

Attention,
Better Attention,
and Best Attention
A Guide to Enjoyably
Increasing Effectiveness



EL Lotecka

**Attention, Better Attention, and Best Attention:
A Guide for Enjoyably Increasing Effectiveness**

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TABLE OF CONTENTS

1 | Introduction
Clarify

2 | Personalizing This Guide
3 | Defining Attention
4 | Influencing the System
5 | Imaging Maps
6 | Hindering Attention

7 | Fantasizing Perfection Circle
Mobilize

8 | Satisfying Contact Circle
9 | Being Present
10 | Focusing Success
11 | Directing Attention
12 | Tuning In
13 | Soothing Emotions
14 | Transforming Thoughts
15 | Recalling Past Successes
Engage

16 | Concentrating Attention
17 | Updating Action Patterns
18 | Dreaming the Real
19 | Setting Your Goals
20 | Making Time
Strengthen

21 | Controlling Tension
22 | Developing Imagery
23 | Affirming Yourself
24 | Creating Routines
25 | Stopping distractions
26 | Acting Fully
Support

27 | Acknowledging Investment
28 | Getting Attention
29 | Promoting Partners
30 | Committing Yourself
31 | Putting Your Plan Together
32 | Old Wisdom; New Applications
Additional Resources
References/Bibliography
Author
Contact Us
Appendix (AIM & Keys)
My “A” Guide

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1 | Introduction

To increase success of any kind, it helps a lot to *clarify, mobilize, engage, strengthen, and support* attention (the Guide's chapters are grouped this way). Although the word "attention" is familiar to everyone, sometimes the dynamics of attention get overlooked. Knowing how attention works enables anyone to better use this tremendous resource.

From ancient times, coaches have guided attention, leaders have used it, merchants have manipulated it, and politicians have abused it. Today, media, family, friends, teachers, bosses, etc., compete vigorously for our attention. The competition to control our attention is often intense. When it comes to conscious behavior, attention is our most precious resource. Yet, *attention* can be the most elusive of assets, commandeered by outside forces and inner habits.

This is a guide for eliminating barriers to success and increasing personal effectiveness by getting control of your own attention. Use it as an operating manual to enjoyably control and develop your powers. The simple techniques will assist your getting to where you want to be with every goal and project in a smoother, easier way.

Travel the road to your desired destination with clear vision, seeing where the hindrances are and how to avoid them. Create your personalized map as a handy reference for paying attention to what is most important to you. Have a happy journey!

Clarify

2 | Personalizing This Guide

There are operating guides for all kinds of valuable equipment -- the following pages are for creating your own attention guide. This brief guide minimizes filler content. As such, it contains highly concentrated stimulating concepts and challenging applications.

CAUTION: Take your time with each chapter to understand how the concepts and methods apply. Answer the questions to get the beneficial effects of exploring, clarifying, and planning. You will be able to make this your personal guide, **My "A" Guide**, by saving your responses in summary for later use -- or wherever you choose to easily organize your entries. (You may prefer to use a printed copy of My "A" Guide.)

[What operating manuals, training guides, or planners have you used?](#) (You may want to click or tap questions to go to My "A" Guide summary and enter your responses there. *The notes make a major difference.*)

[How can you pace yourself to take your time with these highly concentrated concepts and challenges?](#)

3 | Defining Attention

Simply defined, attention is focused awareness. It is like a lens concentrating light and spot-lighting the most interesting items. Attention literally means a condition of being extended and stretched toward something. Attention is very active, although we are seldom conscious of the effort [[1](#), [2](#), [3](#)].

Beliefs, desires, and habits, as well as outside factors, hold our attention in grooves. When we change our focus from one thing to another, we may feel the effort requires "willpower."

[Which situations and things regularly hold your attention?](#)

[Which situations/things require you to use "will-power" to extend your attention?](#)

4 | Influencing the System

Whether stimulation comes from *outside or inside* our brain, the human nervous system processes vivid images similarly [[4](#)]. *Sufficient attention to any consistent vivid image affects action*: the thoughts of hunger, fear, or hatred motivate us according to the charged images generated.

Privately and invisibly, thoughts influence feelings. Regular attention to certain thoughts and images affect our personality. To paraphrase an old saying, as we believe so shall we hear and see and be. More attention may be given to representations of reality than to direct sensory stimuli from things and people.

