

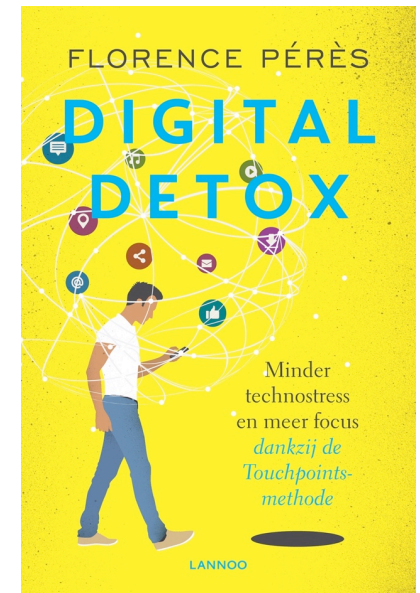
Focus@HOME

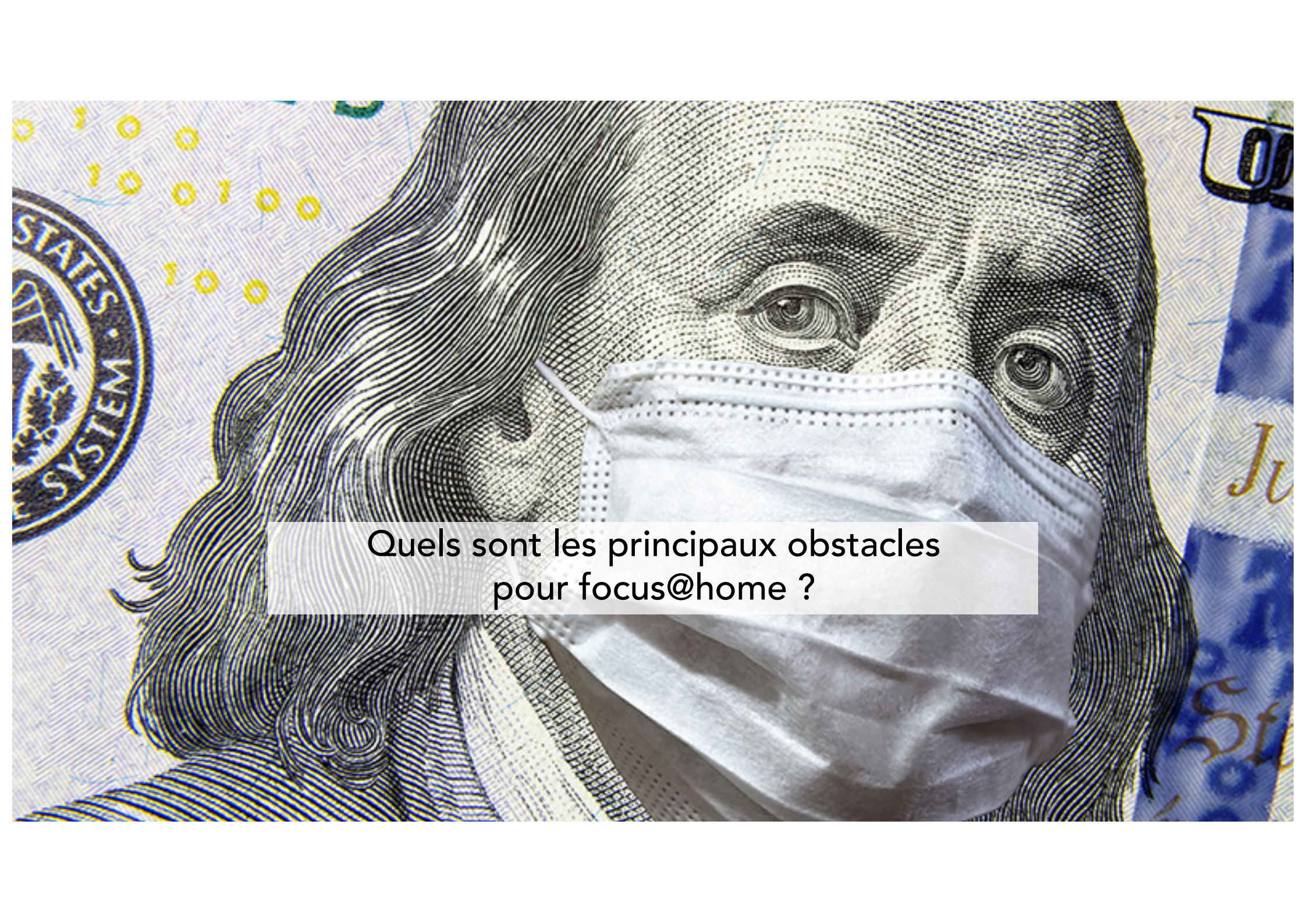


Better Minds
AT WORK




Florence Pérès

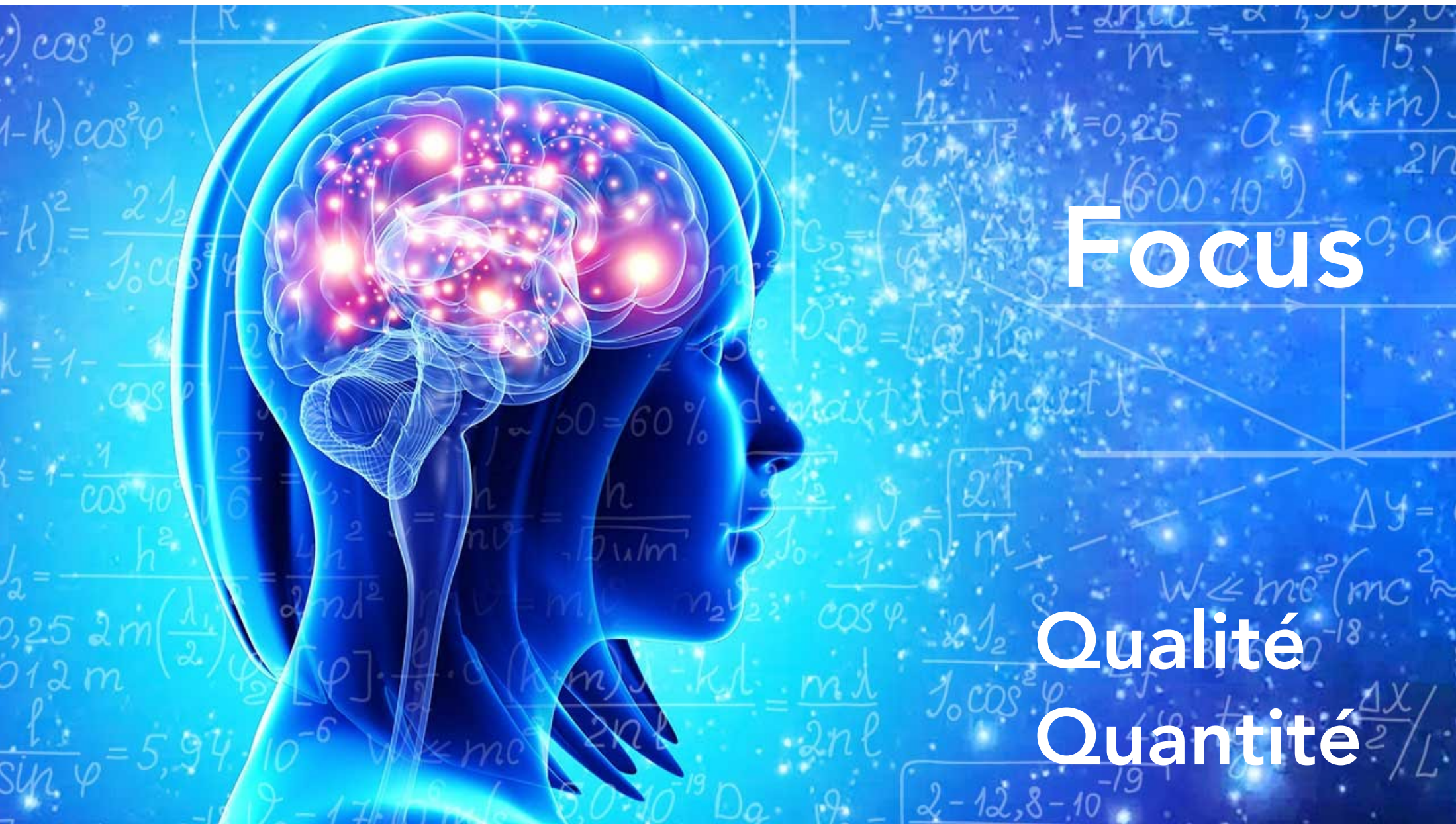


A close-up photograph of a US one hundred dollar bill. The face of Benjamin Franklin is visible, but his mouth and nose are covered by a white surgical mask. The background shows the intricate patterns and colors of the bill, including the '100' and 'UNITED STATES FEDERAL RESERVE NOTE' text.

Quels sont les principaux obstacles
pour focus@home ?

