



My Attention Plan Map

Our lives are composed of what we pay attention to. Each day, we can choose to amplify the positive or give in to the negative. Use this journaling exercise to create the map that will help you center.

This exercise is meant to be done first thing in the morning as a quick start to your day. It can be done in 10 minutes or less.

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- 1. IDENTIFY YOUR BELIEFS** A lot of things in life come down to what we believe. It's important to control your narrative. What are the stories you are telling yourself?
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- 2. GET WHAT YOU NEED** It's hard to focus when you feel drained. To fuel your best self, ask, "What do I need to keep my energy high, my spirit aligned, and my focus strong?"
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- 3. HIT THE HIGH NOTE** What is the single most important task today? Identify this task using this filter:
1. High impact
 2. Aligns with my highest purpose or values
 3. Is authentic to who I am
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- 4. DELEGATE** Just because a task needs to be done doesn't mean you have to be the one to do it. Here's how to identify tasks to delegate:
1. Did someone else put this on my plate?
 2. Does this task require me uniquely?
 3. Are there resources that could be used to accomplish this task?
- Just because an item is on the to-do list doesn't necessarily mean it's worth getting done. Once you've identified a task, make sure it's necessary.



5. USE YOUR SECOND BRAIN Use a trusted friend's or colleague's brain to help you solve problems. This step can significantly decrease the amount of mental overload you feel. If you can't think straight or have too many thoughts in your head, it's a good time to use a second brain. Find a second brain by asking yourself two questions:

1. What problems am I facing?
2. Who else might be willing and able to help me solve them or shift my perspective?

6. IMPOSE TIME LIMITS Pick three tasks to do today. Do the single most important thing first and give it unlimited time. For the other two tasks, decide on a time constraint. **Do not let perfection be the enemy of good.**

7. CREATE THE RUN OF SHOW Add your tasks to your schedule and make your needs explicit. Review your schedule for the day. Make sure you have blocked two 15-minute breaks for yourself. Defend your break time so you can recharge.

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The map is a seven-step thought process that helps you cope when there are too many things to do.

BELIEF	What is the story I am telling myself?		
NEEDS	What do I need to keep my energy high, my spirit aligned, and my focus strong?		
HIGH NOTE	What is the single most important task today?		
TASKS TO DELEGATE	Which tasks will I assign to someone else?		
SECOND BRAIN	Who would be great at helping solve one of my problems?		
TIME LIMIT	How much time will I invest in finishing these tasks?		
RUN OF SHOW	7:00 a.m.	1:00 p.m.	7:00 p.m.
	8:00 a.m.	2:00 p.m.	8:00 p.m.
	9:00 a.m.	3:00 p.m.	9:00 p.m.
	10:00 a.m.	4:00 p.m.	10:00 p.m.
	11:00 a.m.	5:00 p.m.	11:00 p.m.
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