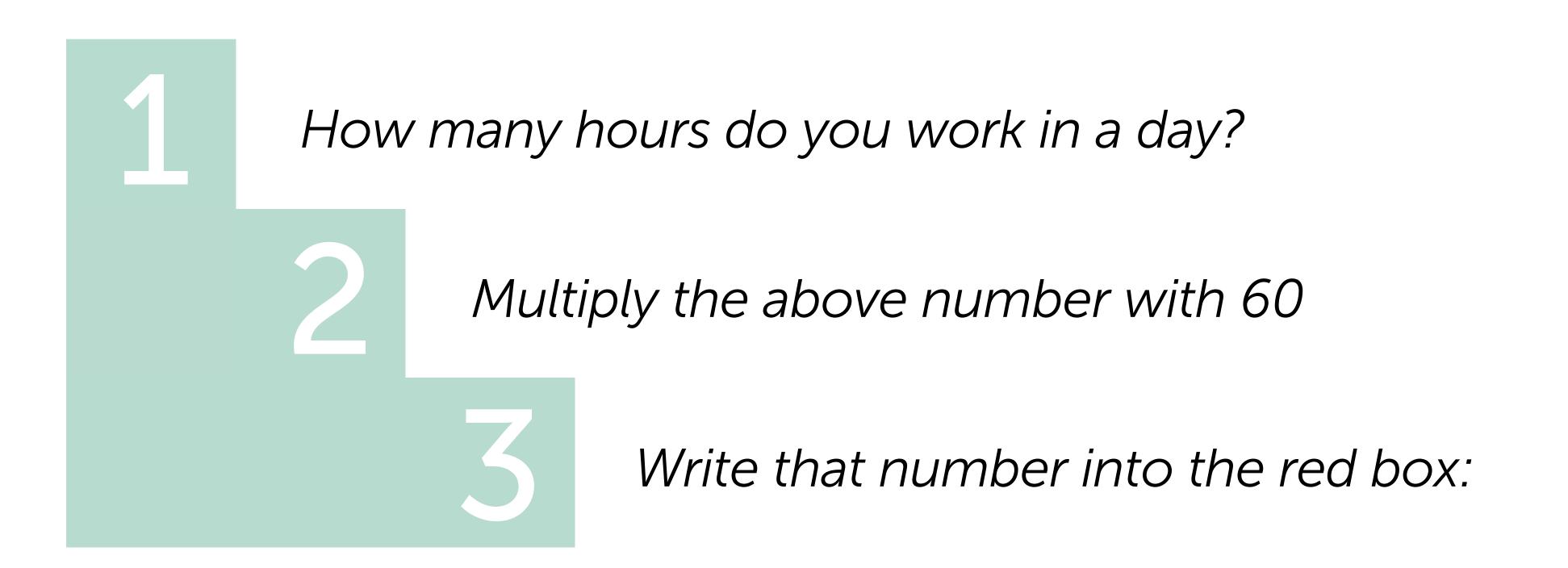
the attention tool

Get away from your desk and head down to your nearest cafe or park. Once there, follow the steps below - be as accurate as possible to see which small changes could help towards a more productive day and some essential me time.





We have now converted your available attention per workday into a monetised amount.
Let's see how you spend your daily allowance!
Fill in the form below and please add/remove elements as applicable (time spent in minutes).

emails	
meetings	
breaks & toilet	
updating industry knowlege	
helping others	
getting things done	
connecting & relationships	
thinking time	
distractions	

Write the total in the box below and check if it matches the amount in the red box above:

now go to page 2

the attention tool

With the insight you gained on page one, answer the following two questions: How would you like to change your spending habits? Write down three points: To achieve these three points above, how do you need to reshuffle and change the money spent on items on the list from page 1?

^{*}check your budget on page 1