[What are two or three thoughts that charge you up?](#)

[How do these thought-images currently influence you?](#)

5 | Imaging Maps

Mental representations of the sensory world guide behavior like road maps telling us where to go and when to turn. We "home in", trying to get close to our chosen target. Selected internal imagery guides attention past competing thoughts and sensory distractions to our "real" destination [[5](#)].

Many images involve us personally. Our actions are often guided by these self-images. As with images in general, self-images give a design for our on-going decisions. Without clear guiding images, we are susceptible to every whim and influence of the moment.

What images (such as being "nice" or "tough") do you have of yourself?

What self-images are currently guiding you?

6 | Hindering Attention

When we are intent on a thought or image, we overlook many other things. Magicians and thieves use this phenomenon all the time. If we are emotionally involved in an activity, we might not feel a hand in our pocket.

In the parking lot, we may not recognize our friend's green car if our mind is fixed on a blue one. We can fool ourselves with expectations. An idea alone can lead to anger, fear, and over-anxiousness which interfere with flexible attention.

What situations tend to distract you?

What ideas preoccupy you to the point of interfering with your effectiveness?

7 | Fantasizing Perfection Circle

Ideals (absolute ideas) are bright reference points like stars in the sky. We don't get too close to stars or ideals. Either one would burn and destroy us as we got too close. Ideal values of kindness, honesty, and security have to be balanced with each other in everyday life. Healthy proportions of all our sometimes conflicting values provide that balance.

Mentally self-perpetuating circles or vicious cycles start with an absolute idea (ideal). A perfectionistic ideal puts excessive, probably impossible, demands on the holder. Extreme thinking generally leads to negative comparisons and disappointments. These unsatisfying experiences then lead to escapist fantasies and more extreme ideas.

What ideals do you have for yourself?

How have ideals led to perfectionism, conflicting demands, negativity and/or escapism?

Mobilize

8 | Satisfying Contact Circle

The way into a positive circle is to have [goals](#) and guiding images based on sensory contact and real information. Effective patterns and results come from interaction with the world. The actual knowledge enables reaching actual targeted goals. Then successful actions can lead to satisfaction and greater confidence. The results stimulate more action toward goals.

Increased relevant input from interaction provides clearer guidance for going ahead. With better knowledge, we may choose to extend ourselves. The circle turns this way: new interaction>>contact knowledge>>goal feedback>>improved results & satisfactions>> new ... (For example, see **A.I.M.** in [Appendix](#).)

Where could you have better contact using your senses (eyes, etc.) in important situations?

What performance patterns do you want to improve?

9 | Being Present

Being present with any experience allows full participation. Whole presence of attention is basic for the best learning, remembering and performing. Total engagement with sight, hearing, touch and other senses gives continuous contact for maximum effectiveness [\[6\]](#).

Five seconds of undivided attention can enable remembering faces, names, locations, etc., and helps in seeing, handling, and doing all kinds of things. Practice being attentive for five seconds, by looking at your thumbnail (the actual nail on your thumb).

How did the thumbnail exercise go with regard to focus and distraction?

Now give the same amount of attention (or more) to an object and/or movement. How did it go?

10 | Focusing Success

We know from experience how paying attention enables us to learn, change habits, and perform well. Attention works! We can prove it again to ourselves in any area we want. The more we get into something, the less are the distracting doubts and the better the experience/action.

Real physical contact allows our nervous system and brain to adequately track interactions. Vital feedback occurs during this continuous tracking and provides for needed adjustments in our coordination patterns. This attention applies, whether the new patterns are catching a ball, communicating, or dancing.

How do you succeed (or are effective) by concentrating your mind, your senses, and your entire self on something?

What is something you focus on easily and fully whenever you decide to do so?

11 | Directing Attention

When we give attention to a desired goal, (click or tap [goal](#) for help with choices), our intuitive and other powers come into play. Once we are ready and willing to take action,

attention to that decision activates our problem-solving capabilities. With focused attention, the necessary resources are more likely to be found.

Distracting habits often need to be restrained before attention can be adequately directed. Preparation as well as practice is vital for changing habits. Check your range of automatic patterns (habits) that might be switched over to new ones like turning off lights.

What habits such as media, Internet, and/or phone involvement are taking much of your attention now?

