

# A TOOLKIT FOR PROFESSIONALS

# MINDFULNESS AT WORK

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## The Power of Focus

While it's becoming more well-known that multitasking is a myth, meditators have long understood the power of developing single-pointed focus. The ability to concentrate on just one thing at a time protects us from the draw of distraction, opens the door to creativity and deep contemplation, and can even reduce anxiety and stress.

### THE POWER OF FOCUS

- Encourages self-discipline
- Reduces stress levels
- Increases productivity
- Improves performance
- Increases creativity
- Reduces mistakes
- Gets easier with practice



**SINGLE-POINTED FOCUS IS TRADITIONALLY PRACTICED IN MEDITATION, BUT THAT'S NOT THE ONLY WAY.**

**TRY SINGLE-TASKING AT THE OFFICE TO IMPROVE YOUR CONCENTRATION:**

- Silence your phone, turn off your screens, settle into a comfortable seat, and close your eyes
- Take 2-3 minutes to simply breathe. Hone your attention on the rhythm of your breath
- Open your eyes when ready and make a list of the various tasks at hand
- Identify the top priority for this moment, then commit to finishing this task (or reaching a certain point within it) before intentionally moving on to the next thing

*"In the same way rain breaks into the home of one with a bad roof, distraction breaks into the mind of one who is not practicing meditation." - Unknown*