



MeloCalarco
HIGH PERFORMANCE COACH

www.melocalarco.com



STAYING
FOCUSED


Creating
healthy work
habits-
proactive
vs reactive

Three different
work modes to
optimize
performance

STAYING
FOCUSED

The cost of
context
switching-
multitasking

Prioritising
workflow

A close-up photograph of a person's hands writing in a notebook. The person is wearing a blue plaid shirt. A teal-colored circle is superimposed over the center of the image, containing the text "How do you start your workday?". The notebook pages are white with handwritten notes in black ink. The background is a dark, out-of-focus surface.

How do you
start your
workday?

to do list

- sketch
- drawing
- 3d model
- value
- call
- product

Sketch

• free drawing
with electric

• free drawing
only with electric

• 3d model - pay
drawing - free

• 3d model - free

One of the
biggest
creators of
stress in the
workplace
is...



Mindlessness Research

-Default Mode



Multitasking



Multitasking

UNITASKING



Multitasking

SIMPLE
MULTITASKING

UNITASKING



Multitasking

SIMPLE
MULTITASKING

UNITASKING

COMPLEX
MULTITASKING



Multitasking

SIMPLE
MULTITASKING

UNITASKING

COMPLEX
MULTITASKING

ATTENTION or
CONTEXT
SWITCHING



Multitasking

A woman with long brown hair, wearing a white shirt and plaid overalls, is multitasking. She is holding a black smartphone to her ear with her left hand and has her right hand on a laptop keyboard. She is looking towards the camera with a slight smile.

SIMPLE
MULTITASKING

ATTENTIONAL
BLINK
(up to .5
seconds)

UNITASKING

COMPLEX
MULTITASKING

ATTENTION or
CONTEXT
SWITCHING



Multitasking activities



A	1
B	2
C	3
D	4
E	5
F	6
G	7
H	8
I	9
J	10
K	11
L	12
M	13

N	14
O	15
P	16
Q	17
R	18
S	19
T	20
U	21
V	22
W	23
X	24
Y	25
Z	26

MULTITASKING RESEARCH

Poorer academic results

More errors

**Took longer to
complete tasks**

Not able to focus on task

**Productivity
reduced up to 40%**

**Hard to retain
new information**

Drop of 10 IQ points

Deceived perception



Google

Q

Gmail

Download

Index (12,992)

Important

Sent Mail

Drafts (111)

Circles

Friends (11)

Family

Acquaintance...

Following

Blocked

Search Google

Aaron Landry

Adam Osawa

Amy Mangel

Chuck Hansen

David Teicher

Grant Spangler

Jacob DeBeer...

Jesse Suencho

Hendrik Bird

Tara Cagle

Gartner BI Magic Quadrant See Where BI is Going in 2013 - QlikView.com/Magic_Quadrant - Don't Make A Move Without It

Google Alerts

Google Alert - open streets minnesota - News 1 new result for open streets minnesota Open Streets Buffalo KSTP.co

3:50 pm

Spotify

This Week's New Music - See what's new on Spotify (View in your browser Spotify They came, they saw, they made it

3:37 pm

FAVES + CO.

(New post) Reddit promotes "Restore Your Rights Rally" on July 4th - Sarah period "Rock is the era of the main

3:33 pm

Rick Kuschella

The Afternoon News - To view this email on a web page, go here. Email not displaying correctly? View it in your brow

3:31 pm

SuddenBlitz.Alert

57% OFF! \$16 for a 8 pack of Mach 3 Turbo ReFill Blades with Free shipping a (\$36.99 Va... - Please see campaign

2:40 pm

Laura Kaslow via LinkedIn

RE: Opportunity with Alina? - Laura Kaslow Communications expert with a focus in public relations Hi Arik, Thanks fo

2:25 pm

Julie, me (2)

talk today? - Sure-what's your number again? Or, you can call me at 612.875.2979. Also: Email me at arik@

2:24 pm

PR Daily Extra

Writing tips for the Web - PR Daily News Feed 13 writing tips for the Web Writing & Editing 13 writing tips for the Web.

