

Rock Star Focus



- ❖ **GET YOURSELF FOCUSED**
- ❖ **STAY FOCUSED WHEN YOU NEED TO**
- ❖ **RE-FOCUS IF YOU ARE INTERRUPTED**

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Rock Star Focus



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CHAPTER ONE

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Rock Star Focus



The Rock Star Focus List

With this practice you will:

- ❖ **Get Focused**
- ❖ **Create an Action List**
- ❖ **Destroy Overwhelm**
- ❖ **Untie the Knots**
- ❖ **Celebrate All You Do**

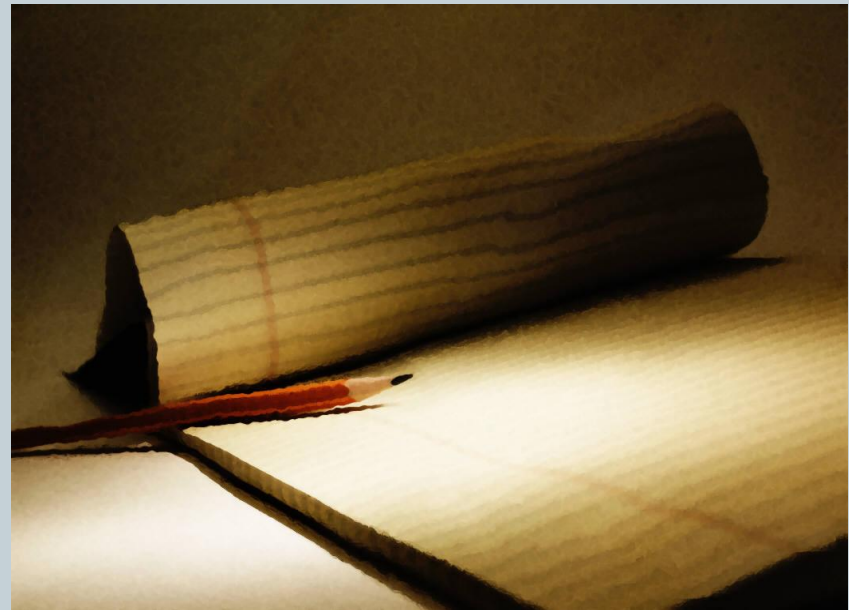
The Rock Star Focus List



This strategy started 20 years ago, when I made a commitment to spend one hour every day in meditation with prayer and scriptures. Having un-diagnosed ADHD, I had a very hard time controlling the random thoughts that would bombard my mind as soon as I sat down. So I sat down with a legal pad next to me and for the first five or ten minutes, I would just write down the distracting thoughts coming into my head that kept interrupting me



The first item on the list might be, **DISHWASHER**; this meant I needed to start, unload, wipe-out or fix the dishwasher. I knew what it meant. I just wrote down something that would remind me later and got it out of my head so I could concentrate on the task at hand.



Remember, I created this list to help me focus, which helped me read and meditate for one hour each day. Later, I found, that when I went back I could add an action item for each thing on the list. Interestingly this kept me focused all day doing meaningful and effective tasks. I felt good about the hour of uninterrupted time I had devoted to myself first and the goal I was meeting. Additionally, I found myself energized about a list of actions I could take with the things on my mind.

Thus, the “Focus List” was born and I began to use this list in several ways. This has been a hit with my clients and students when they find that they are in overwhelm. Making this list unties the knots of items that seem like they are all one huge tangle which cause us to feel overloaded.



Step #1 To create a “Focus List,” is to sit down with a pad of paper. Put a line down the middle of the page and in the left column write a word or two about each item that is bugging you. It could be “call Frank,” “fear of earthquakes,” “the other political party,” “traffic”; etc. It is not uncommon to have 50 things on the list.



Step #2 Notice how many items are on your mind and give yourself a break for feeling overwhelmed. Of course, nobody can handle that many items in their brain at once. Breathe deep and let it go from your mind, it is now on the paper, freeing up mind space for actions. If you feel angst, add to the list.

Step #3 Begin in the right column; write an action word next to each item (something you can do or the first step in doing something). Some things you have to do yourself, some tasks you may decide to delegate. Some items on your list may require just that you take a deep breath and let it go, forgive someone, say a prayer, etc.

