

THRIVE STAR CHALLENGE

Guide to Focus

Even before the pandemic, much of our workday was spent doing anything but focusing. This guide will help you set priorities, minimize distractions, and focus on what's important.



WHY IS FOCUS IMPORTANT?

1.

Multitasking drains our mental energy. Focusing on one thing at a time helps us truly be productive.

2.

Setting boundaries with technology helps us be present and connect with the people around us.

3.

Disconnecting from technology helps us improve our sleep because it gives us a break from the blue light emitted by our phones.

HERE ARE SOME WAYS TO IMPROVE YOUR FOCUS:



Make the Most of Your Mornings

What happens in those first few hours after we wake has a big impact on the rest of our day.

Before you get to work, take a few minutes for yourself: meditating, walking the dog, stretching, or savoring a cup of coffee. Create a routine that works for you!

When you wake up, don't start your day by looking at your phone.

In the morning, decide what's important for the day.



Step Away from Your Phone

Did you know it takes 25 minutes for us to get focused again after being interrupted? And when our phones are constantly pinging us with updates and notifications, these interruptions can really add up.

Take a daily tech time-out to improve your focus and reduce stress.

Clean up your phone's home screen.





Set Boundaries and Priorities

At any given moment, dozens of tasks might be crying out for our attention. But we can take control of our time by setting boundaries that help us focus on what matters – and say no to what really doesn't.

Allow yourself to do one thing at a time.

Find one low-priority activity – and stop doing it.

Mark an end to each workday, even if you haven't completed everything on your to-do list.

FOCUS TIPS FROM CHALLENGE WINNERS

"I use an app that puts my phone in Do Not Disturb mode from 8:30 p.m. to 4:45 a.m. An added benefit is that the screen will only show the time while this setting is enabled, so it's like an alarm clock!"

Kody O'Blenis

Walmart Supercenter #1034; Stettler, AB, Canada
\$2K Winner



"I bought blackout curtains to stop the light coming in through the window, which would wake us up. I bought a playmat with toys for the baby, which she loves playing with and then gets tired out. And I bought a device that plays soft music and soothing sounds like rain to help her get to sleep. Soon, she was sleeping well so my wife and I started to sleep better too. I now get seven hours a night."

Mintesnot Wordofa

Supercenter #5673; Sachse, TX
\$5K Winner

"I simply sit in pure silence and relax. Now, I'm doing this every chance I get – even if it's just for a minute at a time. I start my mornings by sitting and enjoying my cup of coffee. And at least twice a day, I'll take five minutes to reflect. One hour before bed, my phone goes away and I give myself 15 minutes to wind down before settling in for sleep. Taking 'me time' and getting one to two more hours of sleep each night is helping me have less brain fog and more energy and clarity."

Shannon Girard

Supercenter #3154; Sherwood Park, AB, Canada
\$2K Winner

