

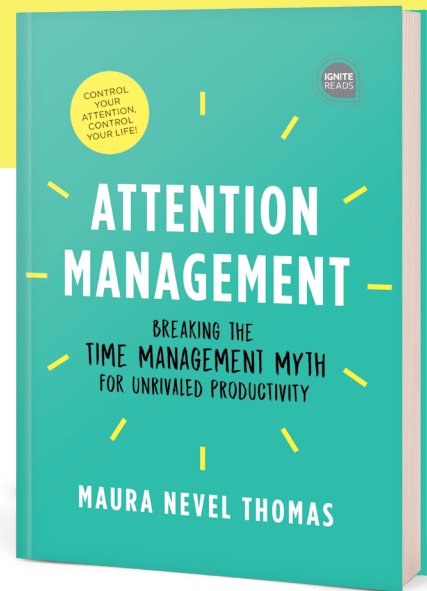
Spark Impact in Just One Hour

Value-Building Experiences  
by SimpleTruths.com

# A Guide for Increasing Productivity:

*Attention Management*  
by Maura Nevel Thomas

Includes printable worksheet for meeting participants  
©2019 Simple Truths, LLC



*Create success and gain productivity every day.  
How?*

**Prior to your meeting**, provide a copy of *Attention Management* to each meeting participant and request the participants read the book and come prepared for discussion. The book will also serve as a learning tool and a future resource to reinforce training ideas.

**Ask these thought-provoking questions prior to discussing the book:**

1. What competes for your attention at work? At home?
2. Do you prioritize your time? If so, how? If not, why not?

# Spark Impact in Just One Hour

*Value-Building Experiences*  
by SimpleTruths.com

**Attention Management**  
By Maura Nevel Thomas

## Book Discussion Questions

### 1. The New Path to Productivity and Living a Life of Choice

- What technology tools distract you the most at work? At home?
- What time management strategies do you employ at work and at home? Do they help you to be more productive? If so, how? If not, why not?
- How is your attention divided at home? At work?

### 2. What is Attention Management – and Why is It Different?

- Do you decide where your attention goes, or do outside demands decide for you? How do you know?
- How often do you find yourself so engrossed in work or another activity that you lose track of yourself and time? How do you get into this state of “flow”?
- How often do you give something your full attention for more than a few minutes? How are you able to do this?
- How often do you daydream? When do you do this?
- How often are you focused and present in the moment? When do you do this?

# Spark Impact in Just One Hour

*Value-Building Experiences*  
by SimpleTruths.com

**Attention Management**  
By Maura Nevel Thomas

## 3. Attention Management Problems Undermine Your Success

- How often are you distracted by other people's problems? By technology? By your physical environment?
- How often do you get a full night's sleep? How does this affect your productivity?
- How often do you take breaks throughout the day? How does this affect your productivity?
- How often do you handle work after hours and/or on vacation? How does this affect your productivity?
- Think of a recent day that you ended with a feeling of satisfaction and accomplishment. What happened during that day to make you feel that way?

## 4. Starting Your Journey with Attention Management

- Have you ever tried turning your phone off for a day? If yes, what happened? If no, would you consider doing this?
- Have you ever tried setting up a sign or email message letting people know not to disturb you for a certain period of time? If yes, what happened? If no, would you consider doing this?
- Think about turning your phone off for a day or setting up a "do not disturb" sign or email. What challenges would you have implementing these changes? What could you do to overcome these challenges?

# Spark Impact in Just One Hour

*Value-Building Experiences  
by SimpleTruths.com*

**Attention Management !  
By Maura Nevel Thomas**

## 5. How to Master Attention Management

- Brainstorm ways you can inject calm and periods of deep focus into your day.
- Brainstorm ways you can free up mental space and prevent mental distractions from getting in your way.
- Brainstorm ways you can add deep learning (taking a deep dive into something rather than just skimming) into your life.

## 6. Set Yourself Up for Success with Attention Management

- Which of your daily behaviors have become habits?
- Which of these habits actually increase your productivity? Which ones decrease it?
- What can you do to remove those habits that decrease your productivity?

## 7. Attention Management is the Key to a Life of Choice

- Looking back at your answers above, choose three actions you can take within the next two weeks to help you live a life of choice rather than one of distraction.

Attention management is the most essential skill you need to live a life of choice rather than a life of reaction and distraction.

**Control your attention, control your life!**

**Contact us to learn more or tell us about how this Discussion Guide sparked impact for you and your team!**

Corporate Account Manager – Lance Vanderhagen | Phone: 630-961-3900 x 247 | Toll-free 800-900-3427 x 247 | Email: lance.vanderhagen@sourcebooks.com