



NACHC's 2022 Health Center Leadership 4-part Webinar Series

October 19, 2022 – Session 3

Foundations of Becoming A Leader

Improving Focus and Attention

Sponsored by:

Johnson & Johnson

NACHC's STRATEGIC PILLARS

1



Equity and Social Justice

Center everything we do in a renewed commitment to equity and social justice

2



Empowered Infrastructure

Strengthen and reinforce the infrastructure for leading and coordinating the Community Health Center movement, notably consumer boards and NACHC itself

3



Skilled and Mission-driven Workforce

Develop a highly skilled, adaptive, and mission-driven workforce reflecting the communities served

4



Reliable and Sustainable Funding

Secure reliable and sustainable funding to meet increasing demands for Community Health Center services

5



Improved Care Models

Update and improve care models to meet the evolving needs of the communities served

6



Supportive Partnerships

Cultivate new and strengthen existing mutually beneficial partnerships to advance the shared mission of improving community health

To learn more about NACHC's Strategic Pillars visit <https://www.nachc.org/about/about-nachc/>

THE NACHC MISSION

America's Voice for Community Health Care

The National Association of Community Health Centers (NACHC) was founded in 1971 to promote efficient, high quality, comprehensive health care that is accessible, culturally and linguistically competent, community directed, and patient centered for all.





CEEK a Better Way[®]... to Improve Focus and Attention

October 19, 2022

Virtual Session



CEEK a Better Way[®]

Supported by CEEK LLC

Helping Organizations
Redefine and Pursue Wellness



Today's Learning Objectives

- Define focus and attention
- Identify what affects our ability to pay attention and focus
- Learn techniques to harness our ability to pay attention and focus more effectively
- Initiate practice of attention and focus techniques





Workshop Agenda

Estimated Time	Discussion Topic/Session
5 min	Welcome & Overview
20 min	Defining Attention and Focus
20 min	Understanding Our Attention Systems
20 min	Increasing Our Attention and Focus
20 min	Tools and Tips to Help with Attention and Focus
5	Wrap Up & Next Steps

Defining Attention and Focus



The Monkey Business Illusion



REFLECTION



What did you notice about your attention from the monkey business video? Did anything about your attention and focus surprise you?

What is attention?

Attention is where you place your mental, physical, and/or emotional energy.

What is focus?

Focus is attention with intention.

“Attention with intention gets results worthy of mention.”
- Mark Victor Hansen



“If you don’t guard your attention and focus, people/your phone/your mind will steal it from you.”

Attention Span



Do we really have the attention span of a goldfish?



The Truth about Attention and Focus

- Attention is a limited resource.
- Attention is our most precious commodity, but we do not treat it that way.
- We “pay” attention which means it needs to be an investment. It also means that what we spend on one thing we can’t spend on another.
- Attention is not just what we focus on, but what we don’t focus on.
- Attention has 2 parts – focus and suppression – or what we say *yes* to and what we say *no* to.
- There are different types of attention that we need to engage under different circumstances.
- Our brain “wiring” significantly affects what works in terms of sustaining attention, but there are some universal truths.
- We show others how we value them and their ideas with our attention. We make people feel important or unimportant with our attention.
- We create our world and reality with our attention.

Benefits of Improving Attention and Focus:

- Focus improves memory.
- You become more patient.
- You will do things more thoroughly.
- You will do things more efficiently.
- Your interpersonal relationships may improve.
- Opportunities become more apparent.

REFLECTION



Reflect on the benefits of improving your focus and attention. Which is most important to you and why?

What affects our ability to pay attention and focus?





Why do we feel scattered, foggy, and overwhelmed?

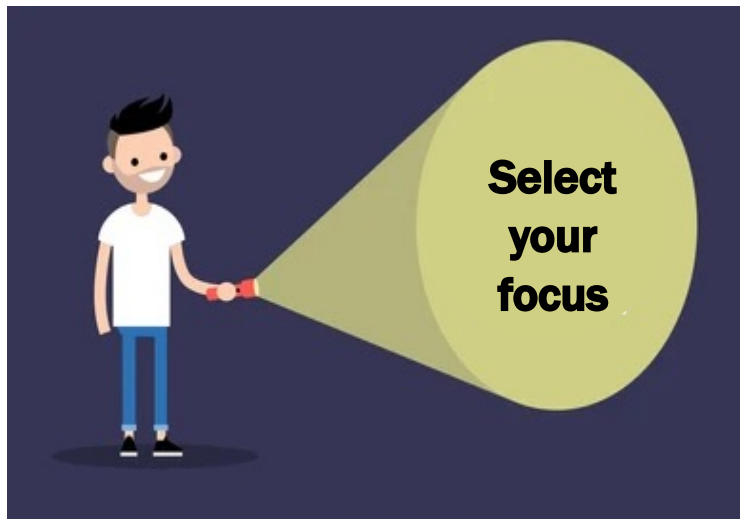
It is less about turning on our attention, but more about saying no to what is pulling our attention away.