If you aren't ready to put more attention to work on a goal, what change will it take to get ready?

12 | Tuning In

An emotional check-up is valuable before traveling in any direction. We tune into our messages by putting attention inside ourselves and listening for feelings. Awareness may be dim at first, but attention lights up the area.

Tune into any sensations that might be due to tension or excitement. Check your breathing, heartbeat, muscles, posture, or whatever you may be aware of now. Listen for any messages about why you might be feeling a certain way.

At this very moment, what feelings are you aware of anywhere in your body?

What messages for action or inaction can you tune into?

13 | Soothing Emotions

If we are bouncing on a choppy ocean of emotion, rough waves interfere with steering our course. Emotion can give valuable information -- valuable as long as we ride the waves. But when we hold on too long, we can be turned around and may be turned over.

To ride smoothly, we must choose to calm our emotions for steady control. Emotions are not caused as much by other people as by how we think about other people and situations. Our interpretations about a situation can trigger us to feel mad, sad, glad, or afraid. Change the thinking to change the feeling.

How do you calm yourself now?

What are some advantages for you (and those you care about) in calming your emotions?

14 | Transforming Thoughts

When angry or fearful about an event, you can gain clarity by exaggerating your initial triggering thoughts. By fantasizing the worst, it is possible to gain distance from these extreme thoughts and the lesser ones. Realize these thoughts and connected feelings are personal interpretations; consider other views, especially less personal/more peaceful ones.

If you feel shame or guilt from not meeting an ideal, you can accept with humility your human limitations. With mature understanding, you can decide the best course from possible alternatives. You can get on with your particular course better, if you stop reading yesterday's emotions over again.

Are you suffering from guilt or shame? How might these feelings be resolved using other viewpoints?

Do you have habitual anger or fear? If so, what thought changes could change the reactions?

15 | Recalling Past Successes

Doubt and timidity are overcome by recalling past successes. It helps to first remember doubts in the past, and then remember the triumphs and good feelings that followed. Recalling previous successes rekindles the same feelings of success today. The successes could be performing well, learning anything, enjoying an experience, or improving an attitude.

Most of us can remember the success of riding a bicycle. At first, we might have been afraid. Then the exhilaration of riding took over -- we were on our way. All of us have overcome obstacles, loosened up, and had the courage to do something new.

What are two or three successes you value?

How did you overcome the challenges?

Engage

16 | Concentrating Attention

There are many distractions in daily life. The more undistracted attention we can mobilize, the better our learning, performing, and re-learning. Concentration grows from repetitively going over the entire scene, tasks and action patterns – perhaps with variations.

By preparing with mental rehearsal, you can put your attention fully on the action using as many specific details as possible. Clear imagery primes the nervous system for action. Pictures and mental imagery may be worth a thousand words in fields from athletics to chess.

What mental image(s) do you already have of something you want to do well?

How can you get more specific details for the overall scene, tasks and action patterns?

17 | Updating Action Patterns

Prime your visual imagery by imagining the easiest parts of any action pattern (combination). Fill in the other parts by pretending the likely actions at first. If you are strongly oriented to sounds, imagine sounds accompanying the actions. If you're more of a logical thinker, think of the ideas and the logical flow, and then gradually add your other senses.

Research the complete patterns and the actual setting. When you get the action patterns clear, play them in your mind every day. By over-learning, you are fortifying yourself against the stressful times. Continue until you have sharp, fully-detailed images to remind and guide you.

See someone else performing the patterns well and describe in detail the actions:

What, if any, gaps in the patterns need to be filled or fears need to be decreased?

18 | Dreaming the Real

Daydreams (not just sleeping dreams) tap into deep subconscious levels. This allows our desires to have free expression and ongoing motives to emerge. Also, fantasies can highlight resources needed such as allies, material goods, services.

As we fantasize, our subconscious creates guideposts for desired goals. The main point of this "trip" is to realize our deeper motives. Writing these motives into a script charged with emotion, danger, loudness, color, romance helps in remembering.

What goal can you imagine in a daydream?

What are your motives for that goal: friends, money, fame, fear, affection, security, family and/or other?

19 | Setting Your Goals

After the dreaming comes fitting pieces to the situation. If it seems overwhelming, apply selective analysis: divide the total into pieces that you can handle. Start with small steps, but start! Realistic steps are individually easy enough, even though by the end of a day you will have had a work-out.

