

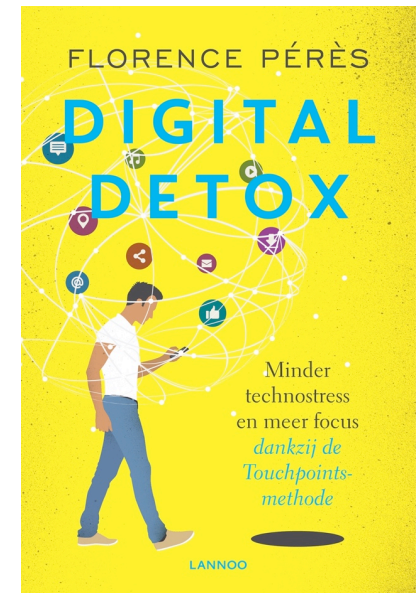
# Focus@HOME




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.

Wat zijn de grootste hindernissen  
voor focus@home ?

A photograph of a workspace on a wooden table. A silver laptop is open, with a blue pen resting on a green notebook in front of it. To the left of the laptop is a silver metal mug and a white teapot. To the right is a white mug with a yellow polka-dot pattern. In the background, there is a white mug and a wooden chair. The scene is lit with warm, golden light, suggesting a bright window or lamp. A semi-transparent white box with black text is overlaid on the bottom left of the image.