A photograph of a workspace on a wooden table. In the center is an open laptop. To its left is a silver metal mug and a white teapot. To its right is a white mug with a blue pattern. A blue pen lies on the table near the laptop. The background is a warm, blurred indoor setting with a window showing trees. A semi-transparent white box with black text is overlaid on the bottom half of the image.

**Si ça marche, continuez
comme ça, sinon arrêtez et
essayez autre chose !**



Focus

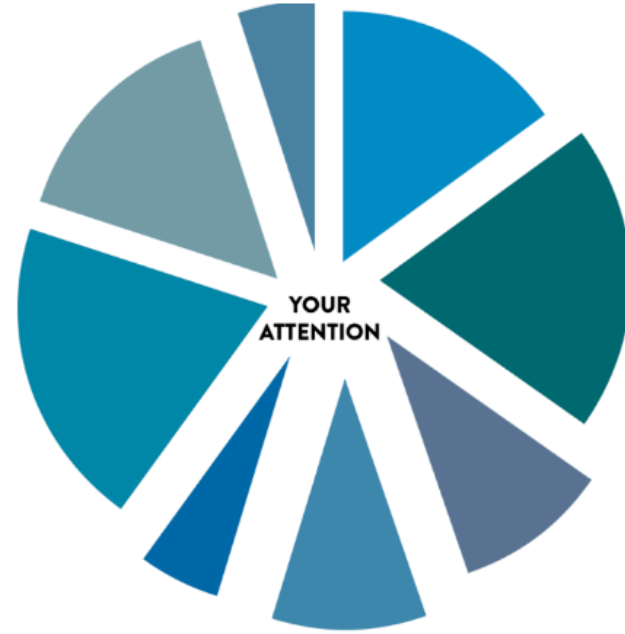
Qualité
Quantité







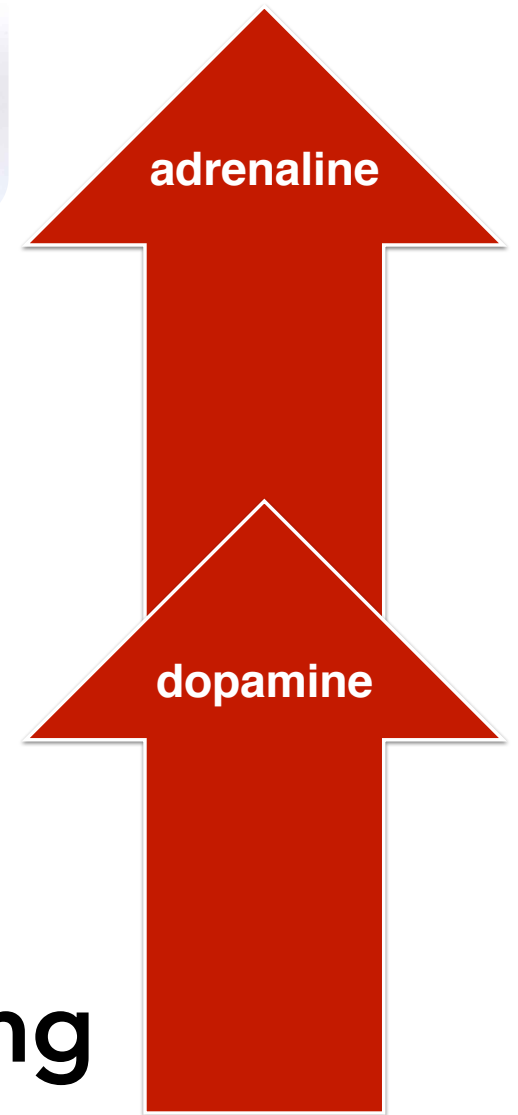
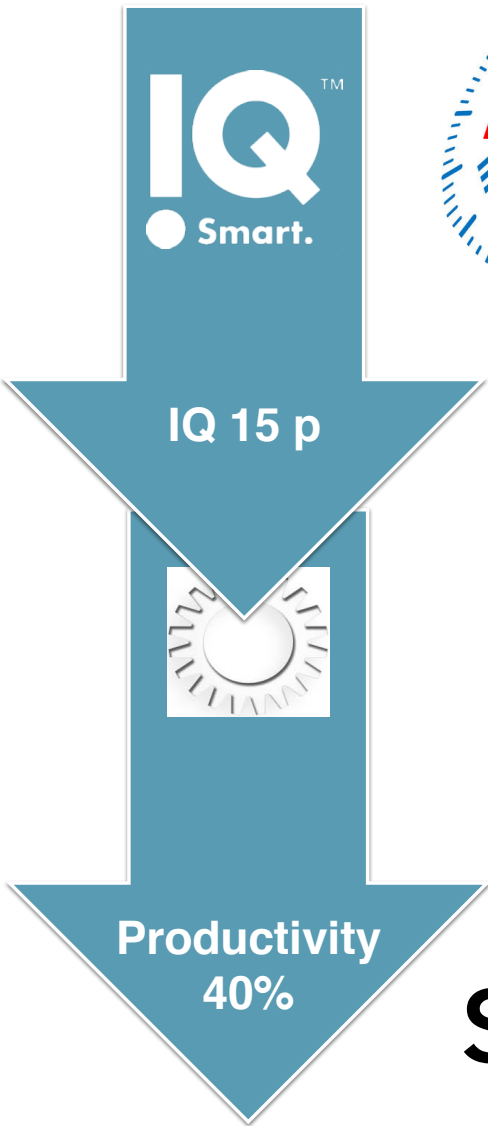
MONOTASKING



