



COACH SUPER MIKE TM

Taking Real Estate Agents to Pinnacle Levels TM

Training Topic: Focus Training TM

As agents and loan officers, we know that our time is constantly being invaded and inundated by interruptions throughout the day. This is caused by technology as well as the people that we interact with on a daily basis. Please follow these steps below to reclaim your focus, family, time, sanity and life!

1. Immediately implement **“SUPER SESSIONS”** into your life.
 - a. Block out time on your calendar and do at least 1 **“Super Session”** each day. These are time blocks of 1- 1 ½ hours (max) whereby you will work on **ONLY ONE task**. Examples include prospecting calls, projects, marketing, recruiting, etc. During this time, do not take any calls, texts, emails, etc.
 - b. Set these as reoccurring events in your calendar Monday through Friday into perpetuity.
 - c. ONLY focus on the task at hand.
 - d. Do NOT use your phone timer as you will then be constantly looking at your phone.
 - e. After your session, consider taking a break, closing your eyes, going for a walk or having a meal or snack.
 - f. Then, if possible, do more than 1 Super Session per day. Your productivity will skyrocket!
2. Ensure that during this time you eliminate the dreaded “D” word.....DISTRACTIONS!!
3. Order 2 of these **timers** (1 for home and 1 for the office) from Amazon and start using it for your Super Sessions. https://www.amazon.com/Habor-Digital-Kitchen-Timer-Function/dp/B01D8EMXIQ/ref=sr_1_4?ie=UTF8&qid=1549050127&sr=8-4&keywords=hour+minute+second+count+up+countdown+digital+kitchen+timer

4. Keep the timer in your sight so you can see your progress. Note that you should be very surprised by the amount of time that is still on the countdown timer since you'll be spending this time productively!
5. **Single task only**. STOP attempting to multi-task. We know this does not work well and leads to great inefficiency. Do ONE task at a time and do it well, seeing it to completion!
6. When working on tasks, put your **phone in mute** (not vibrate) and upside down on your desk or out of sight. FINISH the task at hand and check texts, voicemails, social media and/or emails later. If need be, allow your phone to ring ONLY for loved ones or for important calls.
7. Do not disturb- Please hang up the **DO NOT DISTURB sign** on your office door, cubicle entrance or desk.
8. Send out the following **DO NOT DISTURB email** to your agents, staff and/or office. Remind people not to put any notes or items in your work area while you are focusing. Even this small distractions can eliminate your focus completely.

Hello Everyone,

In an effort to be the most efficient and productive possible, I have a renewed goal to focus on one task at a time. This means that throughout the course of the day, you may see a "Please Do Not Disturb" sign hanging on my name the location (on my door, desk, cubicle).

As such, kindly ensure that I am not interrupted unless it is an absolute emergency. Everything else can wait or you can call or email assistant or admin name should you require something sooner. Please also do not put any notes or items on my work station while I focused. This will cause me to be distracted.

Thanks, in advance, for your cooperation and help in order to allow me to be as efficient as humanly possible!

Sincerely,

Your name

Your company

Your cell and website