**Als het werkt, doe zo verder,  
indien niet stop en probeer  
iets anders!**



**Focus**

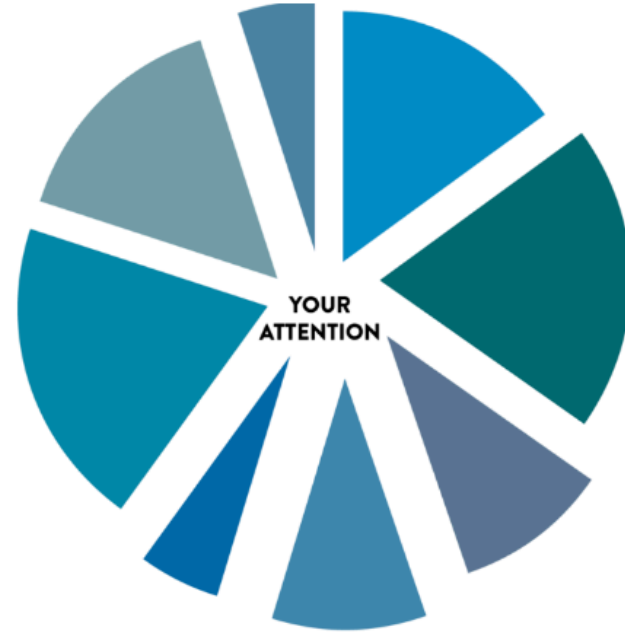
**Kwaliteit  
Kwantiteit**







**MONOTASKING**

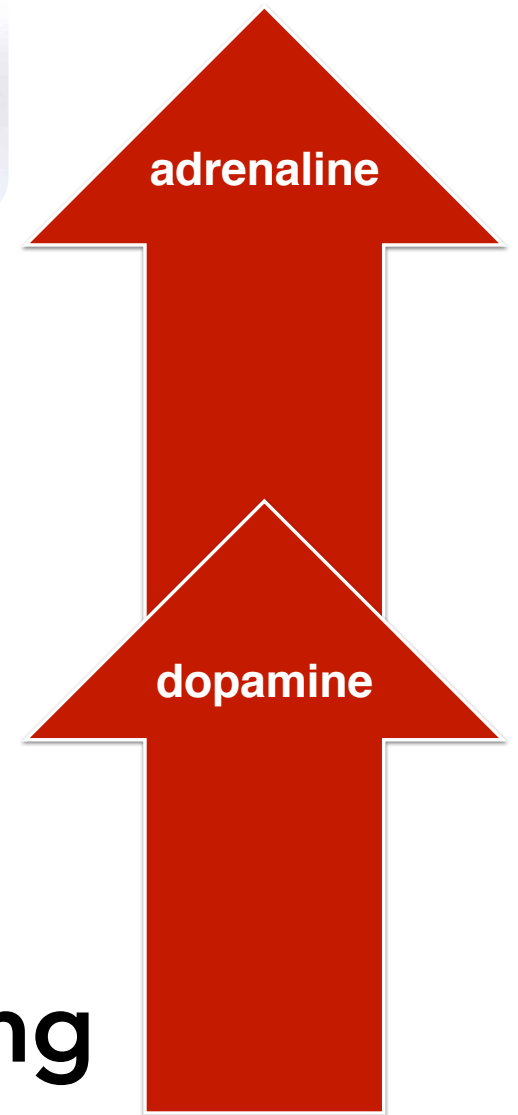
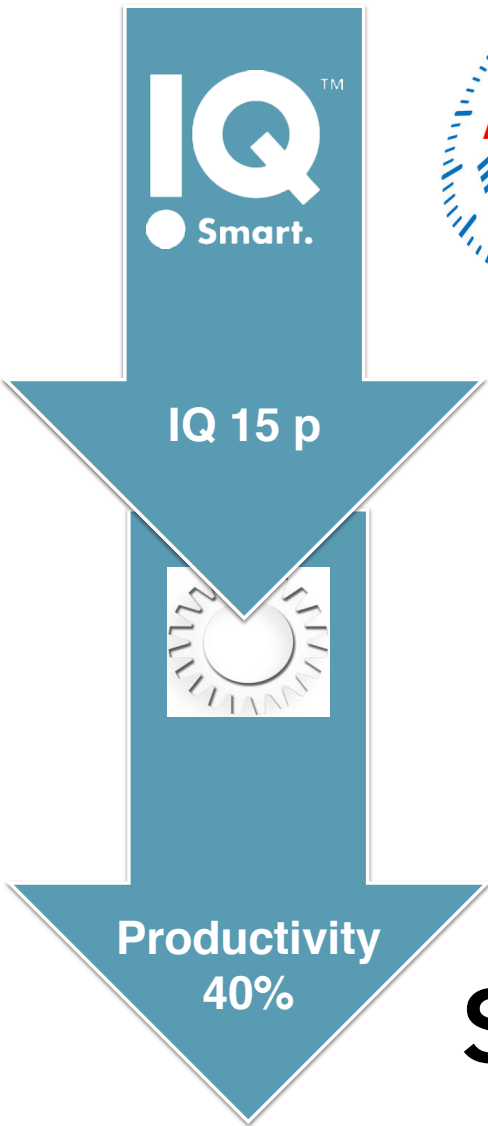


**MULTI-TASKING**



Multitasking





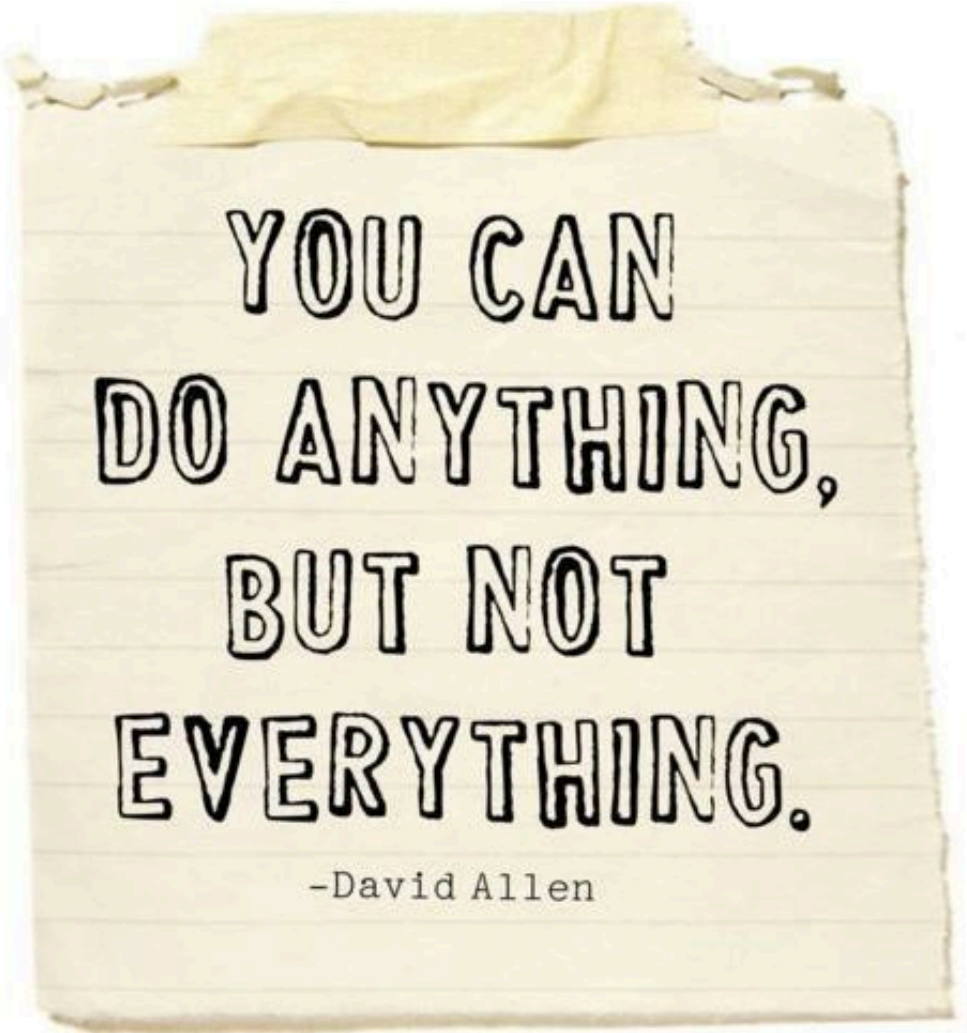
**Switch cost of multitasking**

YOU CAN  
DO ANYTHING,  
BUT NOT  
EVERYTHING.

-David Allen



**Stop multitasking, start single tasking!**

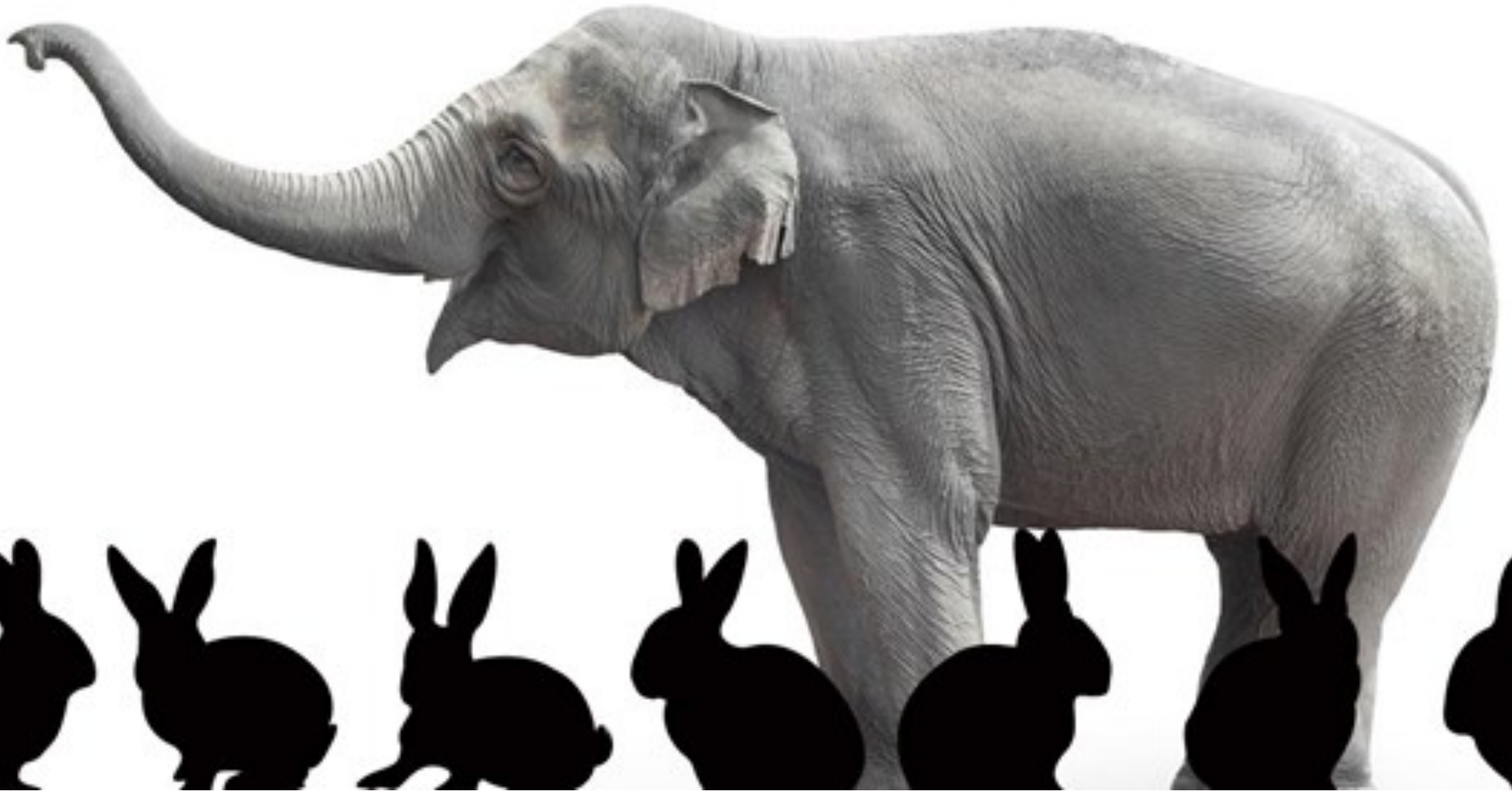
A piece of aged, yellowed lined paper with a torn top edge. The paper is centered on the left side of the image. It features a quote in a bold, black, outlined, sans-serif font. The quote is arranged in four lines: 'YOU CAN', 'DO ANYTHING,', 'BUT NOT', and 'EVERYTHING.'. Below the quote, the name '-David Allen' is written in a smaller, plain font.

