

# The Focus *Excels*ator™

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Create Your Life.

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## INTRODUCTION

Every day we're bombarded by opportunities, requests, distractions, information, worries, and competing priorities. Focus helps us answer:

- What matters most?
- What deserves my attention?
- What should I do now?
- What should I ignore?

A photographer doesn't point the camera at one thing and refuse to adjust all day. The photographer continually changes focus depending on the subject.

The skill isn't maintaining one focus. The skill is focusing on the right thing at the right time.

If we can't focus on what matters, it becomes difficult to practice anything else consistently. Focus is ultimately about choice. A person can remain deeply committed to their values, purpose, and goals while changing their focus throughout the day as circumstances require.

In fact, that's often what wisdom looks like.

**Excelerated Focus™ is the practice of directing your attention, energy, and effort toward what matters most.**

The **FOCUS EXCELERATOR™** can help you do that. The **FOCUS EXCELERATOR™** consists of ten areas where focus is essential: Clarify What Matters, Focus on the Present Moment, Manage Distractions, Single-Tasking, Protect Your Attention, Focus Through Simplicity, Focus on Relationships, Focus on Meaningful Work, Reflect and Refocus, and Live Intentionally. Each area has ten principles, strategies, and actions to help you focus on the right things at the right time.

You can use the **FOCUS EXCELERATOR™** on your own or with your coach.

## WHAT IS AN EXCELERATOR?

*Excelerator* is a combination of two words:

*excel* - to shine, to be outstanding, be first rate and exceptional  
and

*accelerate* - to move forward at an increasing pace.

*Excelerators* are ideas, concepts, and programs that help you move forward in creating the life you want while increasing your ability to be outstanding, first rate, and exceptional.

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## HOW TO PLAY

### Step 1

Read each of the ten principles, strategies, and actions under the first section. If this is true for you or you are already doing this step, put a check mark in the box for that statement.

Repeat this process for the remaining sections until you have worked through each of the ten sections.

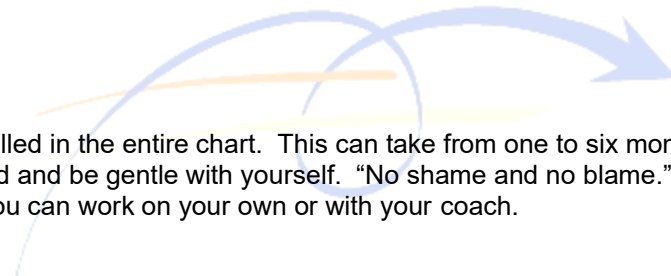
Be a rigorous grader and be honest with yourself. Only give yourself the check if you have mastered the step. If a step does not apply to you, take credit for that step and give yourself the check. You may do this for up to five of the steps. You may reword a step to make it better fit your situation. You may reword up to five of the steps.

### Step 2

Count the number of check marks you have in each section. Go to the chart and color one rectangle for each check in each section. Begin with number one and work towards ten. The chart gives you a visual representation of your progress.

### Step 3

Keep playing until you have filled in the entire chart. This can take from one to six months or longer. Don't get discouraged and be gentle with yourself. "No shame and no blame." Aim to make each action a habit. You can work on your own or with your coach.





# **THE FOCUS EXCELERATOR™**

<b>Focus <i>Excels</i>ator™ Progress Chart</b>										
	1	2	3	4	5	6	7	8	9	10
Clarify What Matters										
The Present Moment										
Manage Distractions										
Single-Tasking										
Protect Your Attention										
Focus Through Simplicity										
Relationships										
Meaningful Work										
Reflect and Refocus										
Live Intentionally										

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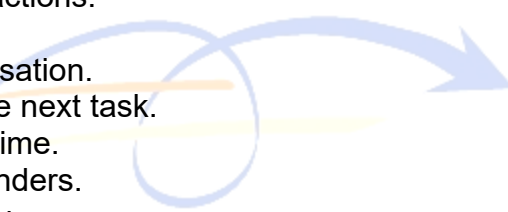
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## **Clarify What Matters**

- ❑ Write your top three priorities for today.
- ❑ Identify your most important role right now.
- ❑ Review your values.
- ❑ Ask: What matters most today?
- ❑ Define success for this week.
- ❑ List your current priorities.
- ❑ Eliminate one unnecessary task.
- ❑ Clarify your next meaningful objective.
- ❑ Review your major definite aim.
- ❑ Choose one thing that deserves your attention.