1:56 pm

SocialMedia Insider Sum.

Where new business begins and genuine friendships are born(SocialMedia Insider Summ... - Social Media Insid

1:51 pm

FAVES + CO.

(New post) Don't let technology take the place of face-to-face interactions in your fam... - Sarah period "It was mo

1:42 pm

Sarah Tobin (5)

Join my network on LinkedIn - LinkedIn Logo Arik, Sarah Tobin wants to connect with you on LinkedIn. 10 shared con

1:29 pm

AirTran Airways Not Esca.

Get Your Beach On - Mexico & the Caribbean on sale! - Deals on flights for travel 8/29 - 12/10/12, car rental, hotels.

1:11 pm

iTunes Store

Your receipt No.126056066805 - Billie Tai arkhansen@gmail.com Ark Hansen 5030 19th Ave S Minneapolis, MN 5

1:10 pm

FAVES + CO.

(New post) Apply to speak at TED@NYC talent search - Sarah period "In 2014 TED will celebrate their 30th anniver

1:00 pm

PR Daily

5 reasons reporters hate your pitches (and how to solve them) - They're too long! The quotes are not "human." They sc

12:34 pm

Larsmont Cottages

E-Break From Lake Superior - Reserve Your Stay A friend told me about a cozy house with twin cokes that have been

11:59 a

Newsle

News about Keith Trivitt, John Benkler, Chris Hewer, Cory Trullinger, Dan Jasper... - Join your network. Your Lin

11:59 a

HARO

(HARO) Tuesday Afternoon Queries "Facebook Cheat Sheet" Edition - Content marketing requires creativity. Su

11:43 a

Convince and Convert

Winning the Marketing Battle Between Help and Hope - One Thing : The News You Need and Nothing Else View this

11:43 a



Questions@michaellinenberger.com

Yet another e-mail to distract you at work

Michael: This is yet another e-mail to pull you away from your important work. Sure you are bored, but can't you



Google



Gmail

Google

Gartner BI Magic Quadrant See Where BI is Going in 2013 - QlikView.com/Magic_Quadrant - Don't Make A Move Without It

Why this is

Inbox (12,992)

Important

Sent Mail

Drafts (111)

Circles

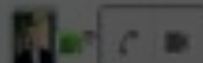
Friends (11)

Family

Acquaintance

Following

Blocked



Search

Aaron Landry

Adam Osawa

AnyManga

Chris

Dan

David

James

John

Mark

Tom



			Google Alerts	Google Alert - open streets minnesota - News 1 new result for open streets minnesota-Open Streets-Buffalo-KSTP.co	3:50 pm
			Savvy	This Week's New Music - See what's new on Spotify (View in your browser Spotify They came, they saw, they made it	3:37 pm
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			SuddenBlitz.Alert	57% OFF! \$16 for a 8 pack of Mach 3 Turbo Refill Blades with Free shipping a (\$36.99 Va... - Please see campaign	2:40 pm
			Laura Kaslow via LinkedIn	RE: Opportunity with Alina? - Laura Kaslow-Communications expert with a focus in public relations Hi Arki, Thanks fo	2:25 pm
			Julie, me (2)	talk today? - Sure-what's your number again? Or, you can call me at 612.875.2979. Also: Email me at arki@	2:24 pm
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			AirTran Airways Not Esca.	Get Your Beach On - Mexico & the Caribbean on sale! - Deals on flights for travel 8/29 - 12/10/12, car rental, hotels.	1:11 pm
			iTunes Store	Your receipt No.126056066805 - Billie To ark@hansen@gmail.com Ark Hansen 5030 19th Ave S Minneapolis, MN 5	1:10 pm
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Average 64
secs to get
your
attention
back



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Yet another e-mail to distract you at work

Michael: This is yet another e-mail to pull you away from your important work. Sure you are bored, but can't you



Average 64
secs to get
your
attention
back

If you get a
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every 5 mins
in a 40hr
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Average 64
secs to get
your
attention
back

If you get a
distraction
every 5 mins
in a 40hr
week

8.5hrs
of lost time
context
switching



AUSTRALIAN STATISTICS



The average Aussie will spend almost **17 years of their life on the phone** (that's 145,800 hours over a lifetime or 33% of their waking hours).



