



Ten Ways To Be More Intentional In Your Workday

From Jones Loflin

Innovative Ideas For Today's Leaders

- ❑ **Use a timer.** Decide how much time you want to focus on a task and then use a countdown timer to monitor the time. It will be amazing how quick you move as you see the time slipping away.
- ❑ **Build your day around two to three “A” priority items.** Determine the environment necessary to accomplish these items. Consider almost anything else a “weed” until you accomplish these priorities.
- ❑ **Communicate your plans to your team.** Whether that team is your family or a staff of 20 people, let them know what you are focusing on, and why it’s important to them that you complete it. Enlist their help in working on the items-or have them guard your efforts.
- ❑ **Shut down your email inbox.** Nothing derails productivity like looking up to see an incoming email. Research shows that after simply reading the subject line of an email it takes over 75 seconds to return your mind to the level of concentration it was experiencing prior to the interruption.
- ❑ **Take a walk.** Ever notice that some of the best ideas come to you while you are not focusing on a specific task? If you are in a brainstorming or “thinking mode,” get moving to ignite your creativity. Be intentional about being creative.
- ❑ **Remove distractions-or remove yourself from the distractions.** Refrain from putting something on your work area that is in need of completion if you will see it while you are trying to focus on something else. Your eyes (and mind) will constantly be returning to it.
- ❑ **Develop routines to handle the “other stuff.”** I have specific times in my day/week that I handle administrative tasks. I don’t have to worry that I’ll forget them-so my mind is free to focus on the task at hand.
- ❑ **Ask questions to assist in prioritizing.** Ask, “What is the task that I could undertake that would best move my team, department or business forward?” Or, “What is the task I could complete today that would give me the strongest sense of accomplishment when it is done?”
- ❑ **Reward yourself.** The most neglected source of motivation to stay focused is rewarding yourself for something done-or done well. It doesn’t need to be anything large or lengthy. Simply stopping 10-12 seconds to reflect on what you have done is energizing.
- ❑ **Take care of yourself as an individual.** You may beat the odds for awhile, but eventually a lack of “intentionality” about your physical, emotional, mental, spiritual or financial well-being will catch up to you. Many workplace “issues” arise out of individuals simply not seeking to get the best results in taking care of their “non-work” needs.

You are growing something every day. What grows and how it grows is up to you.

-Jones Loflin