MULTI-TASKING

Multitasking



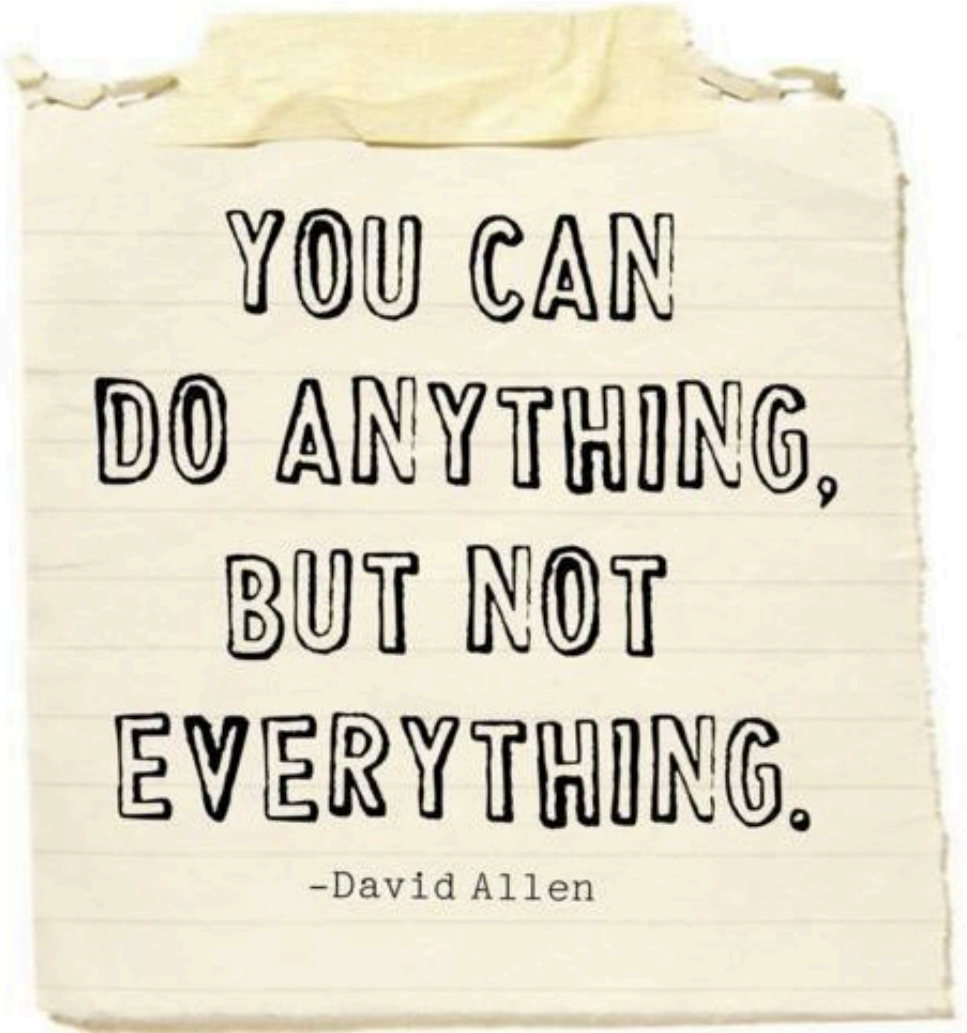


Switch cost of multitasking

YOU CAN
DO ANYTHING,
BUT NOT
EVERYTHING.
-David Allen



Stop multitasking, start single tasking!

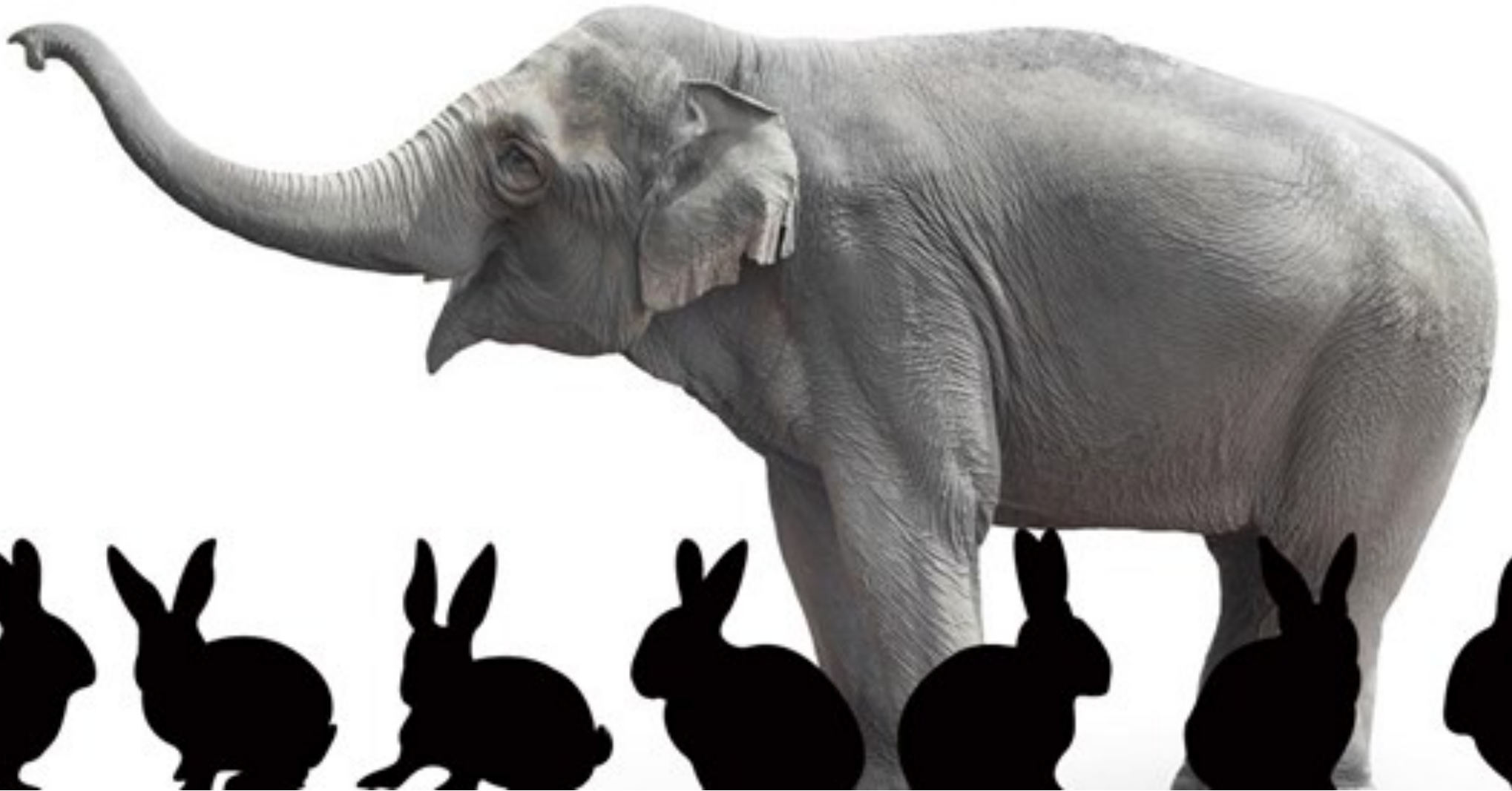
A piece of aged, yellowed lined paper with a torn top edge. The text is written in a bold, black, outlined font. The quote is: "YOU CAN DO ANYTHING, BUT NOT EVERYTHING." Below the quote, in a smaller, plain font, is the attribution: "-David Allen".