Phone on
desk
(switched off)
**32%
decrease**

Phone in bag
(switched off)
**12%
decrease**

Phone
outside in
locker
(switched off)
35% increase

Three different work modes



Reactive
(or responsive)

Proactive

Creative

PROACTIVE MODE

- Your job roles/ obligations
- Working on projects
- Planned meetings
- Managing your team
- Project Management
- Focusing on your task at hand
- Working mindfully on task
- Meeting deadlines
- Laser sharp focus and attention
- Feel productive

In control of your day and workflow, and fulfilled.



REACTIVE MODE

- Answering calls/emails
- Answering texts
- Pop ups, notifications
- Opening links on websites etc.
- Quickly finishing something off
- Unplanned meetings
- No real focus on task
- Last minute jobs
- Multitasking
- Other peoples demands

Feel wiped out end of the day

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In control of your day and workflow, and fulfilled.

CREATIVE MODE

- Creating new ideas
- Driving new business
- Big picture thinking
- Brainstorming
- Strategising
- Collaborating creatively
- Working calmly and deliberately on tasks
- Taking decisive action
- Making key decisions
- Forecasting

Calm, inspired, energized, and aligned.



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- Managing your team
- Project Management
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- Laser sharp focus and attention
- Feel productive

BETA

Control of your day
workflow, and
thrilled.

CREATIVE MODE

- Creating new ideas
- Driving new business
- Big picture thinking
- Brainstorming
- Strategising
- Collaborating creatively
- Working calmly and deliberately on tasks
- Taking decisive action
- Making key decisions
- Forecasting

ALPHA

Calm
energy
honed.



