

Is Our Effort Effective?

$IQ + EQ + CQ = \text{Success}$

I AM AN AWESOME ATTORNEY

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20



A Distracted Brain is an Anxious Brain



- Multitasking is defined as doing more than one cognitive* task at a time
- Multitasking = switchtasking
- Increases the amount of time it takes us to complete a task
 - usually by 2x
- Quality decreases; causes mistakes
- Stress increases
- Drain on brain's resources and energy: water, glucose, fat, oxygen
- Switchtasking → continuous partial attention
 - limits ability to focus
 - limits cognitive capacity
 - lowers intellectual capacity (IQ)
 - Compromises productivity
- Work demands have increased, while our cognitive capacity for meeting those demands has been compromised

Tool #1: Journey

Where is Your Awareness?

We are able to place our attention wherever we want or need it to be

This is our superpower



A decorative graphic on the left side of the slide. It features a collection of arrows in blue, orange, and grey. Some arrows point downwards, while others point upwards. The text 'pay attention' is written in a large, black, serif font across the middle of the graphic.

Tool #2 Attention Training for a Focused State

Key to learning to pay attention is to notice when you're distracted

- *Our brains self-interrupt. Notice it to mitigate it*

HOW?

- Identify a single task
- Set a timer.
- Remove devices from sight. Turn off notifications.
- Stay on task.
- When distracted, **notice** and bring your attention back to the task. This process improves attention and focus.
- If you leave your task to respond to an interruption, do so **intentionally**, and turn your entire focus to that item
- Schedule interruptions and create boundaries
- Mindfulness is a form of attention training.
 - Definition: To pay attention, on purpose, to the present moment, without judgment, with curiosity

How do we sustain energy and
focused attention?

Brain States and Brain Breaks

Tool #3: Brain Reboot Formula

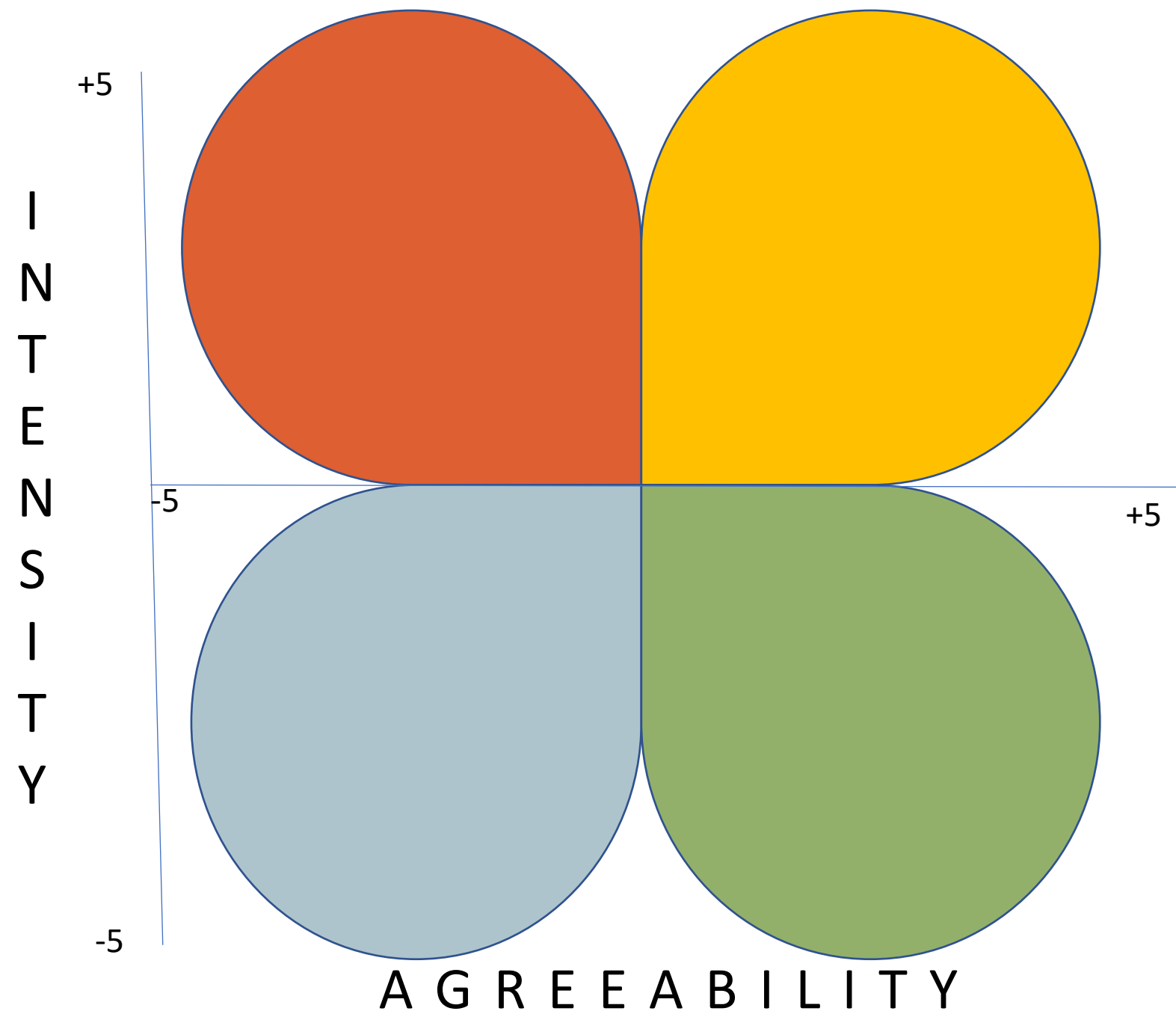
Focus → Time Out → Recover

This formula optimizes performance, productivity, and energy

- Our brains are designed to focus for up to 75-90 minutes, and alternate between focused and diffuse (nondirected thought) states
- To sustain energy, our brains need a **cognitive time-out** from the focused state to activate the areas of our brains that process and integrate information, problem solve, learn and remember, while allowing the PFC to recover
- Burnout-free high performance: Focus followed by rest and recovery prevents cognitive fatigue and burnout, fosters problem-solving and breakthrough ideas
- *Use this formula to sustain energy through back-to-back classes and studying*

NOTE: Web surfing, social media, watching TV are **NOT** cognitive time-outs

Mihaly Csikszentmihalyi, PhD, author of *Flow*



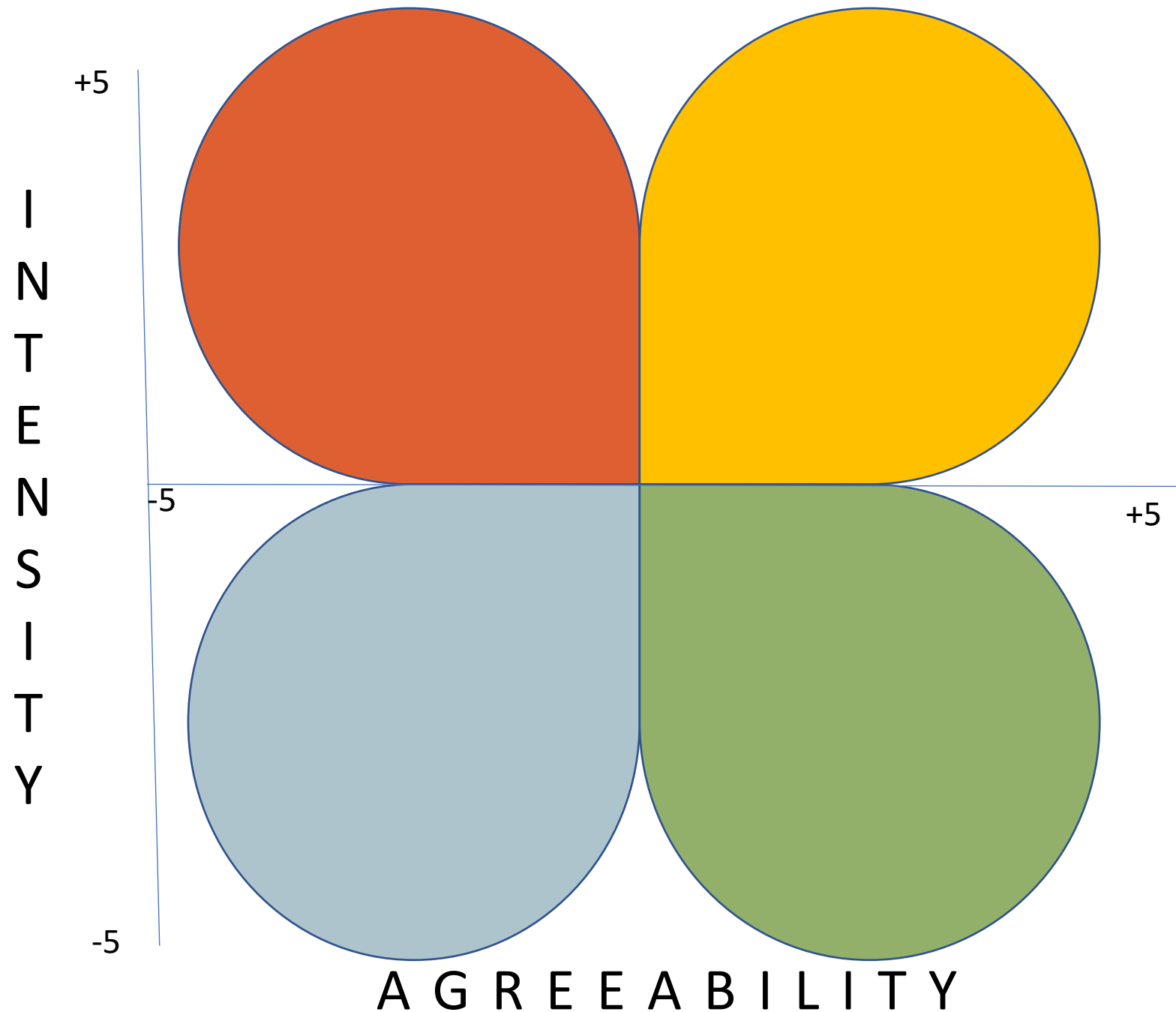
TOOL #4: MOOD & MINDSET REAPPRAISAL

Red Petal: high intensity, low
agreeability emotions

Blue Petal: low intensity, low
agreeability emotions

Green Petal: low intensity, high
agreeability emotions

Yellow Petal: high intensity, high
agreeability emotions



MINDSET SHIFT

What is the Event / Situation?

What was your un-useful thought?

What is your emotion?

Rate the experience (-5 to +5)

Gathering evidence

Evidence that supports the thought

Evidence that reverse/challenges the thought

Realistic thinking / Cognitive Reappraisal

What is your alternative thought?

What is your emotion now?

What is your mood rating (-5 to +5)

Shifting mood & mindset can also shift energy



The Cornerstone of Emotional Intelligence is Awareness

Self Awareness

Emotional Self Awareness
Accurate Self Assessment

Self Management

Behavioral Self Control
Integrity
Stress Management
Resilience
Achievement Drive

Other Awareness

Empathy
Situational Awareness
Service Orientation

Relationship Management

Interpersonal Communication
Listening
Collaboration
Building Trust
Empathy
Conflict Resolution

