

Welcome To Forward Momentum Coaching

In this FMC Top Tip we look at FOCUS



Coaches know that what we Focus upon is what we get, to the exclusion of everything else. Indulge in feeling angry, and detach from experiencing love. Focus on how much support you have around you and you will find it down many avenues. Focus on how valuable your team is and watch them thrive. Focus upon achieving goals and you will move towards them.

Our ability to *hold* focus is one behavior that arguably separates the milk from the cream. So how do we remain focused? How can we improve this skill?

Prioritize. Before setting your focus, first ensure that you have correctly prioritized your tasks. Too often we find people focused intently upon tasks that do not deliver the required results. For example; they may be focused on speeding up the process to deliver higher output levels, when the job at hand would derive greater benefit from slowing the process down and concentrating upon quality.

Remove Distractions. Distractions cost focus.

- ✓ Operate in an organized space (tidy up).
- ✓ Create 'To Do' lists and rank them in order of priority. Tick off tasks as completed.
- ✓ Use your diary to plan your day then stick to the plan. Allow time for 'urgent' matters to be attended to in your plan.
- ✓ Limit meeting duration time and the number of meetings in any given day.
- ✓ Ensure your team is clear on their tasks for the day ahead before you start your own.

Hone Your Skills. We generally find it easier to focus upon tasks we enjoy and feel competent at as opposed to those we try to avoid and dislike. In the pursuit of excellence, we are keenly aware of out 'flat spots' and bring them to the surface by applying a new mind-set and action plan as we prioritize these tasks and set a goal to achieve improved outcomes in these tasks.

5 FOCUS Top Tips

- Complete tasks before moving on to the next one habitually
- Organize your work area and diary
- Set goals from which your tasks flow
- Prioritize your day / tasks correctly
- Commit to the pursuit of excellence by taking on those tasks that you dislike or need to improve your skills for