WEDNESDAY

TODAY

21

JANUARY

APPOINTMENTS

TASKS

8

9

10

11

12

1

2

3

4

5

6

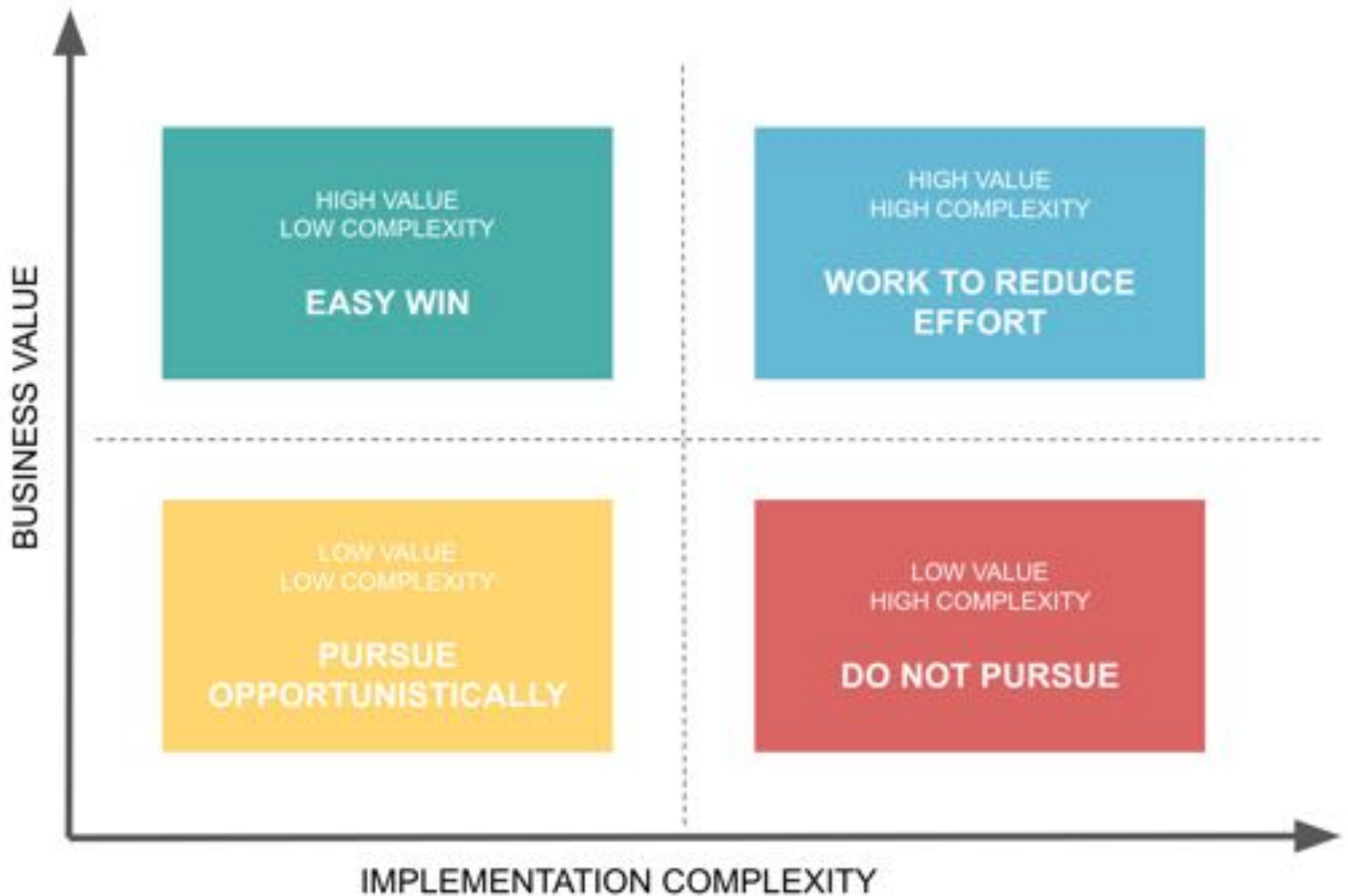
7

8

JOURNAL

What does it look
like in your diary?

Your turn



6 tips to work more mindfully

1) Eliminate distractions as much as possible.

2) Set clear intentions for your workflow.
(list)

3) Catch yourself when losing focus and reset

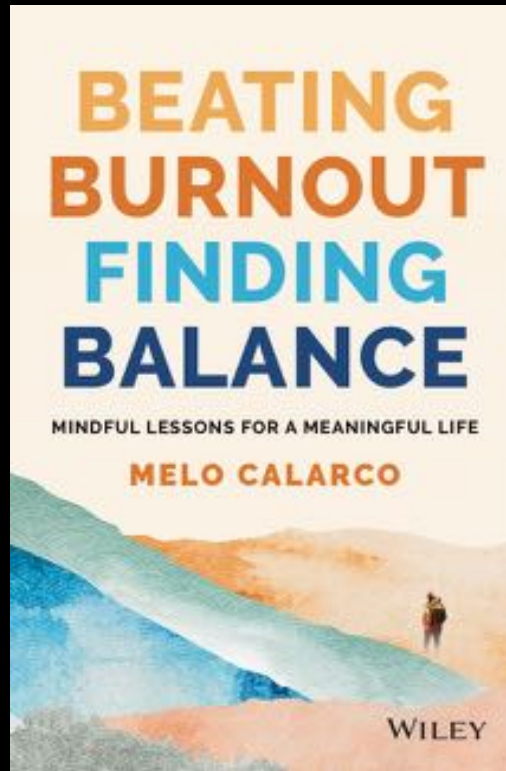
4) Take small breaks.... often.

(90 second breath break)

5) Take control of your devices

6) Be mindful of your focus





FREE RESOURCES



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