

## Maintaining Focus in the Midst of Chaos

Recently I have noticed how busy everyone seems to be. Life is moving at a fast pace for many people and shows no immediate signs of slowing down. If this sounds like what's happening in your life right now, take a look at the three questions below to help you maintain your focus.

### 1. Are You Focusing on the “Right Work?”

In the midst of the flurry, are you focusing on where you can have the biggest impact on the business and your career? Are you making the highest and best use of your talent and skills, and leveraging others effectively? If you answered no to these questions, what one step will you take to refocus your efforts?

### 2. Do You Create Space to Be Strategic?

High performers know that they can't simply react to what's going on around them and still get the results they want. Being strategic and intentional about what they say and do is key. When things get hectic, do you consistently carve out time on your calendar to reflect, so you can do just that? Even setting aside 15 minutes a week can help you be much more proactive.

### 3. Are You Getting Enough Rest?

Maintaining your energy during demanding times can be the difference between thriving and surviving. When people work long hours, they may not get the rest they need – and sleep is a foundational source of physical energy. It can affect a person's attitude, outlook, perspective, and ability to make good decisions. If you aren't getting 7-8 hours of sleep or taking short breaks throughout the day, what one step can you take to address this? Again, simply adding 15 minutes of rest can have a big impact.

If you are working in a high pressure, fast-paced environment, it makes it harder to maintain your focus on what matters most. So, this week I want to challenge you to identify one small step you will take in of the three areas above. Remember, small steps can lead to big results.

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