YOU CAN
DO ANYTHING,
BUT NOT
EVERYTHING.

-David Allen

**Faire
des choix**

If you want to catch an elephant, don't get distracted by chasing rabbits.





Ce qui est important

Ce qui nécessite de l'effort cérébral
et de la concentration

Les imprévus et les détourneurs d'attention



Traitez ou consultez vos lapins en blocs

THINGS TO DO:



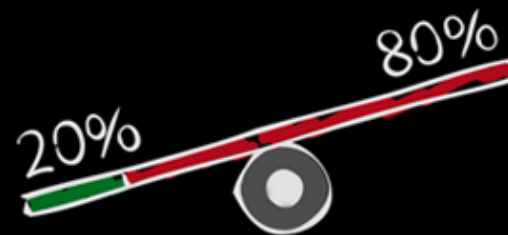
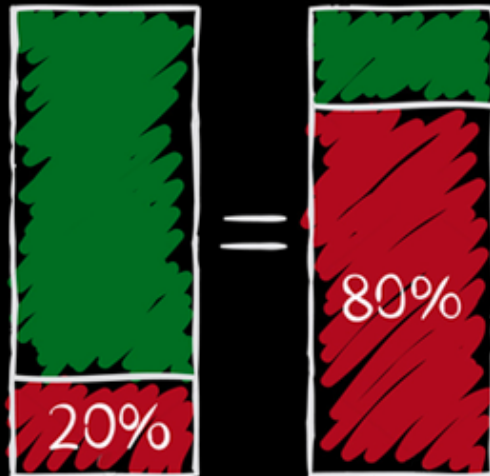
**S'engager
à l'avance**

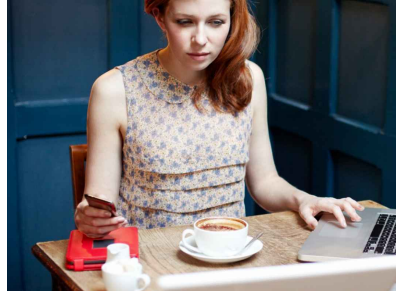
PARETO PRINCIPLE

20%
EFFORT



80%
RESULTS







YOU CAN
DO ANYTHING,
BUT NOT
EVERYTHING.
-David Allen

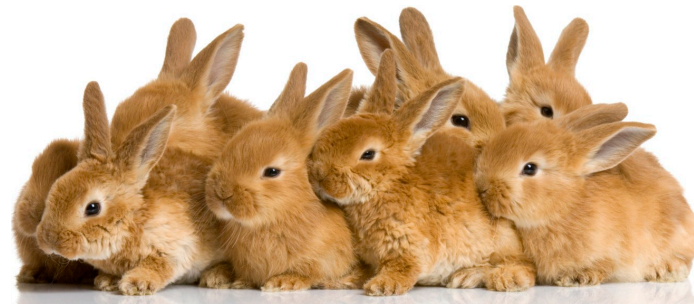


THINGS TO DO:

«««««»»»»»

 _____

 _____





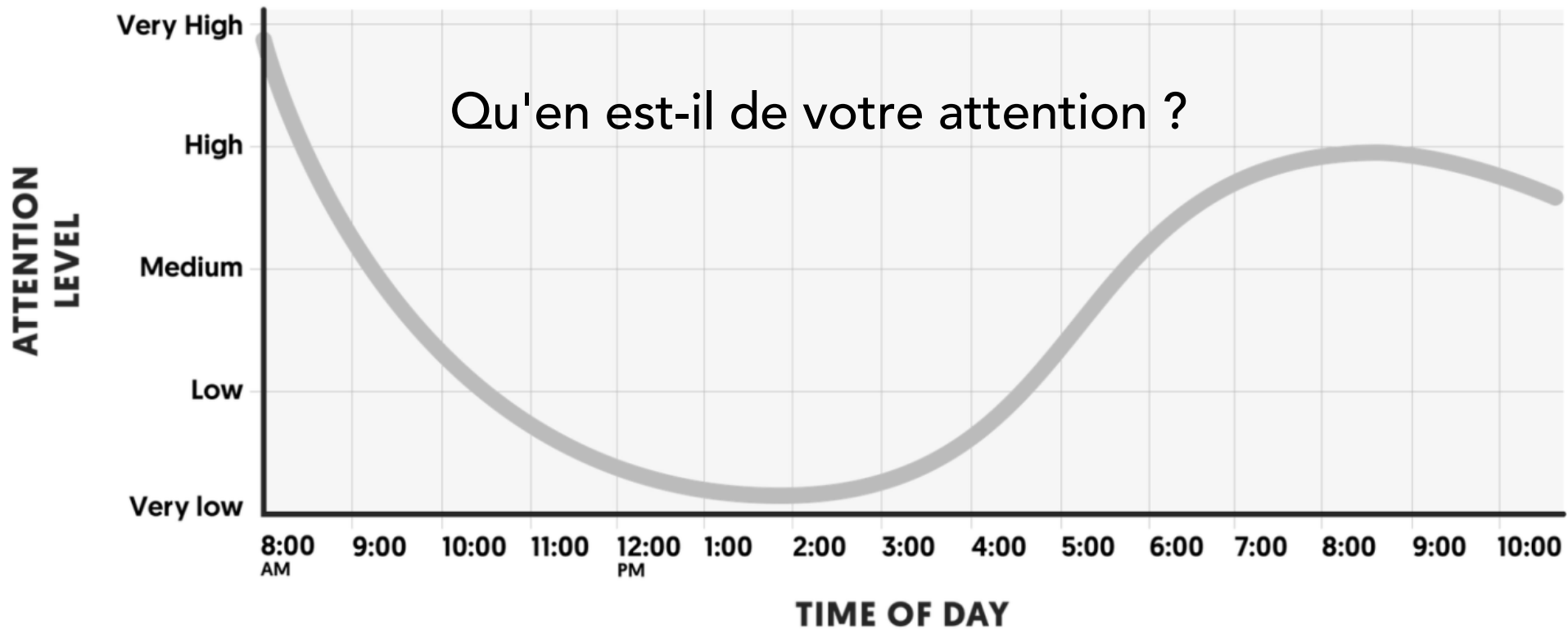


"L'attention est la nouvelle ressource rare"

Tim Wu

Utiliser notre attention consciemment

L'attention n'est pas une constante



Courbe d'attention



Planifiez votre journée
selon votre courbe d'attention!