It is less about our goals, and more about our process.



Three Attention Systems

The Flashlight = Focus



The Floodlight = Notice



The Juggler = Plan and Manage Your Behavior



Executive Function

It takes more than attention to pay attention



Planning

Initiation

**Working
Memory**

Effort

**Emotional
Regulation**

Attention

**Flexible
Thinking**

**Self
Monitoring**



**How can we improve our
attention and focus?**



Step One: Your Lifestyle

Let's face it – lifestyle affects our cognitive abilities



REFLECTION



1. What in your lifestyle needs to change to support you in improving your attention and focus?
2. What one lifestyle change are you willing to try?

Step Two: Your Environment

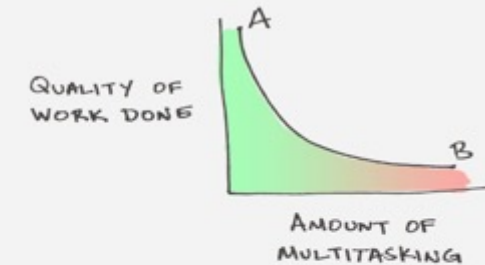
Take control of what you can control

Set Boundaries

- Distractions or Enhancements – temperature, lighting, sounds, desk/chair, food
- Stress – lifestyle, meditation, exercise
- Interruptions – block your time, set rules for yourself, communicate expectations to others, remove phones/silence notifications, brain dump

“You do not rise to level of your goals; you fall to the level of your systems.”

- James Clear, author of Atomic Habits



A = Looks simple, but actually gets results.
B = Looks busy, but actually wastes time.

JamesClear.com

Multitasking or Task Switching



REFLECTION



1. What in your environment might be impacting your attention and focus?
2. What one environmental change and/or boundary are you willing to try?

Step Three: Your Energy

Remove what depletes your energy and find what increases your energy

Manage Your Energy

- Determine when you have the most and least energy
- Identify the activities and/or behaviors that deplete your energy and avoid them
- Identify the activities and/or behaviors that increase your energy and do them

Don't manage your time to increase focus; manage your energy.



REFLECTION



1. When do you have the most energy? When do you have the least energy? (in terms of hours of the day)
2. Would starting or ending your day at certain times or with certain activities benefit your focus based on your answer to #1?
3. How should you time your breaks based on what you know about your energy fluctuations?
4. Have you noticed if your breaks revitalize you or drain you?
5. What gives you energy or positive vibes?
6. Think outside the box- how can you change your day to be more present and fulfilled and therefore, more focused?

Step Four: Practice

Practice is doing

Put the time in

- Try out activities to improve focus and attention
- Determine which ones work best for you
- Practice, practice, practice

We must invest in practice to increase our ability pay attention and focus.





What tools are available to improve focus and attention?





Mind Full, or Mindful?

