

SEVEN SIMPLE CONCENTRATION STRENGTH BUILDERS

How to Increase Concentration and Energy

By Chris Perrow, Perrow Systems

Common symptoms of office disorganization prevail in most workplaces: stress, poor productivity and financial loss. We're all on information overload, working long hours without thinking about what we're doing, why we're doing it, and how. When we stop to analyze, much could be delegated, eliminated or done at a more efficient time. Without prioritization and a system, there is no starting place.

We were supposed to have computers make us a paperless society. We have all the tools to help us work smarter, not harder, but it's not happening. We thought we'd progress to a three-day weekend, but instead we are now working an average of a month more per year than we were 15 years ago. That's why I teach people to use what I call "chunking" to compartmentalize processes and rethink their tasks. To chunk successfully, one must consciously control 20 percent of the day. That can mean batching your work activities so that phone calling is done in one "chunk," and research in another. No mixing allowed.

Our brains focus best in 20 minute pockets. When you pay intentional attention to what you do, when you do it and why you are doing it, you'll begin to see patterns. Once you set priority tasks you can begin to link tasks directly to your energy levels. At peak levels of mental energy, it's best to perform creative or hard-learning activities. During low levels, it's more efficient to perform easy, routine tasks.

To recap, here are my SEVEN SIMPLE CONCENTRATION STRENGTH BUILDERS

1. Requires paying intentional attention to what you do/when you do it/why you are doing it
2. Analyze and Identify your priorities
Start with goals, tie it to key priorities, and schedule your specific actions
3. Schedule your priorities
4. Tie your energy to your priorities
Peak level of mental energy: do creative/hard learning activities
Low level of mental energy: do easy routine tasks
5. Consciously controlling 15-20% of your day will dramatically increase your productivity
6. Batch work your activities: phone calls, e-mails, paper processing
7. Schedule 20 minute periods of an intentional attention action

About Chris Perrow:

Chris Perrow designs organizational systems that fit the nature of the individual, department or company, helping people perform at their peak while maintaining order and flow. As President of Perrow Systems in Silver Lake, Ohio, Chris conducts training for time management, lean office, productivity, change management, leadership, and employee development. Perrow is a member of the National Association of Professional Organizers (NAPO).

Chris holds a BA in psychology from Muhlenberg College. She has helped clients like Kent State University, Akron Metropolitan Housing Authority, Office Max and SummaCare. to achieve new productivity through new, lasting process training Contact Chris at Perrow Systems at 330-686-0282 or by e-mail at info@perrowsystems.com, or view her website at <http://www.perrowsystems.com>.