

# Personal Development

## Attention Management Course Outline:

### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Module Two: Introduction to Attention Management

- What Is Attention Management?
- Stop Thinking and Pay Attention!
- What Is Mushin?
- What is Xin Yi (Heart Minded)?

### Module Three: Types of Attention

- Focused Attention
- Sustained Attention
- Selective Attention
- Alternating Attention
- Attention CEO
- Attentional Blink

### Module Four: Strategies for Goal Setting

- Listening to Your Emotions
- Prioritizing
- Re-Gating

### Module Five: Meditation

- Beta
- Alpha
- Theta
- Delta
- Gamma

### Module Six: Training Your Attention

- Mushin
- Meditation
- Focus Execute
- Visualization
- Case Study

### Module Seven: Attention Zones Model

- Reactive Zone
- Proactive Zone
- Distracted Zone
- Wasteful Zone
- Case Study

### Module Eight: SMART Goals

- The Three P's
- The SMART Way
- Prioritizing
- Evaluating and Adapting

### Module Nine: Keeping Yourself Focused

- The One Minute Rule
- The Five Minute Rule
- What to Do When You Feel Overwhelmed

### Module Ten: Procrastination

- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog



## Module Eleven: Prioritizing Your Time

- The 80/20 Rule
- The Urgent / Important Matrix
- Being Assertive
- Creating a Productivity Journal
- The Glass Jar: Rocks, Pebbles, Sand and Water

## Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations