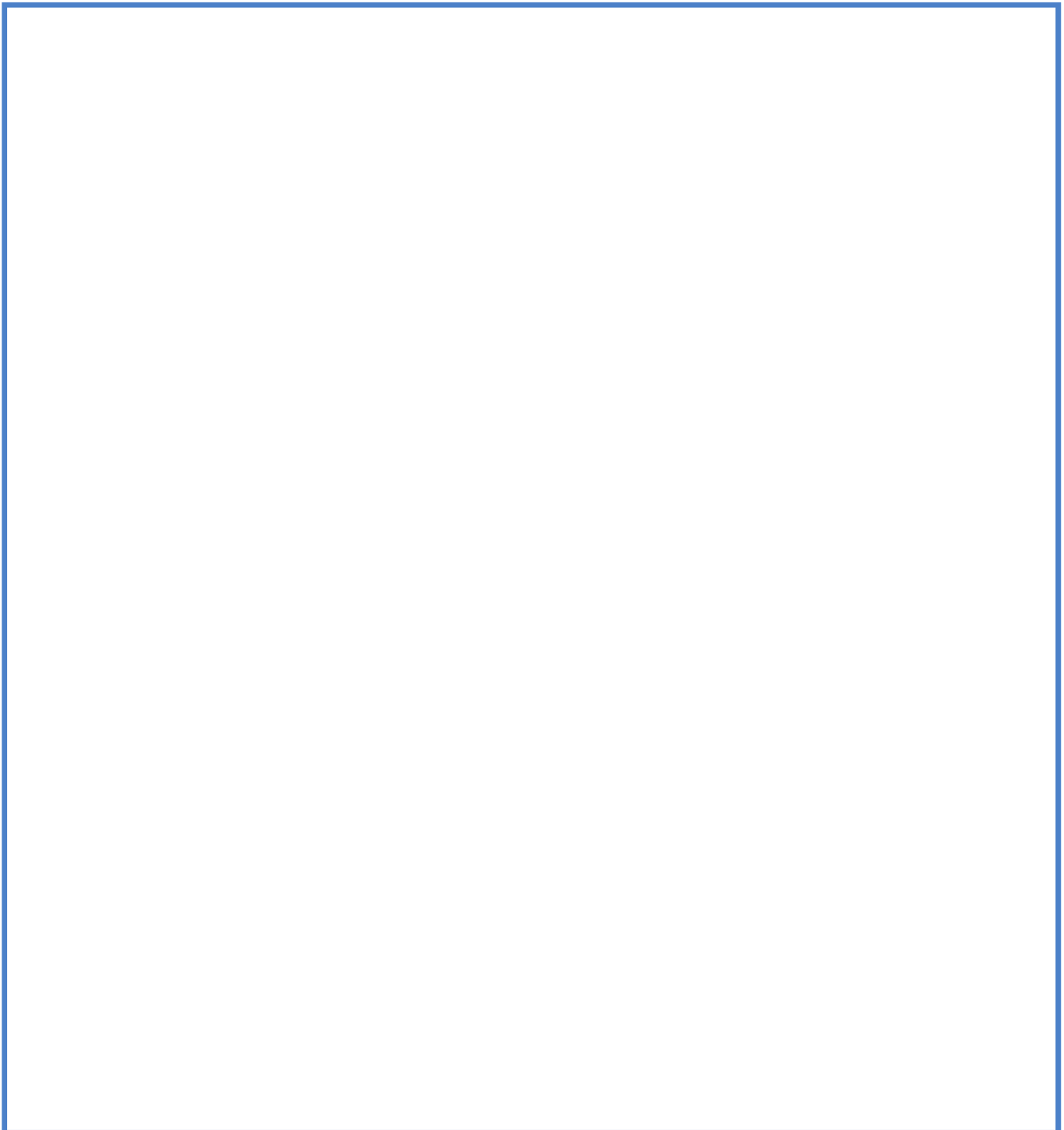
Sketch yourself doing what you are doing when you are doing it. Show what happens to you. For example, you start a project. You stay focused even when those people or things jump up to distract you. Or you start to lose your mental focus, but then you snap out of it and get focused again.



Three Sketches

Sketch #3

Sketch yourself succeeding in a major part of your life, like money, because you are focused at all times.



10 Action Steps

To master a performance skill, you must USE it in real-life situations and daily activities. Once you produce the results and see the benefits, you get motivated to make that skill into a permanent performance skill.

Below are 10 Action Steps examples you can use to improve your focus, improve your performance and earn your success.

Check the ones you are willing to try, fit them to your needs and do them ASAP!

1. Simply focus.

Deliberately do what you're doing when you're doing it with all of your tasks. Use self-discipline to concentrate on the present moment. You sharpen your focus with a decision. You stay focused by reminding yourself. You make it a habit by persisting.

2. Get focused while exercising.

When you are working out, do what you're doing and nothing else. Do not watch TV, listen to music, think about work or talk to anyone. Just focus on the exercise and everything related to it such as your breathing, your blood flow changes, your muscle reactions, your body pains or pleasures, your body temperature changes and your sweating. You end with a healthier body and a sharper mind.

3. Listen to someone with 100% of your attention.

Focus on what they are saying to you. Observe their body language. Wait until they have finished talking before you respond. Make sure you understand them; clarify anything you did not understand. As a result, you should see they are satisfied with the conversation and happy to talk to you.

NOTES

10 Action Steps

4. Drive with focus.

Most vehicle crashes are caused by drivers who are not focused on driving. So when you drive your car or truck, do what you are doing when you are doing it. Don't listen to the radio, talk on your cell phone, read or send text messages, eat snacks, think about work or do anything except drive. Notice the difference.