Mindfulness

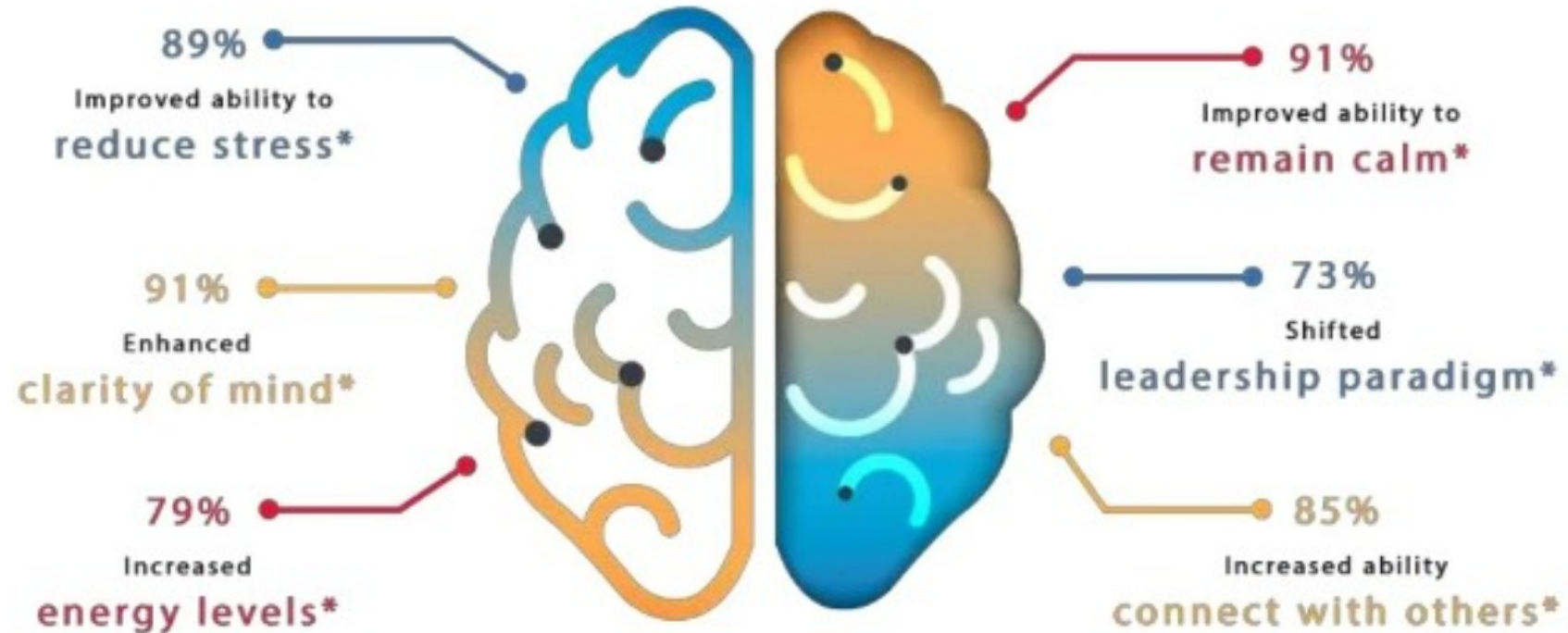
The power of staying present

Mindfulness:

paying attention to present-moment experience without conceptual elaboration or emotional reactivity



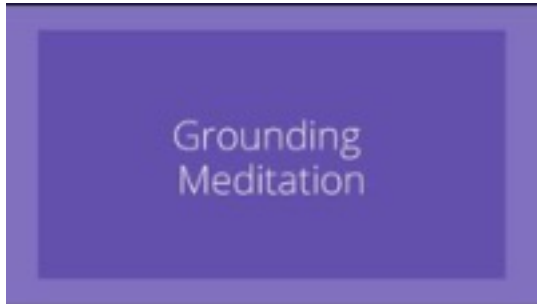
The Benefits



Search Inside Yourself



Mindfulness Activities



**Grounding
Meditation**



Body Scan



Box Breathing



**Fingerprint
Feeling**



Mindfulness and Focus Tools

What works for you? Experiment to find out.

- Meditation/Mindfulness Task chunking
- Brain dumping
- Straw Breathing
- Fidget items (rubber band, TheraBand, smooth rock, clicking cubes)
- Ball chair
- Standing desk
- Pomodoro Technique
- Apps: Forest, Serene, Freedom, MORE!!
- Vibrating watches
- Boundary setting (time blocks, phone rules)
- Reward system



THE POMODORO TECHNIQUE



STEP 1
CHOOSE THE TASK



STEP 2
SET A TIMER FOR 25 MINUTES



STEP 3
WORK ON THE TASK UNTIL TIMER BEEPS



STEP 4
TAKE A SHORT BREAK OF 3-5 MIN



STEP 4
REPEAT THE CYCLE 4 TIMES
TAKE A LONGER BREAK AFTER 4 SESSIONS

If you know you have a shorter attention span, start with a shorter timer and steadily increase the time week by week.

