

5 Ways to Achieve Great Work

The Power of Focus

Accelerating Excellence with Del Gilbert

Podcast Episode #61- Resource Guide

The successful person is the average person, focused.

-Bruce Lee

Your ability to flourish in life will be in direct proportion to your ability to generate power and momentum in a focused way on something important. Nobody has achieved anything worthwhile without the ability to focus. Focus is powerful. Light diffused is not powerful. Light focused becomes a laser.

1. FIND YOUR SPOT

- Find a place where interruptions will be minimized.
- Build a fortress. A fortress is designed to keep things out.
- Find a sacred place where you can get in the zone. Go dark for deep work.

2. ELIMINATE DISTRACTIONS

- Distractions are a giant rabbit hole.
- Many people have FOMO, the fear of missing out. Reframe it as JOMO – the Joy of Missing Out.
- You may feel guilty when turning off your email but remember we are talking about temporary inaccessibility. You are not going dark for days.

3. CONNECT TO WHY

Before you start a focused work session, answer three questions:

1. What are you working on?
2. Why are you working on it?
3. What do you want to accomplish in this session?

4. WORK AT YOUR PEAK ENERGY TIME

- All of us have our own personal energy cycle.
- Do your best to work with, not against, your personal energy cycle.
- Generally speaking, the day degenerates as time goes on. Distractions and diversions accumulate throughout the day. Try to be a maker (meaning creator) in the morning and a manager in the afternoon.

5. WORK FOR A DEFINED AMOUNT OF TIME

- 'Time block' your work. Create small pockets of time to devote 100% of your mental energy to a single task.
- Don't just put it on your to-do list, put it in your calendar.
- If you are working for longer than an hour, take walking breaks.

"Nothing can add more power to your life than concentrating all your energies on a limited set of targets."

-Nido Qubein