

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.

- 1 How many hours do you work in a day?
- 2 Multiply the above number with 60
- 3 Write that number into the red box:

<input type="text"/>
<input type="text"/>
<input type="text"/> €

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	<input type="text"/>
meetings	<input type="text"/>
breaks & toilet	<input type="text"/>
updating industry knowlege	<input type="text"/>
helping others	<input type="text"/>
getting things done	<input type="text"/>
connecting & relationships	<input type="text"/>
thinking time	<input type="text"/>
distractions	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

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

now go to page 2

With the insight you gained on page one, answer the following two questions:

1

How would you like to change your spending habits? Write down three points:

- a
- b
- c

2

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?



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* check your budget on page 1