

Mastering the Mental Game - Worksheet

Attention Engineering

A 5 minute, 3 question daily exercise:

- 1) The check-in question: On a scale of 1-10, how energized and engaged am I right now?
- 2) The follow-up question: What's needed here?
- 3) Then select 1 or 2 of the following questions to answer in writing:
 - ◆ What are 3 things that I'm grateful for?
 - ◆ What are 2 "wins" from the past day?
 - ◆ What's the "gift" here?
 - ◆ Who can I give to today?
 - ◆ What are 2 or 3 ways I can more fully embody my best self today?

Are there negative attention sources to more intentionally avoid?

Mindfulness

Mindfulness Meditation - some tips:

- Can be useful in as little 1-2 minute increments. (10 min/day is recommended)
- The idea is to focus on something completely in the present for the time being. (breathing, listening, smelling, etc.)
- A useful guide is "Experience this (breath, sound, smell) as if for the very first time."
- Be non-judgmental. It's ok that your mind wanders. The benefit comes in getting better at "catching" your mind wander.
- Use free trials for guided meditation apps (headspace.com, calm.com, etc.) to get started.
- Commit to giving it a 4 week, once/day trial to get a good feel for it.

Decontaminating Time

At Work:

- Pay attention to your current defaults around reacting to email/text.
- Turn notifications off.
- Turn off your phone, email and instant messenger during your Strategic Priority time.
- For the 30-60 minutes that you want to spend on that strategic priority, go work in another room. (or work from home).

Outside of work:

- Think. What are your boundaries for email and text? After a certain time in the evening? During certain activities - dinner, kids games, time with other people?
- Use "Do not disturb" features to separate family/friends from work.
- Turn off notifications and put your phone away in a drawer, another room, etc. during your no phone time.
- Don't bring your phone in your bedroom. (spend \$10 on an alarm clock)

Recharging (B.R.A.C.)

Taking recharge time at work:

- Mindset. See recharge time as a core productivity strategy - a prerequisite for professional success.
- Take breaks.
- Make it a principle to eat lunch away from your desk.
- Move. Find an excuse to get up and walk around.
- Get a friend to force you to take breaks.

Planning your day:

- Distinguish between tasks that take high levels of mental focus and those that take less mental focus.
- Get better at being aware of when your mental energy is higher and when it's lower (usually a 90-120 min cycle).
- Strive to work on higher focus tasks sooner, when your mental energy is higher and leave easier tasks for when you're not as fresh.