YOU CAN  
DO ANYTHING,  
BUT NOT  
EVERYTHING.

-David Allen

**Keuzes  
maken**

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





wat is belangrijk?

wat vergt veel mentale inspanning?

Waan van de dag, 'ad hoc' zaken,  
onvoorziene brandjes & aandachtskapers



Behandel de konijnen in batch

# THINGS TO DO:



**Pre-commit**

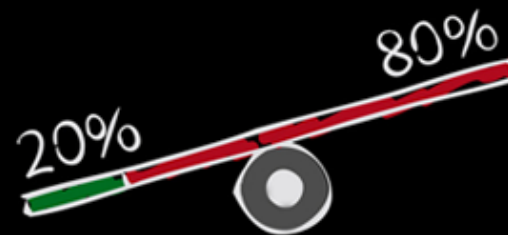
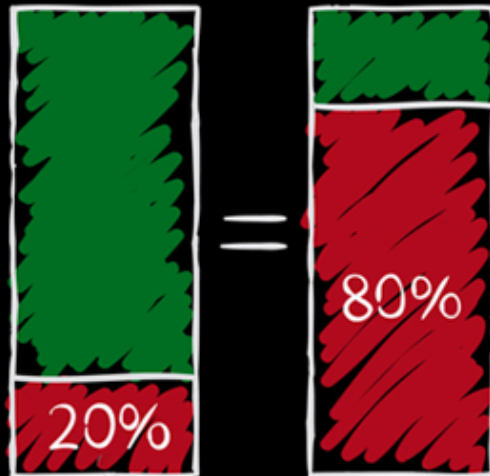


# PARETO PRINCIPLE

20%  
EFFORT



80%  
RESULTS







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



THINGS TO DO:

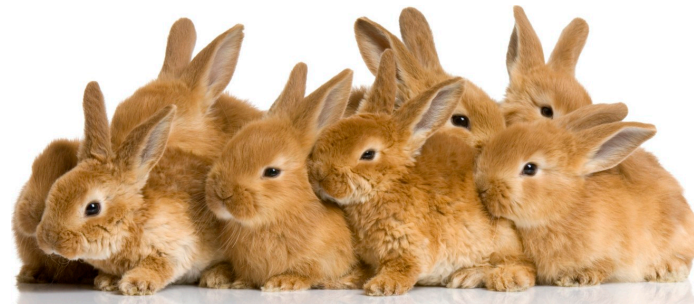
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Te veel informatie, te veel kanalen



