

Alright, today will be the day! For some time now, that big task has been waiting on your desk, and things have become quite urgent. But while turning on your computer, tens of new e-mails are begging for your attention. What to do? Should you chase those rabbits first, so you can tackle that elephant without interruption? Let us tell you this: what moment is never going to come!

FOCUS

"When you are hunting
elephants, don't get
distracted chasing *rabbits*."



MARK 2 HOURS IN YOUR AGENDA WHERE YOU ARE GOING TO FOCUS ON WHAT IS IMPORTANT TO YOU. TURN OFF ALL INTERFERING TRANSMITTERS.

S U C C E S S

Location, location, location...

Who sells or rents a house knows this: the location determines the return on investment. This goes also for your brain. Look for the place that most suits your challenge of the moment. Strange but true: often people find it more easy to concentrate in the pub than in the office, because they know that no one will start talking to them.

And what about your home-office? Are you able to find your focus there?



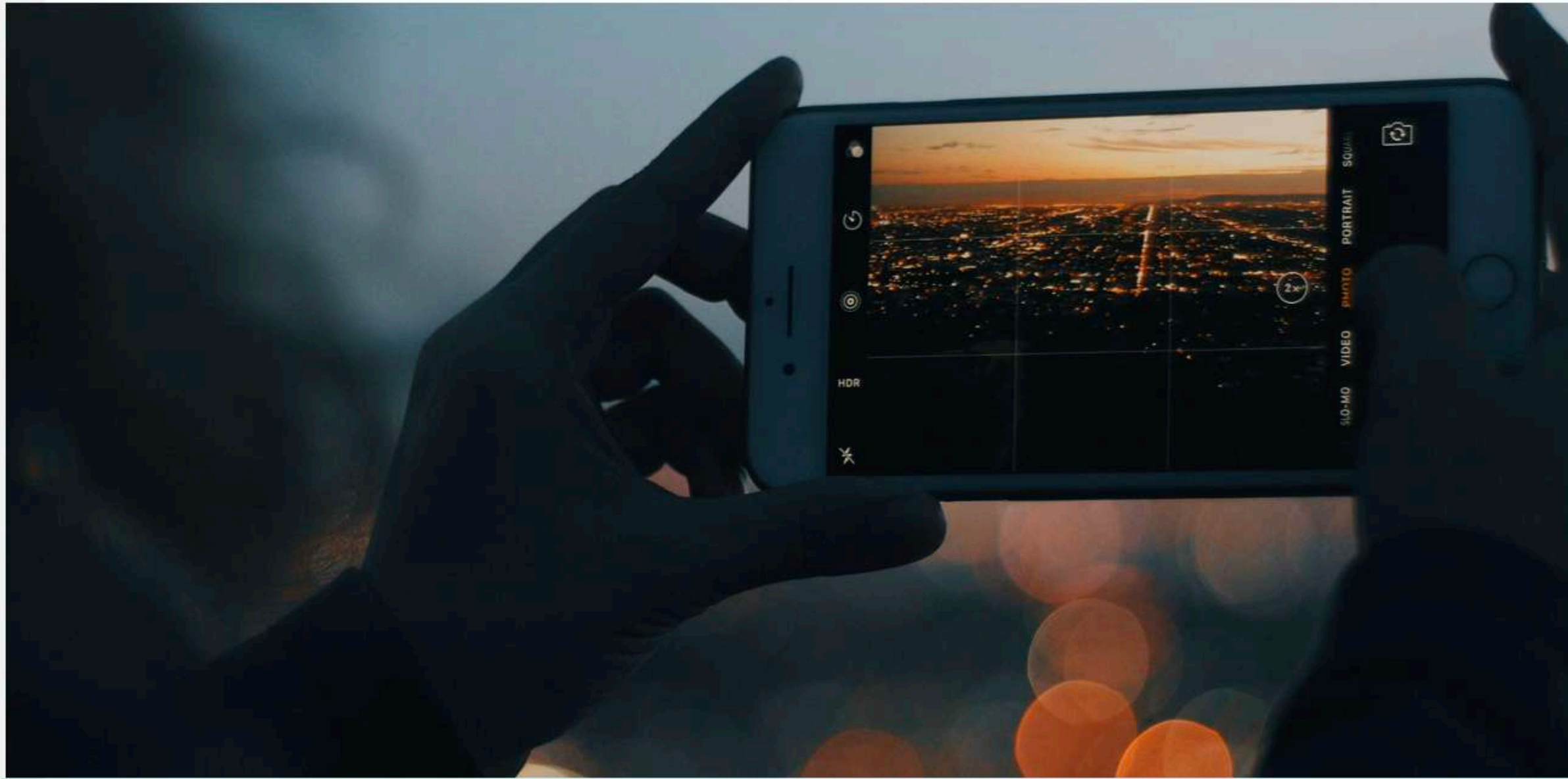
**WHAT IS YOUR IDEAL FOCUS-
SPOT? FIND OUT FOR
YOURSELF.**



BETTER MINDS AT WORK

Because of our smartphones we are always “on”. Doing nothing isn’t part of our vocabulary anymore. But we forget that our brain needs a break from time to time. To be able to really focus, we need to unfocus regularly.