Outlook File Edit View Meeting Format Tools Window Help 77% Thu 12:46 PM Mod Demos



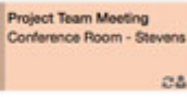



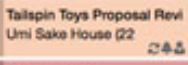





Calendar Search This Folder

HOME ORGANIZE TOOLS

Appointment Meeting New Items Today Go To Day Work Week Week Month Open Shared Calendar Calendar Permissions Find a Contact Address Book

Planifier et alterner

February 2015 February 15 - February 21, 2015 Saturday 54°F/38°F

15	SUNDAY	16	MONDAY	17	TUESDAY	18	WEDNESDAY	19	THURSDAY	20	FRIDAY	21	SATURDAY
ALL DAY													
7 AM													
8 AM													
9 AM													
10 AM													
11 AM													
12 PM													
1 PM													
2 PM													
3 PM													
4 PM													
5 PM													
6 PM													
7 PM													

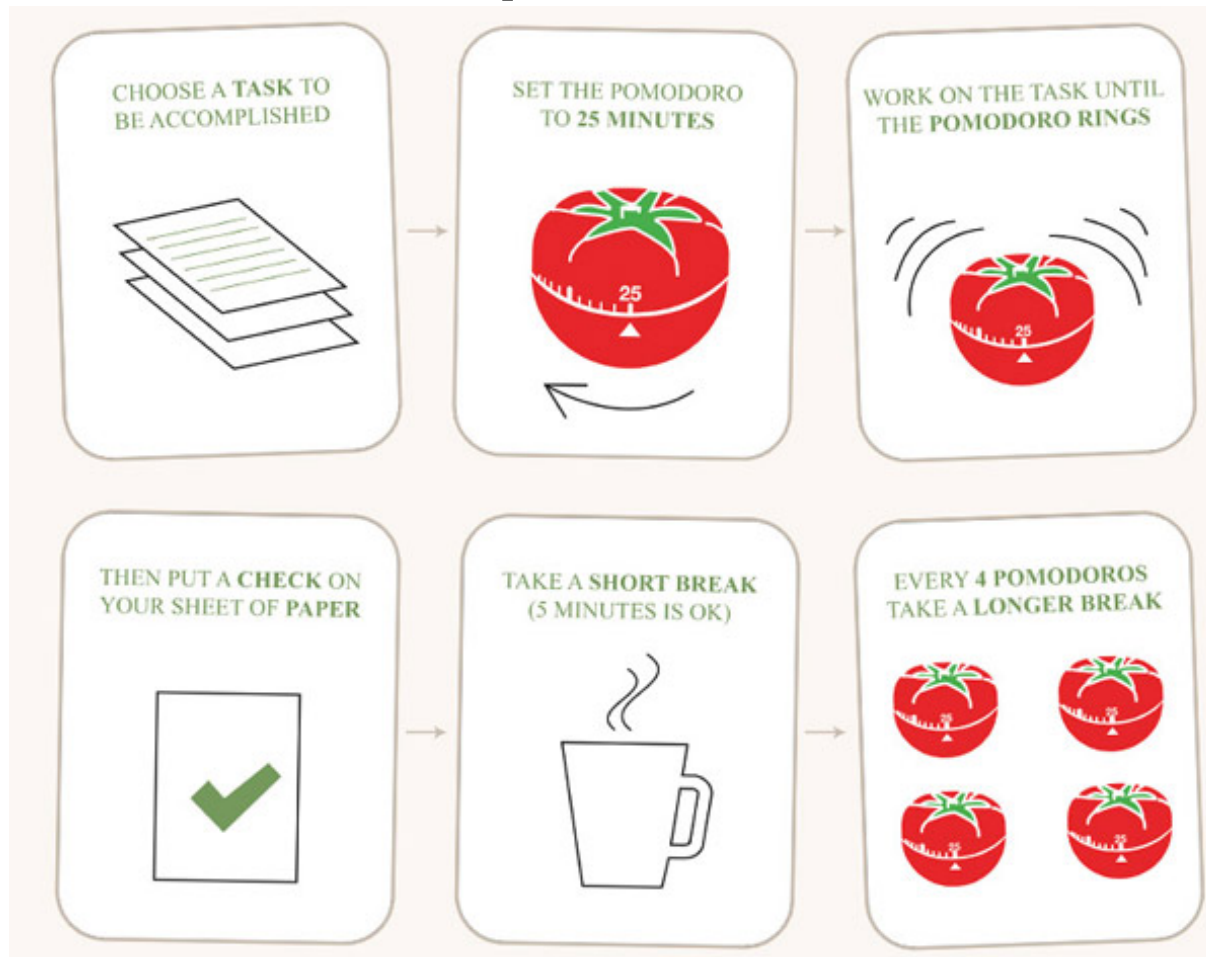
My Calendars: Wingtip58, No Category, Blue Category, Green Category, Orange Category, Purple Category, Red Category, Yellow Category, On My Computer