externe afleiding

interne afleiding

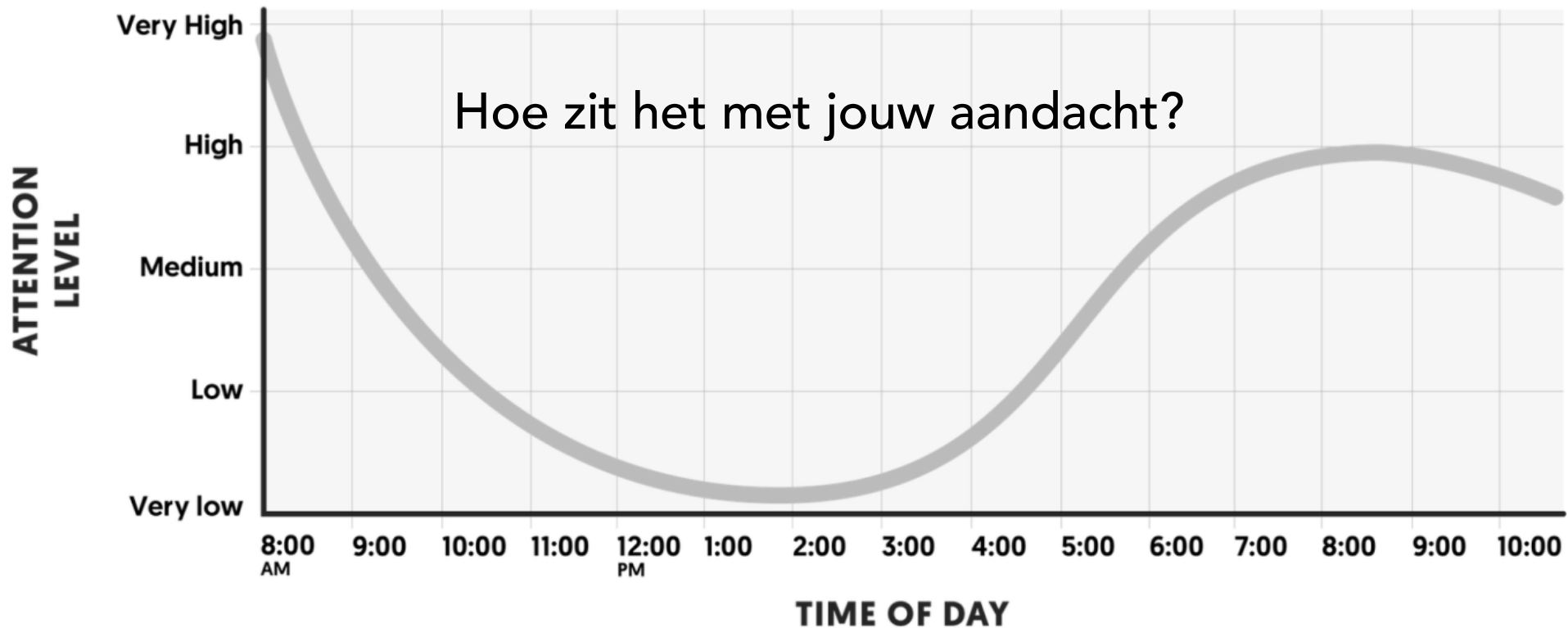


"Aandacht is het nieuwe schaarse goed"

Tim Wu

Aandacht bewuster inzetten

# Aandachtsspanne is geen constante



## Aandachtlandschap



Organiseer je werk  
volgens je aandachtslandschap



Geen afleiding tijdens je aandachtspiek

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

Calendar

HOME ORGANIZE TOOLS

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

# Inplannen & zorgen voor afwisseling

February 2015

February 15 - February 21

ALL DAY	15 SUNDAY	16 MONDAY	17 TUESDAY	18 WEDNESDAY	19 THURSDAY	20 FRIDAY	21 SATURDAY
7 AM		<b>THEMA DAGEN</b>	<b>THEMA DAGEN</b>	<b>THEMA DAGEN</b>	<b>THEMA DAGEN</b>	<b>THEMA DAGEN</b>	
8 AM							
9 AM				Company meeting			
10 AM			Weekly call with Subsidiary		Tailspin Project Discussion		
11 AM							
12 PM							
1 PM							
2 PM							
3 PM			Tailspin Toys Proposal Revi UmI Sake House (22)				
4 PM			Project Tailspin Conference Room - Baker		Project Tailspin Conference Room - Baker		
5 PM		Weekly call with French Su					
6 PM							
7 PM							

My Calendars

- Wingtip58
  - No Category
  - Blue Category
  - Green Category
  - Orange Category
  - Purple Category
  - Red Category
  - Yellow Category
  - On My Computer