Simple manageable objectives will promote confidence, permit follow-through, and provide satisfaction. Allow a margin for delay, missteps, and falls: a comfortable margin

for correction is especially crucial in a new venture. All the while, keep your mind on the goal and your body will follow.

What is a desired immediate goal and quick steps you can take soon toward your longer term goal?

What initial step is doable in a definite time such as the next 24 hours?

20 | Making Time

We may feel we "don't have time" for new choices. Time is precious, yet you have some wise options. Eliminating meaningless habits frees up time and gives back valuable hours. You may prefer to spend more time on the "3Rs" -- Results, Recreation, or Rest.

For much of life, quality time is better than quantity. Although the quantity of time for significant communication and relaxation varies, a few minutes of full attention may be enough. Generally more quality time is made by scheduling priorities.

When could you stop wasting time that is not one of the "3Rs" or a priority?

Where can you find five minutes to enhance your life?

Strengthen

21 | Controlling Tension

To counter excessive tension, give your body feedback by tightening your hands/feet and holding your breath for a few seconds. Then let the tightness go, breathing out. Do this releasing a few times, adding any muscles that feel tight. Your body and mind will get the message to relax.

Take one-minute vacations regularly. Picture yourself in a relaxing scene, maybe with blue water, green trees, and white clouds. Breathe out deeply: the in-breath will come naturally. Pause between each breath to enjoy the wonderful moment.

Where does your body get too tight?

What are your most relaxing scenes?

22 | Developing Imagery

New vivid imagery is most influential when personal (about you), present (happening now), and positive (what you want). As you imagine yourself performing and experiencing new patterns, breathe out fully to overcome any tension.

Look ahead in time: imagine talking to someone after you have succeeded with your goal. Imagine telling that person the ways you overcame difficulties to achieve your goal. After you describe the hardest part, imagine your satisfaction and possibly the congratulations. Enjoy the spotlight – you'll deserve it!

Starting relaxed, imagine a specific personal, present and positive scene with action pattern connected to a goal:

Imagine success with accomplishing a desired goal: What obstacles did you overcome and what are your rewards?

23 | Affirming Yourself

The dictionary says affirm means "to make firm". Make your mental structure firmer by repeating statements over and over again to yourself such as "I can." Associate this with your new images. Other messages to strengthen attention are "I'm calm," "I'm taking my time," "I only have to do this part now" and "We're okay."

Words focus attention, serving as cues for selective emphasis. For your cues, choose words that have positive meaning to you. These special words become part of your positive imagery and eventually lead to positive actions.

What personally strengthening words appeal to you?

Write a selected message to yourself that reinforces your composed confident focus:

24 | Creating Routines

Comfortable routines support memory and mastery of new patterns. Develop regular times and places to practice your action patterns. Make time fun in some way!

By creating routines you won't have to use attention to remember, and can use attention for other purposes. Later, add more color, drama, or variation. Even slightly transforming a routine can retain interest.

What is a good time and place to routinize your practice of new skills?

How can your routine be lively and enjoyable? (Maybe by adding favorite media?)

25 | Stopping distractions

Obsessive repetitive thoughts can be like a monkey on your back that hinders full attention. This distracting monkey can be very rude and must be stopped. Give distracting thoughts your attention -- only if you can take time away from your activity or if you really have an emergency to handle or if you spend the time solving the monkey problem.

Remember that what you are attending to (and your attention) is important. If your thoughts interfere, command them to stop: say to yourself directly and forcefully, "Stop." Then refocus your attention and get on with your activity, one focus at a time.

What distractions tend to interfere with your concentration?

Based on the best you can do, how will you prevent distractions inside and out?

26 | Acting Fully

There is a time and place for everything. Active performance is the time for full undivided attention -- not the time for extensive evaluation. The focused sensory contact supports unified fluid coordination like we observe in a porpoise, panther or poodle.

Once you have checked your equipment, supplies, appearance and whatever else you need, then do your thing fully! Become the activity you are performing, and let your automatic abilities take over. This allows natural speaking, learning, and doing.

When do you currently have the ability for undivided attention?