## **Focus on the Present Moment**

- ❑ Take three slow breaths.
- ❑ Notice what you're doing right now.
- ❑ Eat one meal without distractions.
- ❑ Take a mindful walk.
- ❑ Listen fully during a conversation.
- ❑ Pause before rushing to the next task.
- ❑ Focus on one activity at a time.
- ❑ Notice when your mind wanders.
- ❑ Return your attention gently.
- ❑ Practice being where your feet are



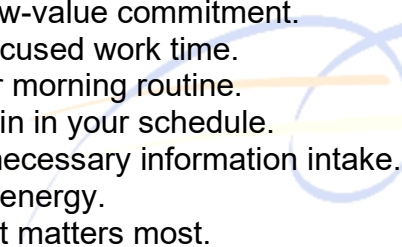
## **Manage Distractions**

- ❑ Silence notifications for 30 minutes.
- ❑ Put your phone out of sight.
- ❑ Close unused browser tabs.
- ❑ Turn off background media.
- ❑ Work in a quiet space.
- ❑ Create a distraction list.
- ❑ Delay checking email.
- ❑ Batch communication tasks.
- ❑ Reduce visual clutter.
- ❑ Remove one recurring distraction.

## Single-Tasking

- ❑ Finish one task before starting another.
- ❑ Work for 15 minutes without switching tasks.
- ❑ Read one article completely.
- ❑ Complete one conversation without checking devices.
- ❑ Focus on one project.
- ❑ Avoid multitasking for an hour.
- ❑ Use a timer.
- ❑ Stay with a difficult task.
- ❑ Give full attention to routine work.
- ❑ Complete what you start.

## Protect Your Attention

- ❑ Say no to one distraction.
  - ❑ Limit social media time.
  - ❑ Create a technology-free hour.
  - ❑ Decline a low-value commitment.
  - ❑ Schedule focused work time.
  - ❑ Protect your morning routine.
  - ❑ Leave margin in your schedule.
  - ❑ Reduce unnecessary information intake.
  - ❑ Guard your energy.
  - ❑ Protect what matters most.
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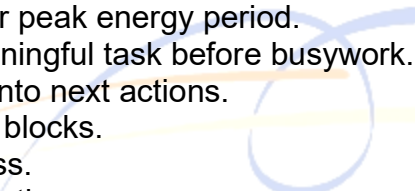
## Focus Through Simplicity

- ❑ Clear one surface.
- ❑ Organize one workspace.
- ❑ Remove one unnecessary obligation.
- ❑ Simplify your task list.
- ❑ Reduce a decision.
- ❑ Streamline a routine.
- ❑ Create a checklist.
- ❑ Let go of one nonessential activity.
- ❑ Simplify your schedule.
- ❑ Choose enough.

## **Focus on Relationships**

- ❑ Give someone your full attention.
- ❑ Put away your phone during a conversation.
- ❑ Ask a thoughtful question.
- ❑ Listen without interrupting.
- ❑ Make eye contact.
- ❑ Express appreciation.
- ❑ Share a meal without screens.
- ❑ Be fully present with family.
- ❑ Spend uninterrupted time with a friend.
- ❑ Focus on the person in front of you.

## **Focus on Meaningful Work**

- ❑ Begin with your most important task.
  - ❑ Take one step toward a major goal.
  - ❑ Work during your peak energy period.
  - ❑ Complete a meaningful task before busywork.
  - ❑ Break a project into next actions.
  - ❑ Work in focused blocks.
  - ❑ Measure progress.
  - ❑ Celebrate completion.
  - ❑ Ask: Does this move me forward?
  - ❑ Finish something important.
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## **Reflect and Refocus**

- ❑ Review your day.
- ❑ Identify one distraction that got in the way.
- ❑ Celebrate one success.
- ❑ Learn from one mistake.
- ❑ Revisit your priorities.
- ❑ Adjust tomorrow's plans.
- ❑ Notice where your attention went.
- ❑ Ask: What deserves more focus?
- ❑ Begin again.
- ❑ Refocus without self-criticism.

## **Live Intentionally**

- ❑ Start the day with purpose.
- ❑ Review your values before making a decision.
- ❑ Align one action with your purpose.
- ❑ Choose intention over impulse.
- ❑ Practice gratitude.
- ❑ Spend time on what matters.
- ❑ Invest in your growth.
- ❑ Serve someone else.
- ❑ Make one deliberate choice.
- ❑ End the day asking: "Did I focus on what matters most?"







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