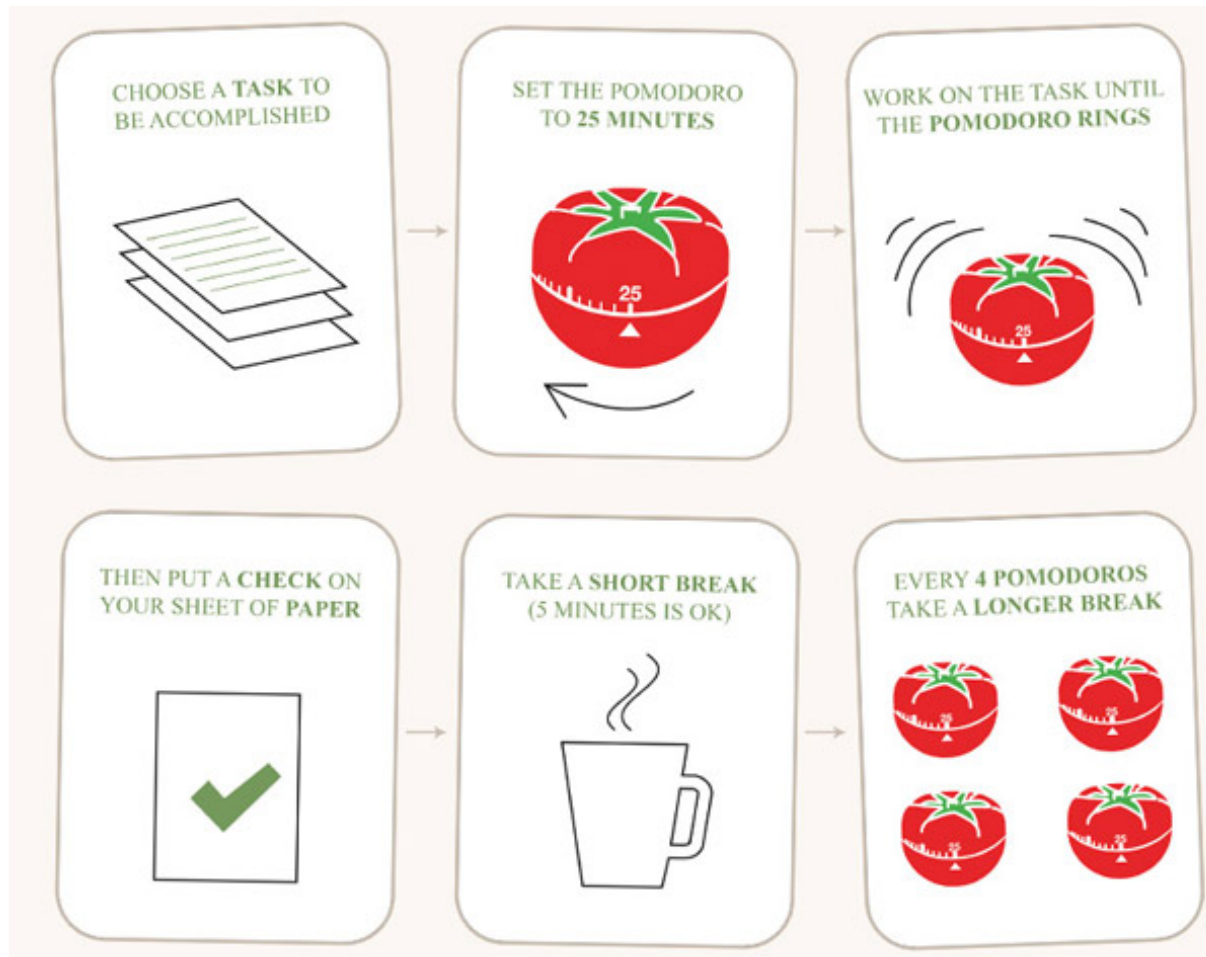
SMART FOLDERS

Mail Calendar People Tasks Notes

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



# Pomodoro techniek



Status = niet beschikbaar  
In the Zone message



# Jezelf een deadline opleggen

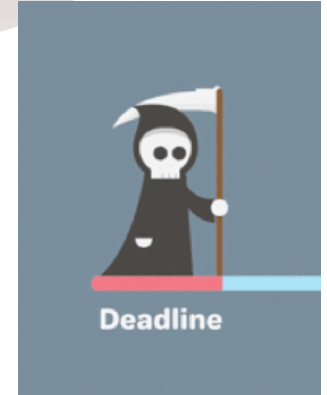
pixelo



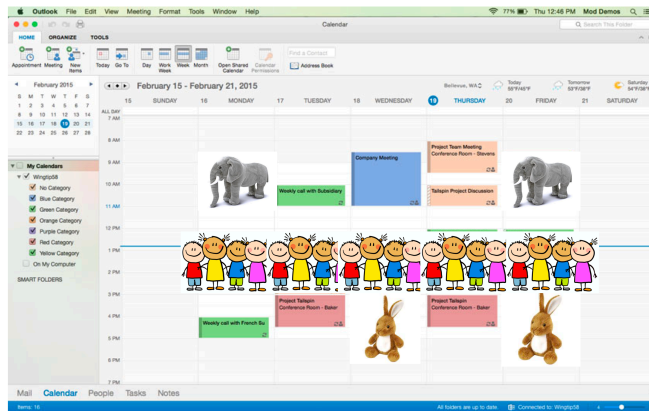
# Cognitieve distributie



The Brain Dump



# The Brain Dump







**50%**

**Mentaal afwezig**

FOCUS IS ONLY POSSIBLE IF YOU...  
**UNFOCUS**



**Mentaal afwezige tijd**





Wat doe jij om breinrust te krijgen ?



**Mentaal afwezig door MICROBREAKS**



**Beweging**



**DISTRACTIONS**

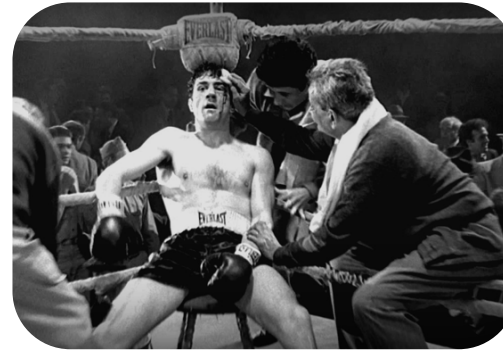


Wat doe jij om afleiding te vermijden ?

# Zet meldingen

# uit!









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 back, leaning their head against her. The woman has a thoughtful or slightly stressed expression. The background shows a home office with a guitar hanging on the wall and a desk with various items.