Step #4 Begin doing the smaller action items, things that take 2 min. or less. You will be pleasantly surprised that once you begin to get the smaller things done, the feeling of overwhelm generally begins to disappear. It is not often the large things in our lives that overwhelm us, it is the large items coupled with the smaller ones that become too much to handle efficiently.

Step #5 Celebrate each item you get done. Get yourself an *Easy Button*, that says, “That was Easy!” because success builds on success and makes us feel so good!



Sometimes we do have larger life circumstances that cause unbelievable pain and overwhelm. It happens to each of us. Making a list isn't going to change these circumstances, however, if you use this list, you will have some action items to focus on. This will allow you some mental space to deal with the emotional issues and tough decisions. It also helps you to delegate smaller tasks to those loved ones who truly desire to help you through these challenging life circumstances.

Trust me, as your coach, I know this is a very valuable exercise. I would not waste your time unless I really believe this will assist you in breaking down the feelings of being overloaded. I highly recommend that you make a bugger list of your own right now. Don't put it off. It will do so much to destroy overwhelm and help you take action on items that clog your mental energy and lead to procrastination. Do it now! You'll be so glad you did!



Let me know how well this worked for you! I want to hear from you. If you tweaked this strategy to work for you, let me know that too! You can visit my blog at CoachforADHD.com



Rock Star Focus



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CHAPTER TWO

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Rock Star Focus



Your Portable Circle of Focus

With this tool you will:

- ❖ **Feel Confident and Capable**
- ❖ **Carry Focus with You Everywhere**
- ❖ **Access Every Attribute You Need to be an Everyday Rock Star**

Circle of Focus: Focus When and Where You Want It



Tap into your top focus level any time you need to be your best!

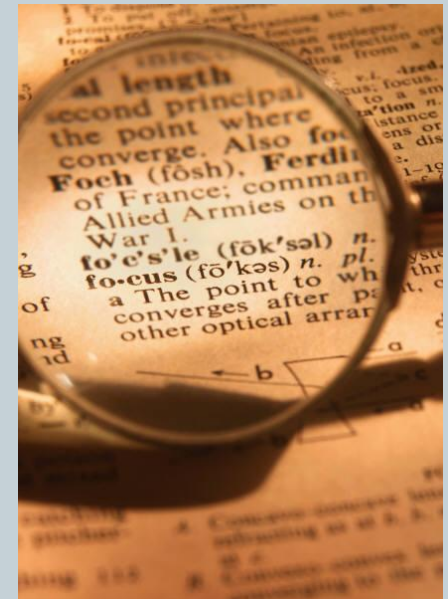
This technique is going to create a tool for you to carry with you wherever you go to help you focus when it is absolutely necessary. Does that sound like something you can use to have focus for that job interview, or to finish that project at work or to focus on the ball game your young child is playing?

I bet so!

Today you will create a 'Circle of Focus.' I trust that before you do this, you will have already made a Focus List and been inspired to clean some of the little tasks off your list. If you love to cross things off, like I do, you have made some progress and feel good about it.

In that case, congratulations! You are ready for today's exercise and on your way to having great focus!

If not, stop reading and go back to that exercise. As your coach, I assure you that to read this and not take action is not going to give you the focus you desire. Problems cannot be solved at the same level of focus, it took to create them!



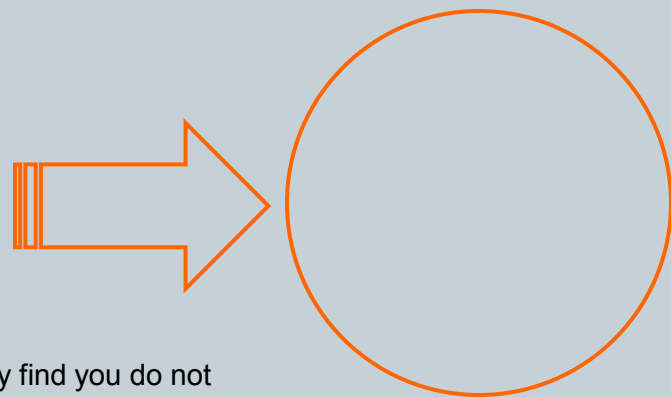
Schedule at least 30 minutes of uninterrupted time to complete your circle of focus. If you don't have time now, schedule a time in your smart phone right now to make your circle. If you are taking any kind of stimulant medication, schedule this just after you normally take your medication. Then be sure to do it at your scheduled time! Trust me, you will benefit greatly from this, if you make sure you put the time into making it great!