FOCUS



EXPERIENCE THE BENEFICIAL EFFECT OF IDLING FROM TIME TO TIME. CLEANING YOUR DESK, WALKING TO THE POSTOFFICE OR DAYDREAMING ON THE TRAIN: THESE ARE ALL NECESSARY RELAXATION MOMENTS FOR YOUR BRAIN.

BETTER MINDS AT WORK

FOCUS

Did you know that your brain uses 20% of all your energy? And that is thus suffers directly when - physically spoken - you're not in a top condition? So from today on, engage in some healthy habits: drink a lot of water and **keep moving**, even if your job is a sedentary one. Take a break from time to time, to stand up, stretch, bend and jump ...



WHY NOT ASK YOUR COLLEAGUES TO HAVE A 'STAND-UP' MEETING NEXT TIME? AND DON'T PARK YOUR CAR IN THE FRONT OF THE OFFICE, BUT TAKE A WALK.

BETTER MINDS AT WORK

Imagine this: you're stressed out, and you try to speed things up by combining several to-do's. Sounds familiar? You should know that this way of working isn't a good idea at all! Though you may have a different impression, **multitasking is absolutely inefficient**. Indeed, your brain isn't able to do two things simultaneously, so it needs to switch constantly from one action to the other. By consequence, you lose precious time and you rise the risk of making errors.

FOCUS



PROBEER JEZELF VANDAAG EENS TE BETRAPPEN OP ZO'N MULTITASK - MOMENT EN SCHAKEL DAN OVER OP ÉÉN DING TEGELIJK. WEDDEN DAT JE EFFICIËNTIE EN WERKPLEZIER STIJGT?