Digital Distraction Tips

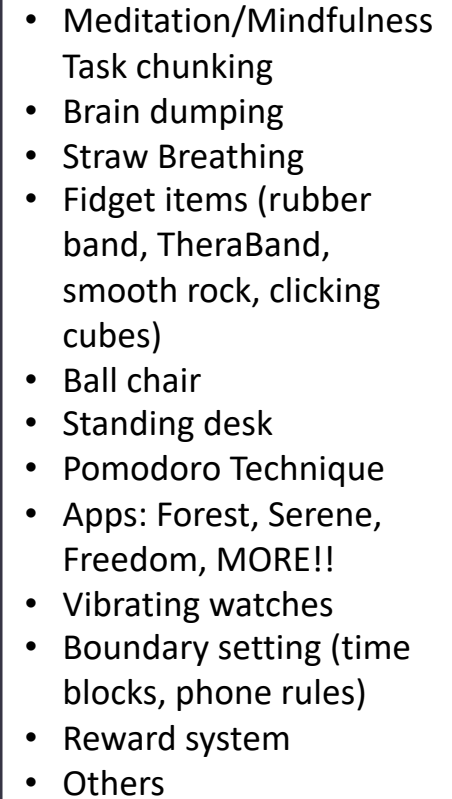
Manage those digital distractions

- Make a to-do list each day
- Leave your phone in another room
- Set a schedule (when to be on electronics and when not to be)
- Unsubscribe from emails, newsletters, etc.
- Color code your calendar
- Unplug completely
- Enable focus/do not disturb features on electronics
- Allow other apps to manage your apps (Antisocial)
- Utilize email filters
- Others?



REFLECTION

1. From the list of options to increase attention and focus, name 2 things you are willing to commit to improve your focus/attention.
2. Specify exactly how you will incorporate the first approach/tool.
3. Specify exactly how you will incorporate the second approach/tool.



Top Takeaways

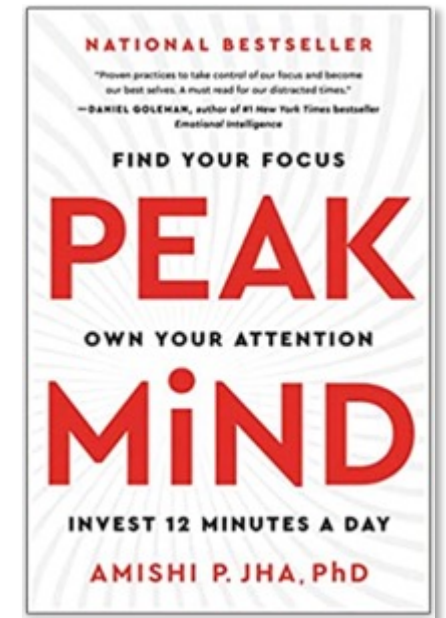
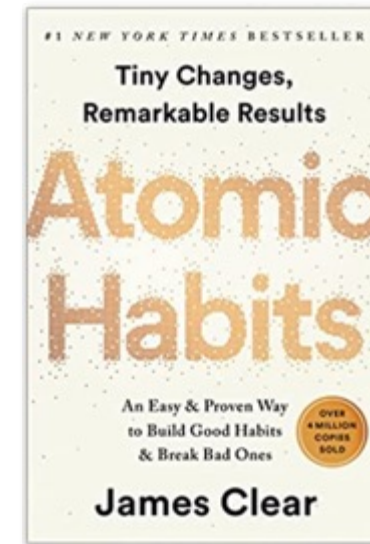
- Attention and focus improve with practice.
- Your executive functions affect your ability to pay attention and focus.
- Attention and focus are about what you say *yes* and *no* to in every moment.
- Use your tools of lifestyle changes, time blocking, staying present, setting boundaries, and meditation to increase your ability to focus.
- Remember that you don't rise to your goals, you fall to your systems.
- Fall in love with the process. Discipline dominates motivation every time.
- Practice, practice, practice!





Resources

- [The Science of Taming the Wandering Mind](#)
- [Find Your Focus: Own Your Attention in 12 Minutes a Day](#)
- [Five Steps to Mindfulness](#)
- [12 Ways to Maintain Focus All Day Long](#)
- [7 Useful Tips for Improving Your Mental Focus](#)
- [How Does Attention Work?](#)
- [Fully Present: The Science, Art, and Practice of Mindfulness](#)
- [The Ultimate Productivity Hack is Saying No](#)
- [Focus: The Ultimate Guide on How to Improve Focus and Concentration](#)
- [Conquering Digital Distraction](#)



THANK YOU FOR YOUR PARTICIPATION

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www.ceekllc.com

Find us:



CEEK a Better Way®



October 26, 2022

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Helping Organizations Redefine and Pursue Wellness

Next Steps

A link to the recording will be sent to all who registered.

Upcoming Sessions:

Session 4: October 26: Giving and Receiving Feedback

For more information: <https://www.nachc.org/59153-2/>

For questions, email trainings@nachc.org

Want to Dig in Deeper?

For information on NACHC's Coaching program:

<https://www.nachc.org/nachc-career-leadership-coaching-services/>

THANK YOU!



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