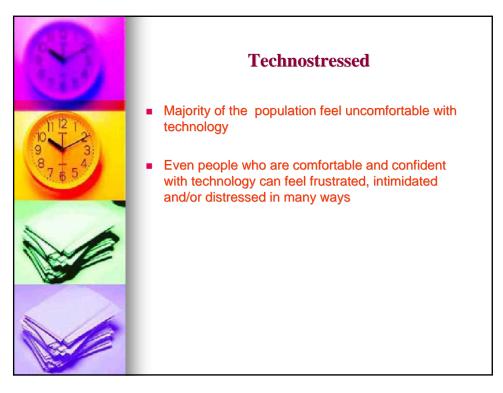




Serving to Promote the Potential Of People & Organizations











Limit your need to multitask

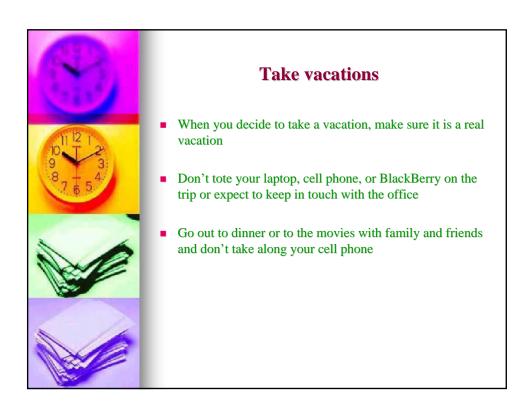
- Not everything needs to be done all at once. While you may feel as if you are getting more accomplished, multitasking actually hurts your concentration.
- Learn to focus your attention on one task at a time.
 Instead of answering your e-mail while talking on the phone with a client, only check your e-mail or only check your voice mail.
- You'll find that by learning how to prioritize and setting goals for when and how you use technology, you'll be less distracted and better able to concentrate.



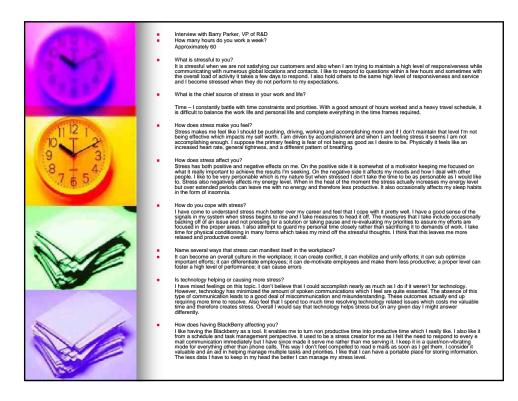
Slow down and take a break

- Give yourself more time to complete tasks: e-mail, phone call, read, etc
- Give yourself time to get to next meeting
- Take 5-15 minutes away from your desk to strength
- Exercise-whether it be during lunch or after work









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