FOCUS

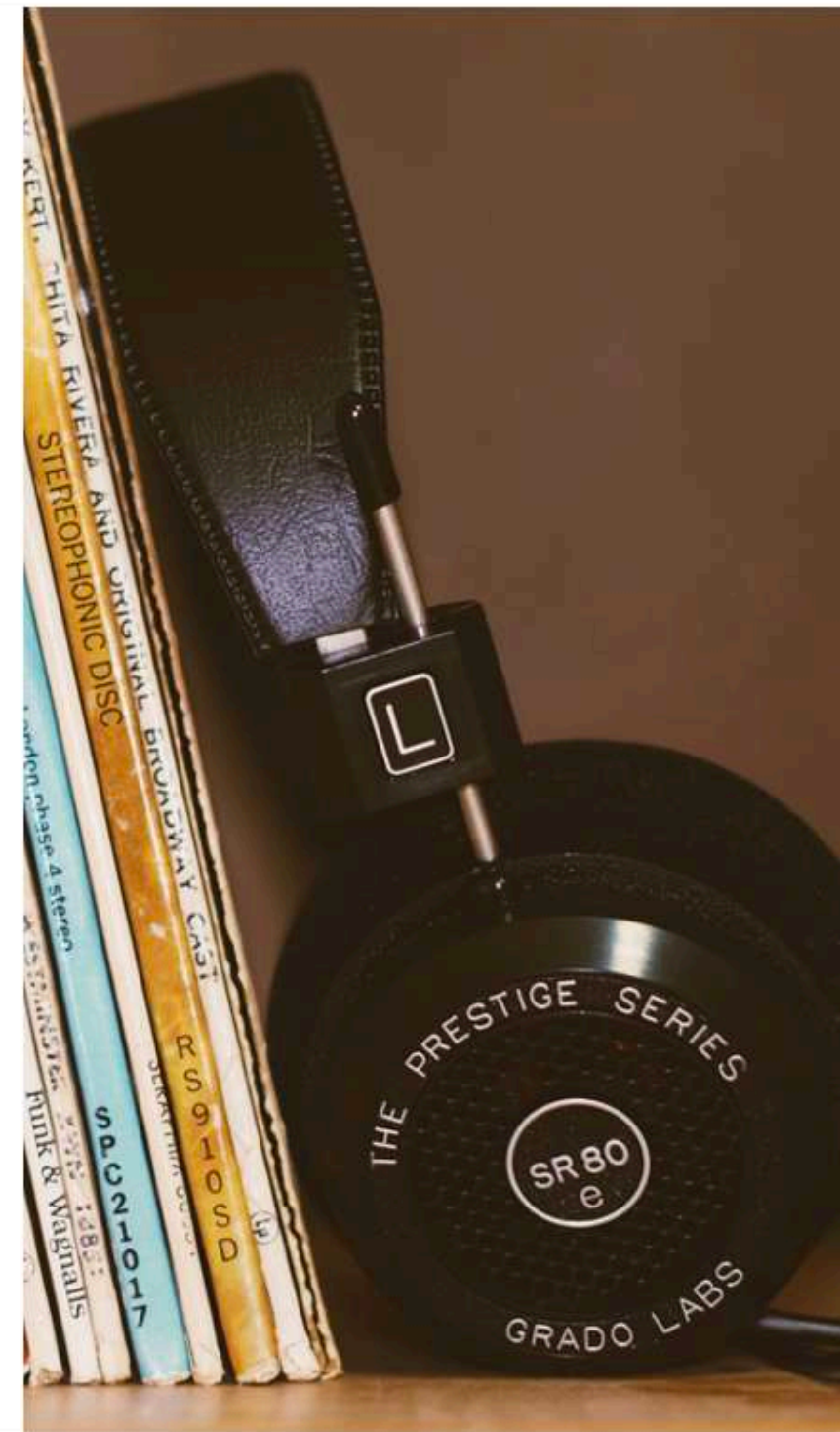
Turn your focus-button on

Top athletes often have an **attention ritual** to bring themselves in the right mindset to perform at their best.

See if you can create such a ritual to turn your focus button on. Keep using it for 5 tot 6 weeks, the time your brain needs to create new paths.



HOW ARE YOU GOING TO TURN YOUR FOCUS BUTTON ON? f.e. ALWAYS LISTEN TO THE SAME PIECE OF MUSIC, VISUALIZE A SPECIFIC IMAGE OR PUT YOUR FOCUS SWEATER ON BEFORE YOU START CHASING YOUR ELEPHANT.



BETTER MINDS AT WORK

FOCUS

Are you using your smartphone or is your smartphone using you?

Today, digital tools have become such an evident part of our lives, that we hardly realize how much time we spend surfing or checking our e-mails. Even more: we let our smartphone dictate our priorities. Is this what you really want? Or are you taking the lead again?



DURING ONE WEEK, KEEP TRACK OF YOUR TIME SPENT ON YOUR SMARTPHONE. APPS MIGHT HELP YOU DOING SO.