A brief plan to transfer that attention ability to a new action pattern:

Support

27 | Acknowledging Investment

Reviewing and rewarding efforts are very useful, including your own. Give yourself appreciation as well as appreciating others. Even as you recognize potential improvements, strongly acknowledge what you like about recent achievements, efforts, and existing qualities of any type.

So be sure to take credit for investing attention in the goal. Tell yourself what you enjoyed about the activity: praise yourself as a friend might for whatever you did right. This reinforcement helps you continue doing as well as you possibly can.

What praises, prizes, privileges, and other rewards do you like – and how can you apply these to yourself?

If you have difficulty rewarding and praising yourself, what would you do or say to a friend?

28 | Getting Attention

Giving attention to other people's preferences is vital in getting their attention. We get people's attention by stimulating their senses as well as their imagination. Your clothing, posture, hand gestures, touch, eye contact, voice tone, and smile can all appeal to someone's senses. After initial strangeness, talking to a mirror with smiling eye-contact and gestures is helpful rehearsal.

You can use the richness of your voice to hold attention especially by giving praise, asking a question, or telling a story. Paint pictures with your words. Involve the person – put him or her in the picture by saying "you ... you ...". Highlight the benefits for both of you. Let your enthusiasm out!

Who do you think you should pay more attention to and how will you do that?

What are ways for you to be more interesting and convince others to pay attention to you?

29 | Promoting Partners

Communicating with a potential partner about goals may help clarify ideas, facts, and plans. Partners may join in the action and/or review afterwards. You might ask a partner to remind you of a certain priority or action.

There are people who want you to be happy. There are people who will enjoy talking with you and helping. Open your eyes to see the genuine possibilities of friendly support. You may be pleasantly surprised as you talk with people in a different way.

Who are people you like to talk with about your interests and projects?

Where could you find a partner to provide more support?

30 | Committing Yourself

Valuable activities require devoted commitment: time must be scheduled and observed with integrity. Commitment is the daily victory of initiative over inertia and determination over distraction. Committed attention will take care of various complexities.

Patient persistence is a law of success. With regular attention, desirable patterns will become ingrained in your personality: schedule time and develop routines! (Please read **A.I.M.** and **Effectiveness Keys** in **Appendix** for more universal success factors.)

How can/will you schedule the time for a commitment and honor the time agreement?

How can/will you create routines for paying attention to new or improved patterns?

31 | Putting Your Plan Together

Turning a selected goal into a manageable project means organizing the parts:

1. Review and expand **My “A” Guide** notes.
2. Create a visual route “map”, step chart, or outline diagram.
3. Use the power of checklists [7].

As you complete your plan, allow leeway for changes. Attention improvement can occur within a day, but making best attention a routine habit will take longer. And achieving your goal may require weeks, months, even years. You will need props to help support attention to your goal(s).

List your project’s W’s (why, who, what, where, when), major steps (then detail steps), main patterns/guiding images “map”, potential support people and other resources:

What will you use daily to remind yourself to put your attention where you want? (Warm-ups? Notebook? Journal? Calendars? Timers? Pictures? Sounds? Deep breaths? Bodily gestures/postures? Other links for your memory chain?)

32 | Old Wisdom; New Applications

We are what we attend to, and become more so over time. You are your attention. Intentions given attention become reality. Great happiness comes from giving the *best attention to worthiest intentions*:

- 1) One thing at a time (day, minute, etc.): focus on the task at hand.
- 2) A place for everything & everything in its place; put important items in same spot every time.
- 3) Easy does it: flow along like water, breathe freely.
- 4) Longest journeys start with first steps; find doable steps.
- 5) Lists of essentials are essential: check off list to recall all -- and update to adapt.
- 6) Catch it (anxiety, anger) low: keep stress under control
- 7) Check twice, cut once: to be sure look 2-3 times to prevent errors.
- 8) First things first: get to your necessary, significant, and/or valuable priorities.
- 9) Love yourself and other people: be a friend and your own friend first of all.
- 10) Accept what is: know and deal with facts.
- 11) Reward your own good behavior: strengthen what you value.

- 12) Keep it simple sapiens: make tasks as fail safe as possible.
- 13) Five second rule of recall: focus long enough to note and remember.
- 14) Practice makes perfect (at least better): practice, practice, and practice.

Which wisdoms do you want to apply more? (Go ahead with it.)

Do you dislike any of these saying? What might be the conflicts?

