



The Mono-Tasking Revelation

This exercise is designed to uncover your hidden mono-tasking superpowers and reveal opportunities for enhanced focus in your professional life.

Step 1: Peak Performance Recall

Think back to your most productive day in the past month.

- What was your biggest accomplishment that day?

- List 3 factors that contributed to your high productivity.

- Were you primarily focused on one task or juggling multiple priorities?

Step 2: Focus Interruption Inventory

Reflect on your typical workday:

- List the top 5 interruptions that regularly break your focus.

- For each interruption, note whether it's: a) External (e.g., emails, phone calls) b) Internal (e.g., your own thoughts, the urge to multitask)
- Star the interruptions that you have the power to control or minimize.

Step 3: The Mono-Tasking Magic Number

Consider your current projects and responsibilities:

- Identify the ONE task or project that, if given your undivided attention, would have the most significant impact on your professional success.

- What are the three specific benefits of completing this task?

Step 4: The 90-Minute Mono-Tasking Challenge

Design a 90-minute mono-tasking session for tomorrow:

- Choose a start time when you are typically at your mental best.

- Focus on the ONE high-impact task from Step 3.
- List three specific actions you'll take to ensure uninterrupted focus during this time (e.g., setting your phone to "Do Not Disturb", closing unnecessary browser tabs).

Bonus Reflection:

As you go through your week, notice when you are most productive. Are these moments of intense focus or periods of rapid task-switching? Let this awareness guide you towards your natural mono-tasking strengths.

Remember: In the economy of your attention, mono-tasking is the investment that yields the highest returns. Your focused mind is your most valuable asset—leverage it wisely.