



How do you keep your focus?

Hi, I'm Sharon Jurd and welcome to my Biz Blitz video. Today, I want to talk to you about "***How do you keep your focus?***"

In business we can get so distracted - we start something, we don't finish it, we get onto something else, and something else comes in and we start that. All of a sudden we have all these balls up in the air and really we're not doing a good job at any of them, and any moment now, one falls, and they will all collapse, and then we're down in a heap. I want to talk to you about how "***How do you keep your focus?***" today.

This is what I do in all my businesses and I share with all my coaching clients because it works. This is the first thing. **Set days and times to do particular projects or tasks.** It might be Wednesday morning 9:00am, these are the tasks that I do. You do that consistently every week. On Mondays, I meet my team, I have all my staff meetings, team meetings, action meetings, whatever you like to call them. I call them action meetings. And all day Monday, that's what I do. I'm in a headspace that this is my meeting day, this is my planning day, this is my big picture day, this is setting the actions for the next week, and I'm in that mindset. I'm not jumping from one to the other. On Wednesdays, I do coaching with my one-on-one clients, so all day, I'm coach. I'm not in business planning, I'm not in action setting, I'm in business coach mode. I want you to allocate those set days and times that you do particular tasks so you're in the right mindset. When you get to that time, you stop all other distractions.



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During Mondays when I have my meetings, I don't check my emails, I don't answer calls, I do that later in the day or the next day. I return calls and emails the next morning and I have some time allocated to do that. I don't interfere with what mindset I'm in. If I'm in coaching day on Wednesdays, I do not take calls, I do not look at my emails. The same applies when I'm in that headspace. So, **get rid of the distractions.**

Thirdly, **start and stop at a designated time.** Allocate your time, if it's an hour or an hour and a half, then you go, *"Right, for an hour and a half I'm going to do this task solidly without distractions then I'm going to get up. I'm going to get up and move."* Some people like to do some stretching, go for a walk, get some fresh air, have a cup of tea; have that break and then go back into the next task. I don't recommend saying, *"Right, at 9:00am today I'm going to start a task and I'm going to go all day and I'm not going to lift my head until it's finished."* You can't give a 100% of yourself in that focus for that amount of time. So, make it an hour, an hour and a half, and get really focused in that moment. Get up, have a break, do something else, and maybe set some more time or do it again the next day to complete the project or task. Do that.

There are my three tips: One, set days and times to do particular tasks. Secondly, get rid of the distractions so you're totally focused on those tasks, and thirdly, set a start time and a stop time and make sure you stick to that.



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I hope this video has been of value today. If it has, please share it with your friends, family, and colleagues because I want to help as many people as I can, and I need your help to do that.

I'm Sharon Jurd and thanks for listening, we'll talk very soon.