Other responses:

Additional Resources

[People Skills & Self-Management](http://elguide.cc/) {http://elguide.cc/} This is an online system for building relationships, reducing stress, focusing attention, processing feelings, setting goals and making decisions -- helpful for making new contacts, getting good jobs, dealing with problems and keeping friendships. Self-management modules provide practice; interview questions apply the methods to your goals. You can copy parts into your action plans.

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Contact Us

In using this guide, we hope you have invested your energies well and have already realized satisfying returns. Your feedback will be valued. We would like to know your experience with this guide. You can tell us what you liked, what you would change, and additional ideas. The email for EL Lotecka and the public service publisher: [APAL](#)

Appendix

A.I.M. (Attention, Interaction & Motivation)

If there is a clear target, then reaching it depends on the aiming. A tangible example is archery, where an arrow is aimed to go from the bow to the target. With writing and speaking, the parallel goal is to get the words to their targeted person(s) with understanding and impact.

Attention: There is a saying that “20% of efforts yield 80% of effects” Whatever the amount, the concept is about focusing on what counts most. A few factors may make the major difference for results. With an arrow the archer is sighting and aligning a few points of body, bow and target. The archer senses the whole path to the destination, and then aims with the intention of getting there.

The destination may be a desired thing, place, [relationship](#) or any outcome. In writing or speaking, generally words are conveyed for other people’s understanding. The readers and listeners are the targets for receiving the messages.

Warning: This is the time for really focusing -- not for self-conscious analysis. Reviews and de-briefings come later. Attention is needed for the present activity! As the actions become more subconscious, then the entire pattern can have an automatic fluent quality.

Interaction: Aiming requires interacting with and adjusting to the situation. Part of the focusing includes taking into account the given conditions. With archery, the distance, wind and equipment have to be considered. Many practice tries may be necessary as ways to sample and test the facts on the ground.

Lots of interaction enables fuller engagement. The feedback generated allows consideration and selection of relevant actions, emphasis, or fine-tuning. For writing, the considerations are the precise words to get closest to the intended message. When the words are not on target, focusing on each reaction provides the real opportunity to change the content.

Motivation: Human motives set things into motion. It matters whether we really want to hit the bulls-eye, or at least reach that target. Is another place a more desirable and manageable target? If the answer is yes, we better make that the new target.

Motivation brings us back to do more. A wider perspective, and a vision beyond the immediate, can keep us going. In the process, we may have to stop distractions. Motivation (the desire for moving onward) fuels the effort.

Obstacles can increase eventual success when used to strengthen the approach – with due diligence. This generally means a realistic confidence and focusing without too much tension. Even a bow string is only tense for a little while.

Just as fingers on our hand are joined, Attention, Interaction and Motivation (AIM) work together. Aim well at your targets. Your journey, project, or relationship can be measured by finding out whether you are on target or going in that direction. Allow time for reviews and de-briefings!

Effectiveness Keys

The effective keys for success are: Plan, Prepare, Practice, and Persist! Think of your personal successes and you will probably find these factors. With things you do well,

these factors may be automatic and unconscious. By being more aware of these factors, you may be able to better transfer them to new activities.

Enjoying Effectiveness If you already have a goal (click or tap [goal](#) if you don't), there are four "P" words which are useful reminders for enjoyably increasing your effectiveness:

1. **Plan:** State your goal's general "why, what, when and how" (best recalled when written). This is the time for getting or creating the map, so to speak, for where you are going. The map is your guide for planning the route to the destination(s) that may be a desired thing, place, relationship or any other outcome.

Getting there must involve actions that are manageable. As with the map example, the daily travel and effort are small enough all along the way to allow completion. Allow some leeway for the unexpected.

2. **Prepare:** Determine everything needed to get to the goal. This is the time to imagine and anticipate the specifics of how to get to the end point. As you identify the necessary resources, you may find that more are required.

Talking to others may give you clues about unknown or forgotten items. Align your methods to your target. The amount of prep time may have to increase. And that work can raise confidence levels.

3. **Practice:** Hold off the real action until you have enough knowledge, skill, supplies or whatever for success. Make sure to practice (as real as possible) the whole sequence to some degree. You may find that extra practice is needed to get to the goal in the best way.