SMART FOLDERS

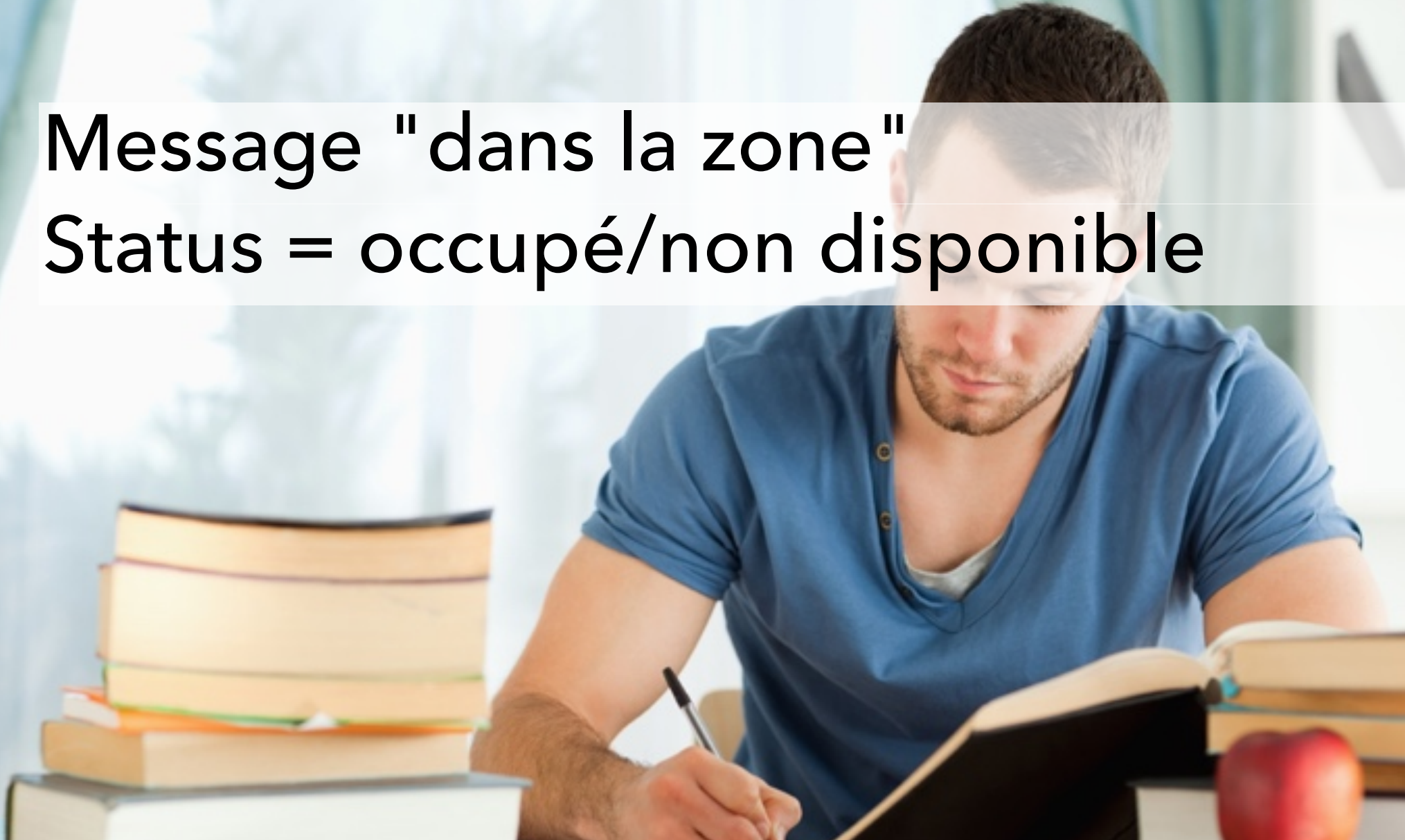
Mail Calendar People Tasks Notes

Items: 16 All folders are up to date. Connected to: Wingtip58 24

Technique Pomodoro



**Message "dans la zone"
Status = occupé/non disponible**



S'imposer une deadline

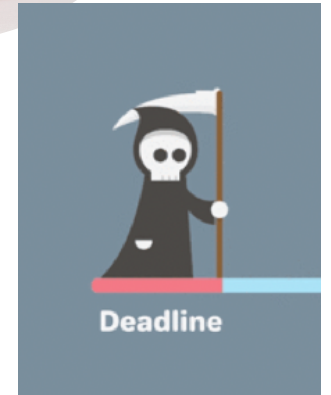
pixelo



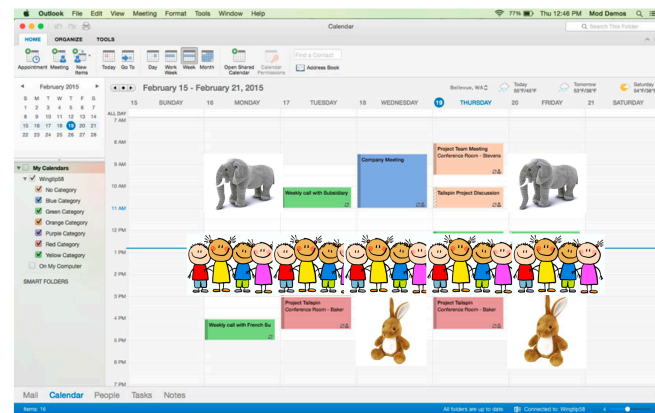
Distribution cognitive



The Brain Dump



The Brain Dump



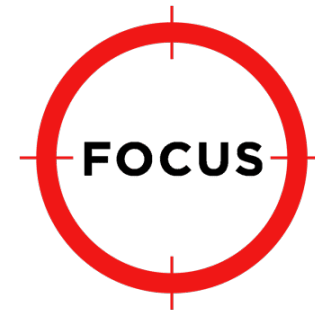




50%

