

being present

being fully attentive to the moment you are currently in



Being present and functioning mindfully at work essentially means you're focused and engaged in *the moment you're currently in*. Being present is important because you can more easily manage your workload, better cope with work-related stress and be more productive.

BENEFITS OF BEING PRESENT AT WORK:

1 Better business interactions - By being present you're able to listen better, you pick up on, and sense things, better. When you're *present* you can focus completely on the interaction and contribute real value.

2 Better problem solving ability - When you're present you're focused on the problem and only the problem and you can sidestep the distractions that prevents you from finding a solution.

3 Increased productivity - When you're present you can focus and you can recognize and eliminate the things that don't move your project or your work forward.

THERE ARE SEVERAL WAYS YOU CAN BE MORE FOCUSED AND PRESENT AT WORK:

Focus on the present moment Practice being *fully* present and engaged in what you are doing in the moment, whether it's participating in a meeting or call, or completing a task. Avoid distractions and multitasking, and give your *full* attention to the task at hand.

Establish Boundaries Open office spaces may cause you to be distracted or less productive. It's important to communicate with your colleagues to establish boundaries about your work, meetings or workspaces. Book a conference room or close your office door for calls and video meetings to lessen interruptions. Having clear rules and expectations will help everyone be more productive.

Do One Thing at a Time It's common knowledge in the corporate world that "*multi-taking*" is a fallacy. Focus on one task at a time. If you're thinking about too many things at once, you won't be able to focus fully on whatever you have in front of you. Refrain from multitasking and you'll be able to pay better attention when getting things done.

Avoid Distractions Studies show that it takes around 25 minutes for a person to get back into a task from which they've been distracted. In this busy world that we live in, that's just far too much wasted time. Limit distractions by setting healthy boundaries with yourself and your colleagues.

Prioritize Your Time Schedule your day so you are doing the *hardest* tasks at the beginning of the day, or the time of day when you are most productive and awake. Then, at the end of the day, when you are tired, do the tasks that are more menial and take less mental energy.