

MODULE 5 GAINING FOCUS

OVERVIEW

We have multiple areas that compete for our time and attention. We have to prioritize where we want to place our attention and limit the areas that waste our time and focus. Focus on the areas that will bring the best results for achieving your purpose.

Participants will examine areas of concern and develop strategies to address those issues.

LEARNING OUTCOME

MATERIALS/RESOURCES

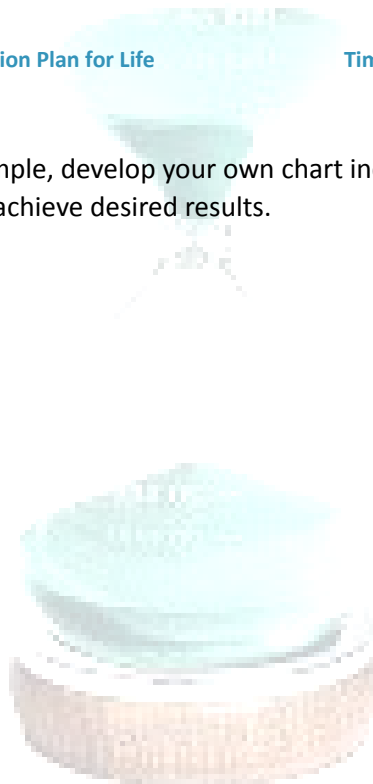
Journals/Composition Notebooks, Pens/Pencils, The Hour Glass

ACTIVITY 1 Put It on Paper: An Action Plan for Life

Time: 30-40 minutes

Discussion & Written Responses

Using the following table as an example, develop your own chart including your areas of concerns and consider strategies you can take to achieve desired results.



The following table is an example of issues that influence our abilities to achieve our desired results.

Areas of Influence	Areas of Concern	Actions to Take
Work Habits and Performance	Incomplete tasks and projects, an overloaded schedule, a cluttered office, unproductive habits, unresolved resentment, unhealthy work relationships, unclear objectives, lack of long-term planning	
Relationship Issues	Unresolved issues, unaddressed anger, grudges, guilt, regrets, dishonesty, being verbally abused, trust broken, need to develop new relationships.	
Financial Concerns	Increasing income, reducing unnecessary expenses, proper money management, long-term planning, saving and investing, budgeting, reducing debt.	
Physical, Emotional, Spiritual Needs	Poor health habits, poor work/life balance, need for recreational time with loved ones, need of proper rest and nutrition, exhibit moodiness, anger, feeling of spiritual disconnection or inner emptiness, lack of purpose or direction, personal time, personal growth, self-improvement.	