Depending on the goal, the patterns may have to be practiced again and again. Professional speakers may practice a speech dozens of times; in sports, music, art, and any profession, the daily practice may be more than a few hours. The criteria are that the patterns are clearly suitable to use for the designated purpose.

4. **Persist:** Accomplishment of a challenging goal can require much persistence. The peak energy or maximum action may be for intervals of relatively short duration. Yet the overall set of activities may last a long time.

There may have to be considerable rest along the way. But your personal steadiness may make the difference between merely trying versus actually reaching the goal. Consistent rituals can help groove the routines even while adjustments are made. Check your self-talk: Is it helping your effectiveness? (See [Self-Reflection](#).) Mind matters! The final key factor is always perseverance: Plan, Prepare, Practice and Persist.

My “A” Guide

All the varied tasks are attention practice! (Click blue heading >> back to chapter)

Clarify

Personalizing This Guide

Operating manuals, training guides, or planners used:

How to take time with concepts and challenges:

Defining Attention

Situations and things that hold attention:

Situations/things that require will-power:

Influencing the System

Two or three charged-up thoughts:

How thoughts/images influence:

Imaging Maps

Images (e.g. nice or tough) of self:

Self-images currently guiding:

Hindering Attention

Situations that distract:

Ideas that preoccupy and interfere with effectiveness:

Fantasizing Perfection Circle

Ideals for yourself:

How ideals led to perfectionism, conflicts, negativity, and/or escapism:

Mobilize

Satisfying Contact Circle

Important situations for better sensory contact:

Performance patterns to improve:

Being Present

Thumbnail exercise >> focus/distraction:

Attention to an object/movement >> focus/distraction:

Focusing Success

How succeed/more effective by concentrating:

Something focused easily and fully:

Directing Attention

Media, Internet, and/or phone taking much of attention:

What it will take to get more attention on goal:

Tuning In

Body feelings at this moment:

Action/inaction messages:

Soothing Emotions

How to calm:

Advantages of calming emotions:

Transforming Thoughts

Guilt/shame and other viewpoints:

Habitual anger/fear and thoughts to change reactions:

Recalling Past Successes

Valued successes:

How overcame the challenges:

Engage

Concentrating Attention

Mental image(s) of something to do well:

How to get details of scene, tasks and action patterns:

Updating Action Patterns

Details of someone performing patterns well:

Any pattern gaps to be filled or fears to be decreased:

Dreaming the Real

Daydreamed goal:

Motives – friends/money/fame/fear/affection/security/ family/other:

Setting Your Goals

Immediate goal and quick steps toward goal:

One step doable in definite time (next 24 hours?):

Making Time

When to stop wasting time:

Where to get minutes to enhance life:

Strengthen

Controlling Tension

Too-tight body spots:

Most relaxing scenes:

Developing Imagery

Relaxed personal, present & positive scene/acts:

Imagined success -- obstacles overcome >> rewards:

Affirming Yourself

Appealing strengthening words:

Self-message reinforcing composed confident focus:

Creating Routines

Time & place to practice new skills:

Lively & enjoyable routine:

Stopping distractions

Distractions interfering with concentration:

How to prevent distractions inside and out:

Acting Fully

Current undivided attention ability:

Plan to transfer ability to new action patterns:

Support

Acknowledging Investment

Ways to apply self-praises, privileges, prizes/rewards:

Do/say to reward/praise friend (or yourself):

Getting Attention

To whom and how to pay more attention:

Ways to interest others in paying attention to you:

Promoting Partners

People to talk about your interests and projects:

Where to find a partner for more support:

Committing Yourself

How to schedule time for committed agreement:

How to create regular routines for new patterns:

Putting Your Plan Together

Project's why, who, what, where, when:

- a) Major steps & detail steps:
- b) Main patterns/guiding images "map":
- c) Potential support people and other resources:

Daily attention reminders:

- a) Warm-ups?
- b) Notebook?
- c) Journal?
- d) Calendars?
- e) Timers?
- f) Pictures?
- g) Sounds?
- h) Deep breaths?
- i) Body gestures/postures?
- j) Other links for your memory chain?

Old Wisdom; New Applications

Wisdoms to apply more:

Any disliked sayings/conflicts:

Other responses:

"I've been a student of implementation for years, and only attention makes sense as a general proposition" Tom Peters, *Passion for Excellence*