Step #1: Find a comfortable room to do this exercise. (Note: If you take medication even occasionally, use it as you create this circle.) While standing, imagine a circle about two to three feet in diameter. It should be large enough for you to stand in, in front of you on the floor.

Step #2: Take a step inside the circle to check that it is just the right size for you, make sure you feel comfortable in the circle. Breathe deeply in and out a few times to insure you feel really good while you are in this circle. (Hopefully you have used the bugger list to get other items off your mind) It is extremely important to feel really good in the circle, thus if you take medication, make sure it has kicked in.* When you feel really good, step back out of the circle.

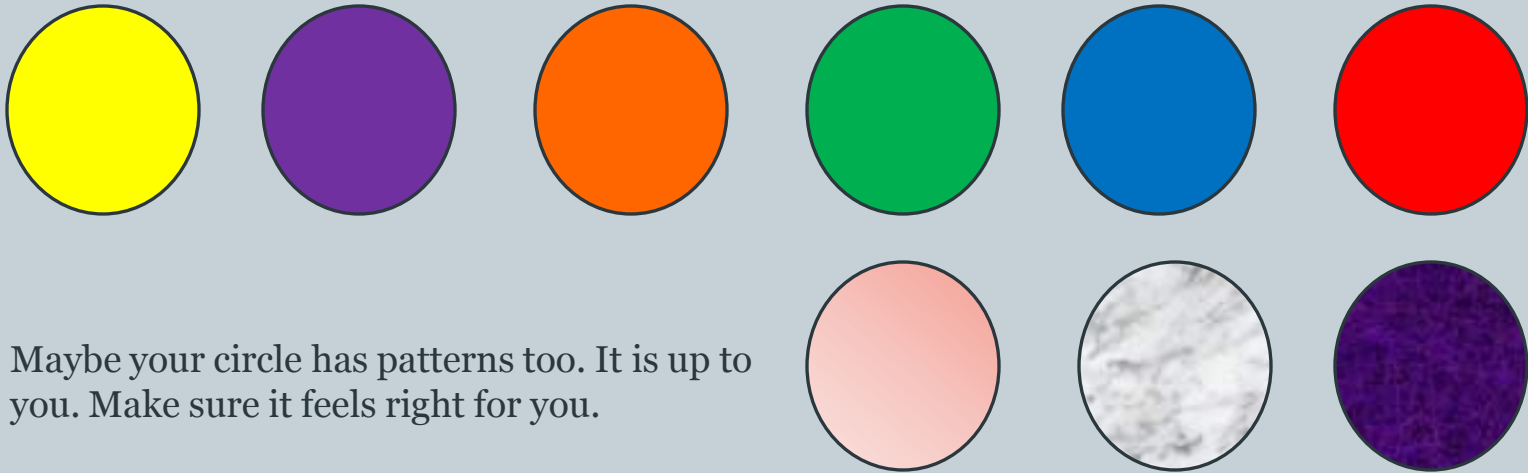
STEP IN & CHECK



*This circle is an anchor and if you build it while using medication, you may find you do not need medication while standing in the circle, your brain may develop a similar level of focus.

Step #3:

Look down at your circle and imagine the circle surface a nice color that you enjoy. Keep gazing at it and imagining until you can clearly see a very nice color in it.



Maybe your circle has patterns too. It is up to you. Make sure it feels right for you.

Then, when the color is right, step into your circle again. What do you hear? Is there some music playing? Is there the sound of wind? Or maybe waves? Notice what you hear if anything.

Make sure your circle is pleasurable and comfortable and if you hear something it is most helpful if it is something that helps you focus. When you are sure you are comfortable and enjoying your circle, step out of it again.

Step #4:

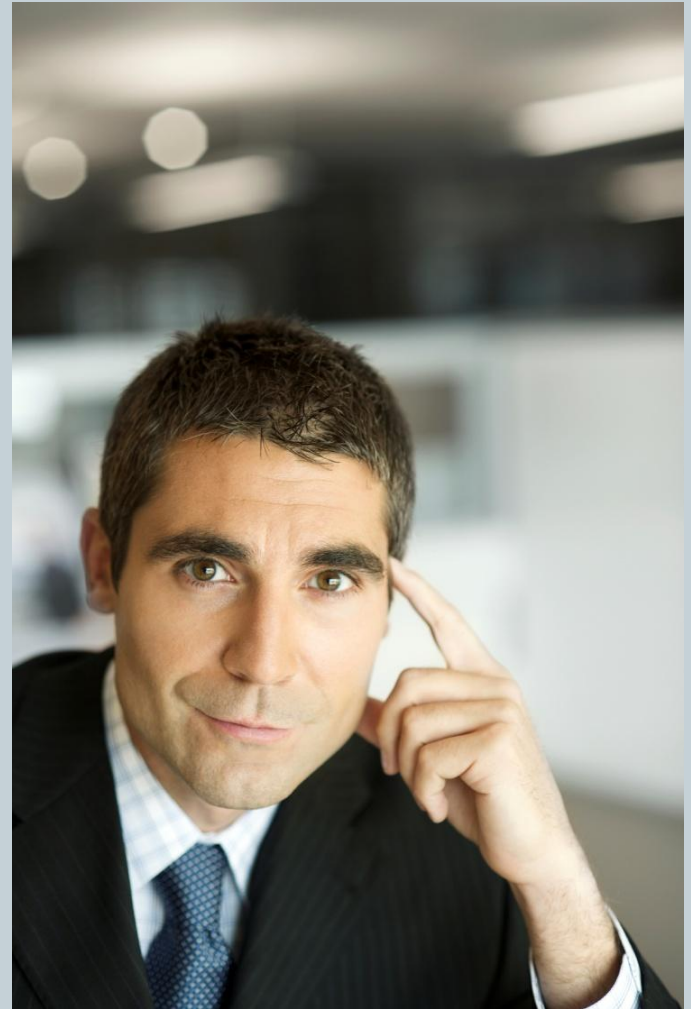
You want to put attributes in the circle so that you can access them at any time. You might start with laser focus for example.

What attributes do you need to focus when you are at your very best? Analytical Thinking? Resourcefulness? Creativity? Playfulness? Follow Through?

If you take medication, put the medication in the circle, imagine exactly the way you feel when your medication is working at its best and put those attributes in the circle.

If you have increased hearing, put that in the circle. If you need an attribute, such as patience, for a job you do, put that in the circle.

One by one, put what you want in the circle and step in. Feel the attribute to make sure it is in the circle, and then step out.



Step #5:

After you have put all you need in the circle and are outside of it again, step back into the circle and listen to what you hear, feel each of the things that you need to do your best. Run through the list of attributes that you put in the circle and feel each one. Repeat this a few times, step in, feel what is in your circle and then step out of the circle.

If at this time your circle is missing something you need, put it in the circle. And remember, you can add attributes as your life changes at any time. Have fun with this, it is your choice what to put in the circle.



Step #6:

When you feel confident that you can feel and tap into what you need in the circle, stand outside the circle. Bend down and physically pick up the (imaginary) circle off the floor, fold it up and put it in your pocket.

Now you have it with you any time you need the attributes of being focused and at your best. You can pull it out of your pocket and throw it out on the floor at interviews, meetings, at work or anytime you need to be at your best.

Step #7:

Practice with your circle a few times right away. If you find you need anything else in the circle then go back to the beginning and put whatever attribute you need into the circle.



The Circle of Focus is a powerful tool. If you are ready for change you will take the time to make this this tool and then you will create everything you want!

I trust, as your coach, that you *do* want massive change and will jump in and make this tool for yourself. I guarantee you will experience a greater level of focus and success by taking the time to use it, and practice, practice, practice. You will see how powerful it can be in assisting you when you most need it.



Rock Star Focus



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CHAPTER THREE

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Rock Star Focus



Anchors Away..... To Better Focus

With this practice you will:

- ❖ **Get Focused on Your Terms**
- ❖ **Gain Peak Focus over Difficult Tasks**
- ❖ **Create an Anchor to Your Highest Focus**

Anchors Away... to Better Focus



A Tool to Create Focus on Your Terms



An anchor can be anything that you experience that takes you back to another event. If smelling cookies baking reminds you of your grandma, the fragrance is an anchor to a memory of your grandmother. If an 80's song comes on the radio and immediately you think about somebody from your past, the song is anchored to them. We have anchors like this conditioned and associated to all kinds of things, usually in our subconscious, that regulate most of what we do, think and feel. It's time to get that conditioning working FOR you and not against you.