L'esprit errant

FOCUS IS ONLY POSSIBLE IF YOU... UNFOCUS

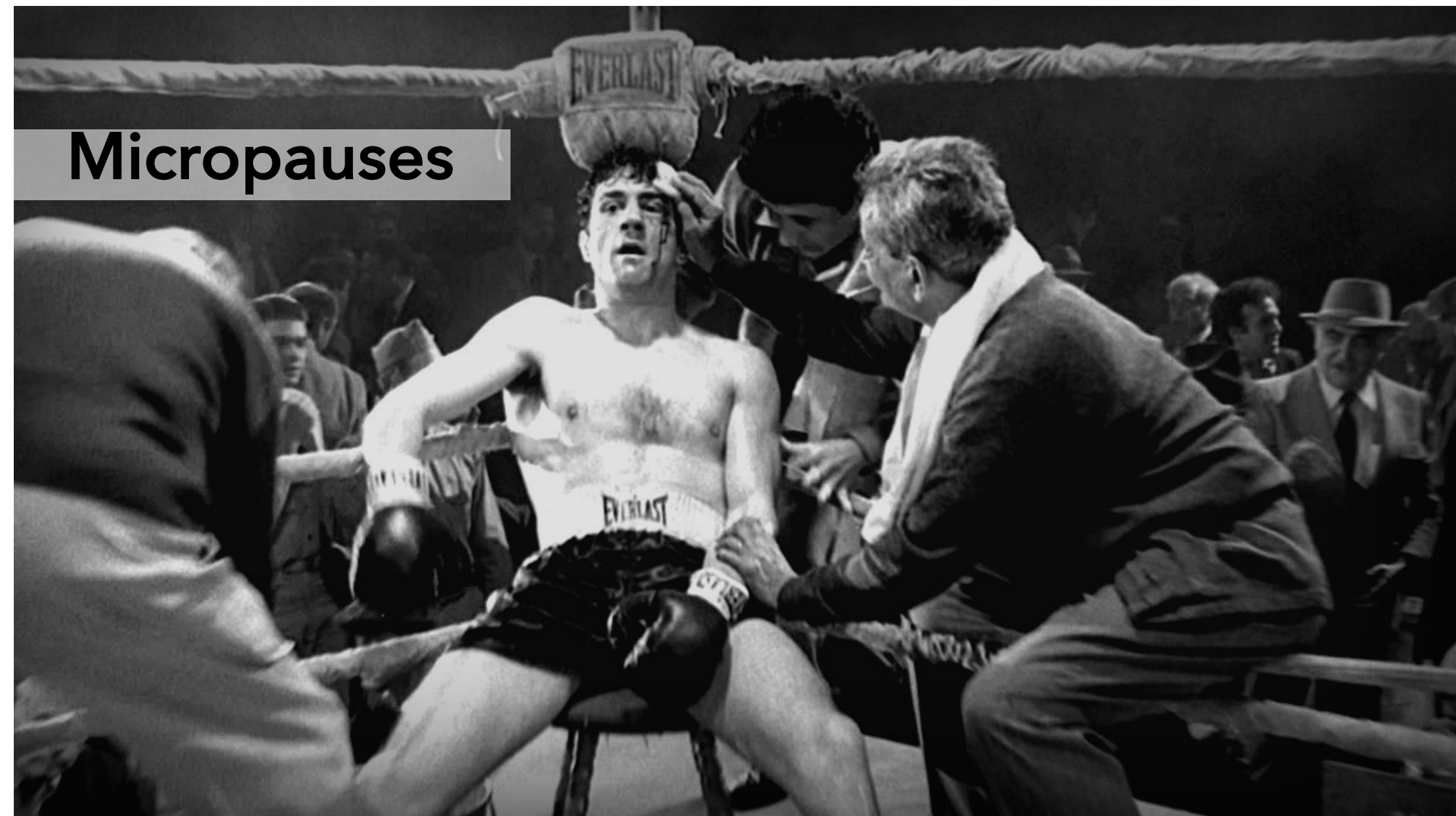


Investissez dans le temps errant



Que faites-vous pour avoir du repos mental ?

Micropauses





Bouger

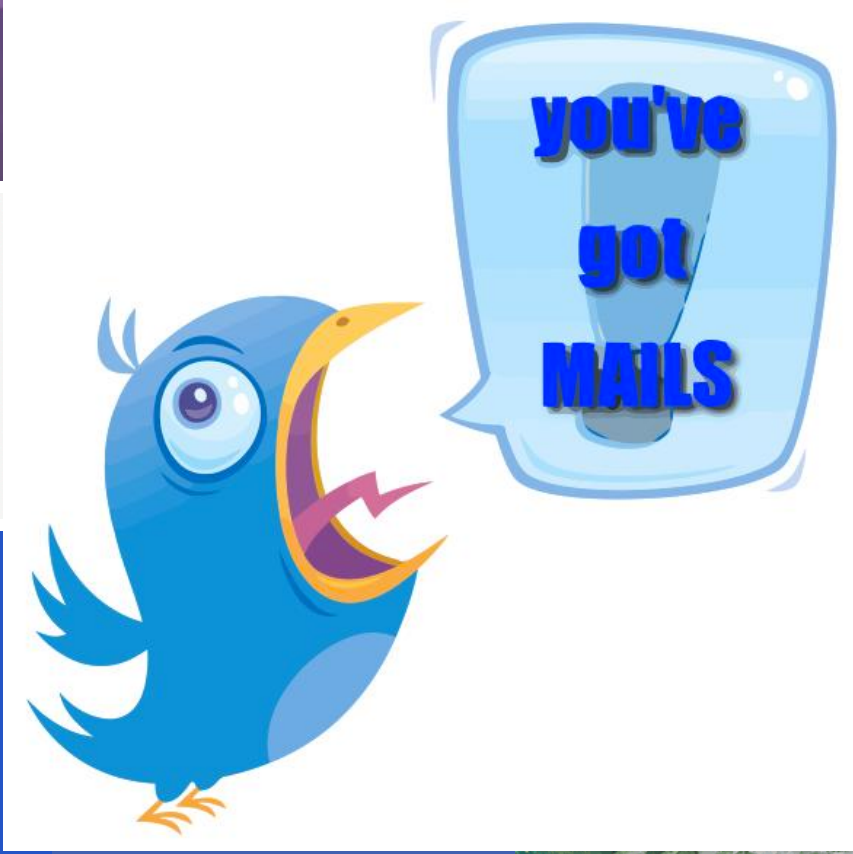
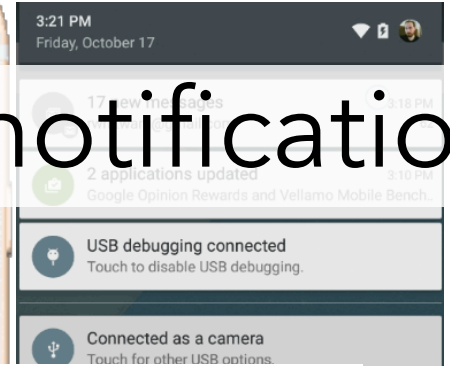
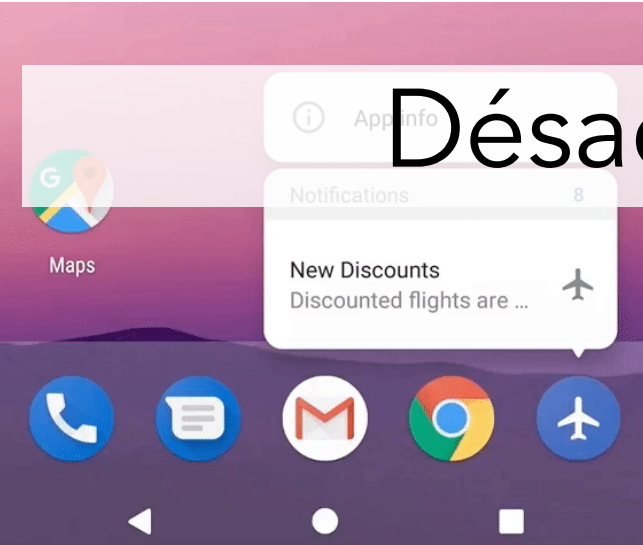


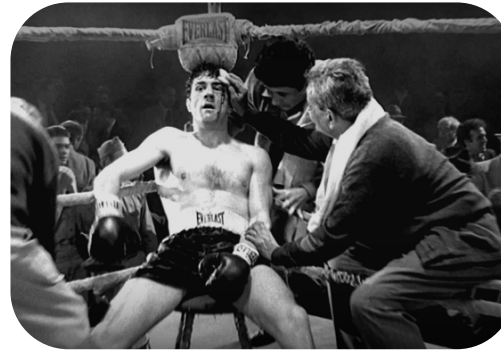
DISTRACTIONS



Que faites-vous pour éviter les distractions ?

Désactivez les notifications!



