MANAGE ATTENTION
**Insight:**

- The brain does not multi-task it multi-switches.
- Rapid multi-switching only occurs when one action is automatic.
- What we pay attention to, over time, will rewire our brain.
- As our brain changes our mind changes.

**Benefit:**

- Our ability to rewire enables change throughout our lifetime.
- Effective attention management improves performance.
- Through focused attention and practice we drive continuous learning.

**Cost:**

Poor attention skills:

- Negatively impact performance. It can take more than 20-minutes to refocus once distracted.
- Can take us in the wrong direction if we attend to the wrong things.

(Multi-tasking causes productivity to drop by 40%, IQ by 15 points and we make up to 50% more mistakes)

**Considerations:**

- Are we present and conscious of where we focus our attention?
- What systems have we put in place to better manage our focus and time?
- What habit have we formed (hard-wired) that no longer serves us well?
THINK MINDSET
**THINK MINDSET**

**Insight:**
- Mindset is a mental attitude that determines our reaction to a situation or a series of events
- How well we perform, individually, collectively and organisationally is hugely influenced by our mindset
- Adopting a growth mindset over a fixed one is a matter of choice

**Benefit:**
- Those with a growth mindset:
  - Are serial brainstormers and constantly challenge the status quo
  - Look for opportunities rather than excuses
  - See the bigger picture
  - Collaborate and share collective accountability

**Cost:**
- Fixed mindset:
  - Devalues effort, avoids challenge and is driven by a fear of failure
  - Focuses attention on the outcome rather than the learning
  - Cultivates a culture of fear and blame, strangling innovation and proactivity

**Considerations:**
- Are we operating from a growth or fixed mindset?
- Does the environment in which we work encourage innovation and proactivity?
- How do we view failure on an individual and organisational level?
PRACTICE GRATITUDE
**Practice Gratitude**

**Insight:**
- Gratitude is transformative
- Expressing gratitude changes the brain, enhancing mental, physical and relational wellbeing
- To feel grateful we must be present in the moment

**Benefit:**
- Gratitude triggers positive feedback loops
- Being grateful contributes to our overall experience of happiness
- We notice more things to feel good about during the day

**Cost:**
Lack of gratitude:
- Makes challenges appear more burdensome
- Allows us to forget the good things as we focus on the bad
- Makes it much harder to shift prevailing negative attitudes

**Considerations:**
- How do we feel about expressing gratitude?
- Do we take time out to be grateful?
- Would we be described by others as a grateful person?