5. Sleep with focus.

If you cannot relax or sleep, do what you are doing. Do nothing but relax or sleep. Eliminate all other activity, one activity at a time including screen activity, reading, planning, thinking too much, being stressed, solving problems, worrying and so on. Once you remove all activity, the only thing left is the present moment. Now you can just relax, rest and sleep.

6. Use your focus power to deal with difficult people.

Who is difficult for you to talk to? Instead of avoiding or resisting this person, take a good look at this difficult person. Observe him or her. Ignore your past memories and future worries regarding this person. Focus on the person as he or she is, right now.

As a result, you will be calmer and smarter. You will say or do the right things. Thanks to your focus power, this person will be less difficult.

NOTES

10 Action Steps

7. Start your day off right.

Focus on what you are doing as soon as you wake up. Instead of being a half-awake zombie or thinking about your day, focus on your bed, your bedroom, your morning routine, your commute to work and so on. Keep doing what you are doing when you are doing it. As a result, you will be more alert and better prepared to do a great job.

8. Use boring activities as opportunities to improve your focus.

Do what you are doing when you are:

Waiting

Cleaning

Walking

Brushing your teeth

Taking out the garbage or any other boring chore or activity

As a result, you convert these boring moments into present-time moments. They become interesting and enjoyable activities. They might even be the most awesome experiences of your day!

9. Improve your mood.

When you are feeling negative emotions (frustration, anger, fear, depression, confusion, etc.), simply do what you are doing RIGHT NOW. As you focus on your present time activity, the energy from negative emotions drops away and you feel better. You can see your negative emotions have nothing to do with what you are doing, but are just reactions to other things.

Use your focus every time you feel a negative emotion and you take control of your performance, and your life.

NOTES

10 Action Steps

10. Boost your daily production to new levels.

Do what you're doing when you are doing an important or difficult job or project. Do each task and nothing but that task until the task is done. Ignore distractions, random thoughts, other tasks, noises, smells and others. If someone interrupts you, politely stop them or disconnect from them, and then return to the task. Take no breaks. Do nothing but work.

You will be amazed at how productive you can be!

Create your own Action Steps.

What can you do to improve your focus?

What performance problems can you now solve by doing what you are doing when you are doing it?

How can you use your improved focus to earn more success for yourself?

Create Your Action Plan

When you combine the Action Steps you want to do, you have an Action Plan. To not take on too much or too little, we recommend you start with 2-5 Action Steps you can do during the next week. Then review and update your Action Plan at the end of the week.

1.

2.

3.

4.

5.

Six Action Plan Questions

To help ensure you will do your Action Plan, ask yourself these six questions.

1. Will my Action Plan be slightly difficult to do?

(Tip: If the Action Steps are too easy, you might forget to do them. If you have too many Action Steps, or if they are too difficult for you to do, you may get overwhelmed and give up.)

2. Will my Action Plan be my highest priority this week?

3. How badly do I want to do this Action Plan and improve my focus? On a scale of 1-10 with 10 being intensely passionate about it, what is my score?

4. How could I increase my desire to do my Action Plan? How could I increase my score by one point?

5. When will I complete the Action Steps? (Tip: Setting a target date adds valuable urgency to your plan.)

6. How will I remind myself to do the steps in my Action Plan?

Revise your Action Plan, as needed.

15-Day Focus Challenge

**Can you improve your focus in 15 days? We think so!
Find out for yourself with this 15-day challenge.**

1. Take the Self Assessment Test on page 2 of this workbook. Record your score below.

If your test score is lower: **Don't give up!** Create a new Action Plan and repeat the Two-Week Challenge.

2. Review and update your Action Plan each day; and then check the box.

If your test score is higher: **Good job!** Keep using and improving this vital performance skill and for for the gold!

3. After 15 days, take the Self Assessment Test again.

Self Assessment Test Score _____ Date _____

Day 1	Date _____ <input type="checkbox"/> Action Plan Reviewed	Day 6	Date _____ <input type="checkbox"/> Action Plan Reviewed	Day 11	Date _____ <input type="checkbox"/> Action Plan Reviewed
Day 2	Date _____ <input type="checkbox"/> Action Plan Reviewed	Day 7	Date _____ <input type="checkbox"/> Action Plan Reviewed	Day 12	Date _____ <input type="checkbox"/> Action Plan Reviewed
Day 3	Date _____ <input type="checkbox"/> Action Plan Reviewed	Day 8	Date _____ <input type="checkbox"/> Action Plan Reviewed	Day 13	Date _____ <input type="checkbox"/> Action Plan Reviewed
Day 4	Date _____ <input type="checkbox"/> Action Plan Reviewed	Day 9	Date _____ <input type="checkbox"/> Action Plan Reviewed	Day 14	Date _____ <input type="checkbox"/> Action Plan Reviewed
Day 5	Date _____ <input type="checkbox"/> Action Plan Reviewed	Day 10	Date _____ <input type="checkbox"/> Action Plan Reviewed	Day 15	Date _____ <input type="checkbox"/> Action Plan Reviewed

Self Assessment Test Score _____ Date _____

Keep a Focus Journal

Make a daily entry in a diary or journal about your focus. Use the journal to track your progress and write a plan to use your focus the next day. Over time you will see your improvements and benefits. Below is an entry form example you can use.

Date: _____

1. What did I do today with 100% focus?

2. When should I have been more focused today?

3. How will I use my focus skills tomorrow?

Date: _____

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Workbook Feedback

Has this workbook been helpful?

Was it easy or difficult for you?

Did we deliver what we promised?

Let us know!



Go to tipsforsuccess.org/workbook-feedback and give us your thoughts.

Thanks!