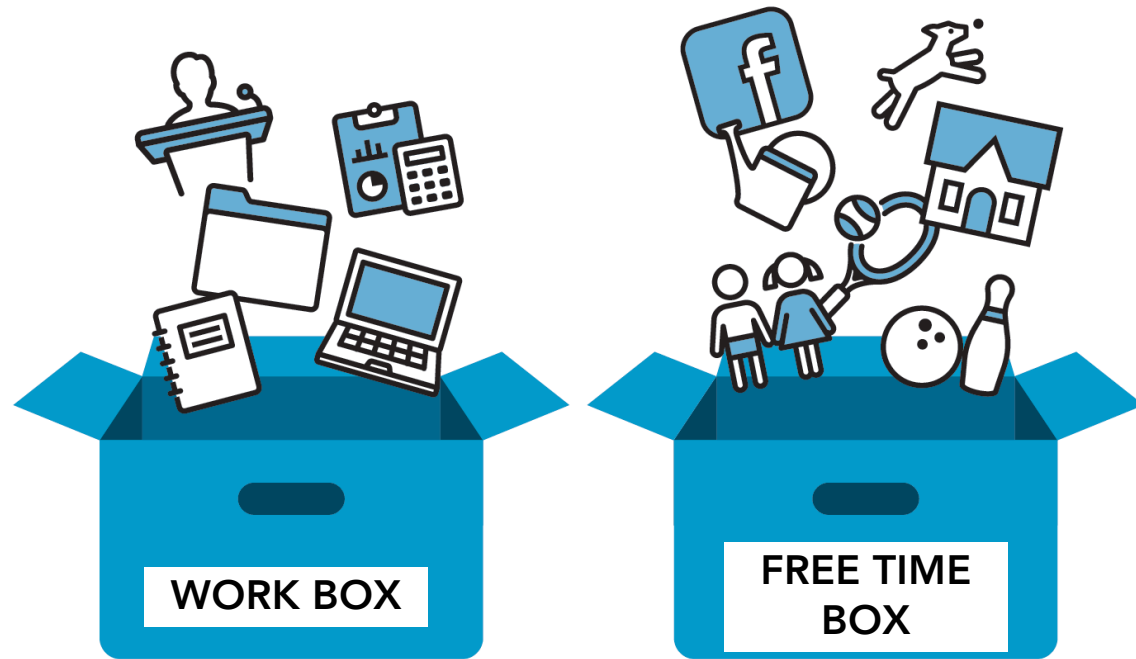




A woman with blonde hair tied back is sitting at a desk, looking at a laptop. A young child with brown hair is sitting on her shoulders, leaning over her. The woman has her hand on her chin, looking thoughtful. The child is looking at the laptop. In the background, there is a guitar hanging on the wall and a desk with various items. The scene is lit with soft, natural light from a window on the right.

**Interférence vie privée -
professionnelle**

Le boxing



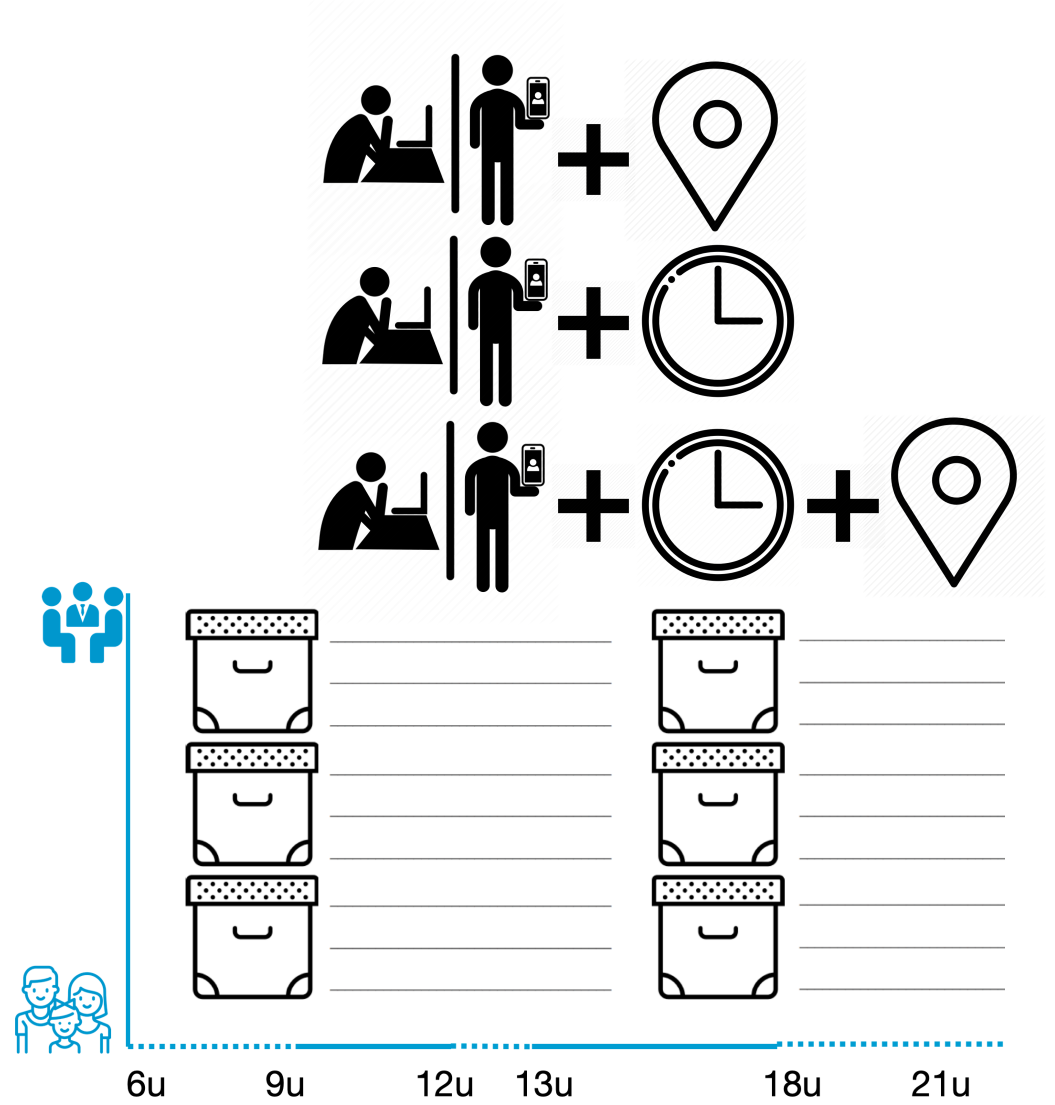
Interférence => Intégration

Créer un contexte





Zones sans écrans







Le pilote automatique







STOP - TAKE A BREATH - OBSERVE - PROCEED

1 seconde d'avance

regagner le
contrôle sur
notre cerveau
reptilien





Acceptez ce que vous ne pouvez pas changer et concentrez-vous sur ce que vous avez sous contrôle





Qu'allez-vous faire pour votre focus ?