# Werk/privé interferentie

Altijd bereikbaar en beschikbaar

Ik kan niets goed doen

Opgejaagd gevoel

# Work/life interferentie managen



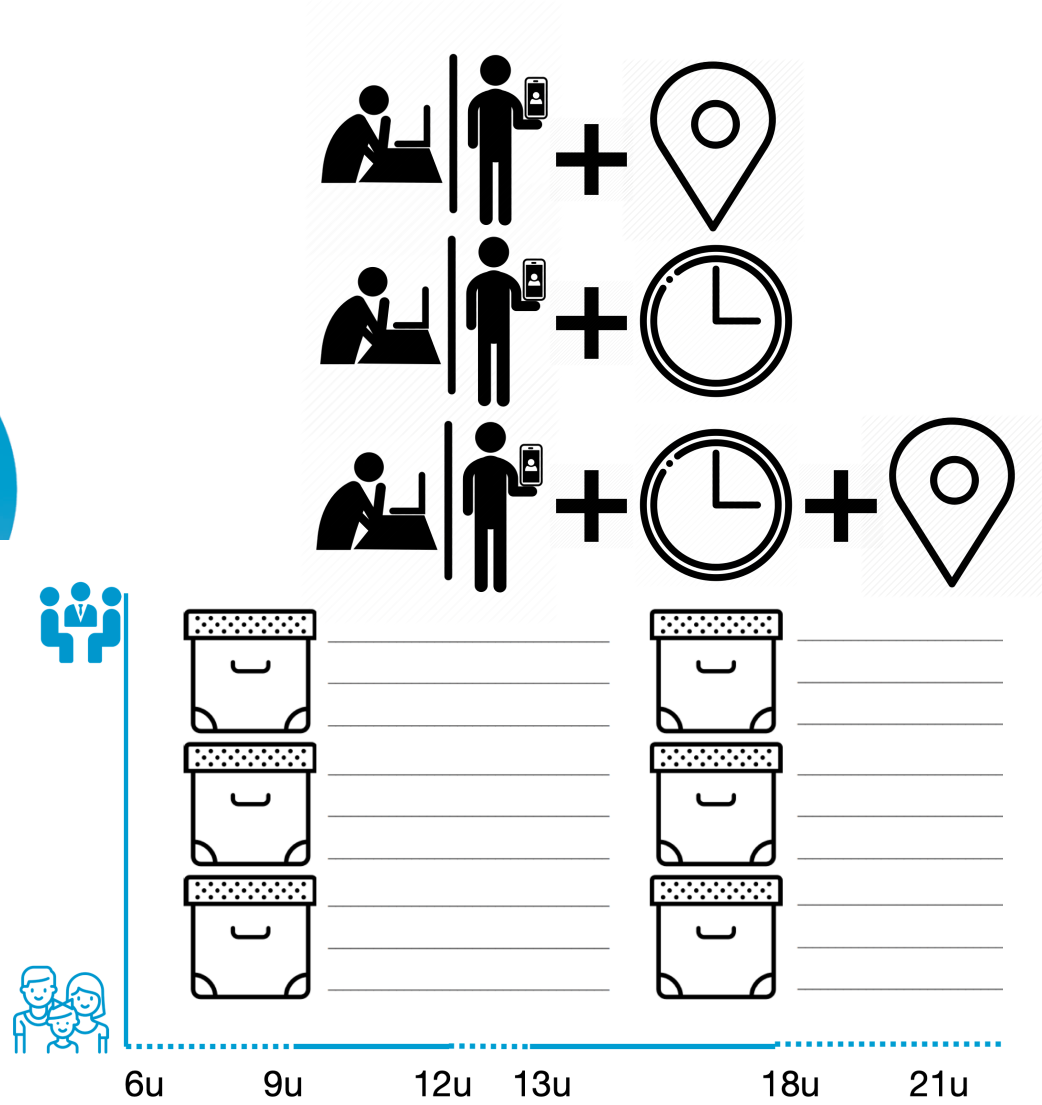
Work/life integratie

# Context opnieuw creëren





Device vrije zones







# Automatische piloot









**STOP - TAKE A BREATH - OBSERVE - PROCEED**

**1 seconde voorsprong**

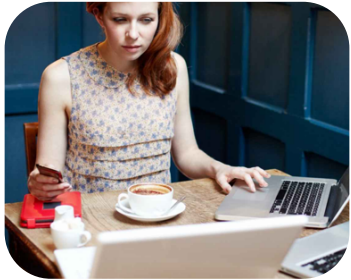
controle  
terugnemen  
over je  
reptielenbrein



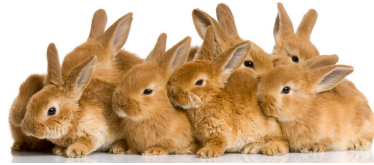


**Accepteer wat je niet kan veranderen en focus op hetgeen je onder controle hebt**

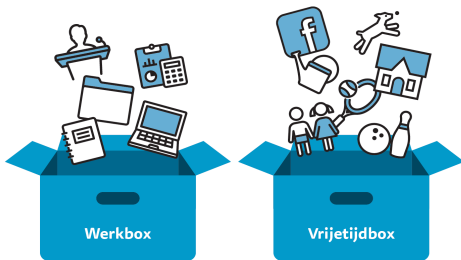
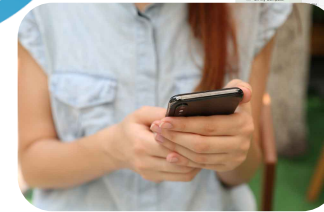
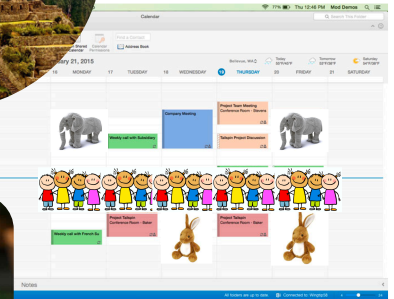
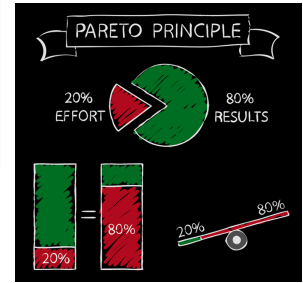




YOU CAN DO ANYTHING, BUT NOT EVERYTHING.  
-David Allen



THINGS TO DO:  
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐





Wat ga je doen voor meer focus ?