You should have already created a Circle of Focus which is a type of anchor that will help you achieve better focus when you need it. If you did not, please schedule a time to do that before moving on with this tool. As your coach I assure you, that you will only get the benefit of increased focus if you do the exercises. If you remember creating the "Circle of Focus," you will notice that the process of feeling the things you need and tying them to stepping into the circle is a form of anchoring.

To use anchoring as a tool, you consciously tie a physical move to an emotional state that you desire. This can be gripping your fist, pressing on a pressure point or pulling your ear.

To create a physical anchor tied to focus, you will need to understand your focus patterns and what holds your focus best. For example: do you focus better in the morning, afternoon or evening? and what tasks you are able to stay focused on for long periods of time?

This is good information to know as you will program your anchor at that time of day when you are at your peak focus. If you focus well at playing the guitar and can do that for hours without losing interest, this is a task you will want to use to create your anchor.

If I want to create a focus anchor and I know that I can focus for hours on financial spread sheets in the evening after dinner, yet have difficulty staying focused in morning seminars, I may want to create an anchor while doing my spread sheets after dinner. What you will do is when you are really focused on your preferred task, i.e. spread-sheets; you will gently tug on your ear, squeeze your fist (something you can discreetly do in a seminar or lecture, when you want to have better focus.), or press on a pressure point on your hand (a good one is between your thumb and index finger down in the fleshy part of your hand).



Keep using this anchor when you are really focused and then begin using it when you typically aren't focused and need to focus. The physical act of tugging, squeezing or pressing should evoke the focus you had previously when you created the anchor during your highly focused activity.

This is an exercise you will need to keep doing at times to maintain your anchor solidly tied to good focus. The great thing is that you can use this to help you focus on things that typically are very difficult to complete, for me, that would be Physics for example!

Using this tool will help you to stay focused so that you can maintain a course to the destination of your own dreams and visions.

Anchors Away!



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CHAPTER FOUR

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Rock Star Focus



Dealing with Those Damn Interruptions

With this practice you will:

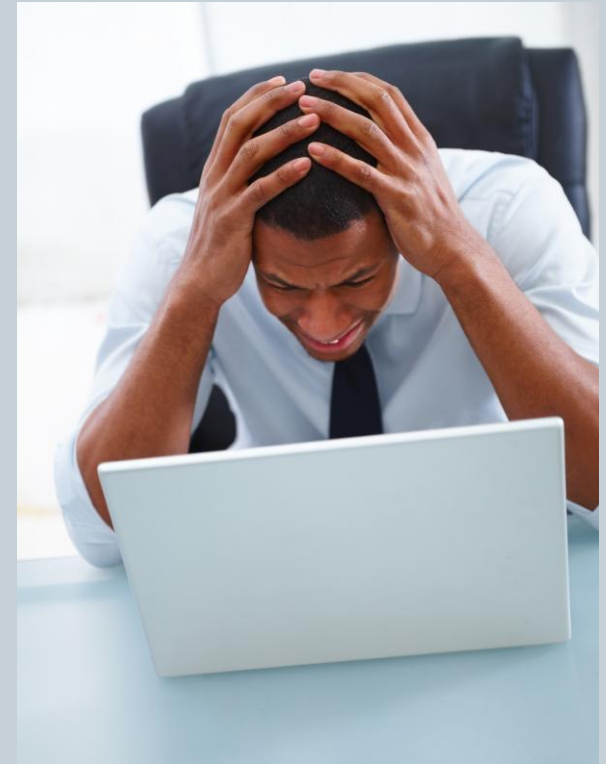
- ❖ **Greet Interruptions Easily**
- ❖ **Get Back to Focus Quickly**
- ❖ **Stay Happily on Track to Completion of Projects without Frustration**

Dealing with Those Damn Interruptions



All of us get interrupted at times. If you are a divergent thinker with diagnosed or undiagnosed ADHD, it takes a lot of concentration to get started, and even more to get refocused after an interruption. New studies indicate that most workers are interrupted 30 times per day and that two-thirds of the day's interruptions are work related. Therefore, it is imperative to our effectiveness to get back to where we were after an interruption.

This can be very frustrating at work, yet it is just the nature of the beast. Professionalism and our desire to do well helps us deal with our emotions rationally. In our homes however, interruptions can be more frustrating because we may finally be doing something we enjoy or something we have been putting off and now find ourselves interrupted. At home we may let our hair down, so to speak, and interruptions can cause us to lose patience with our loved ones.

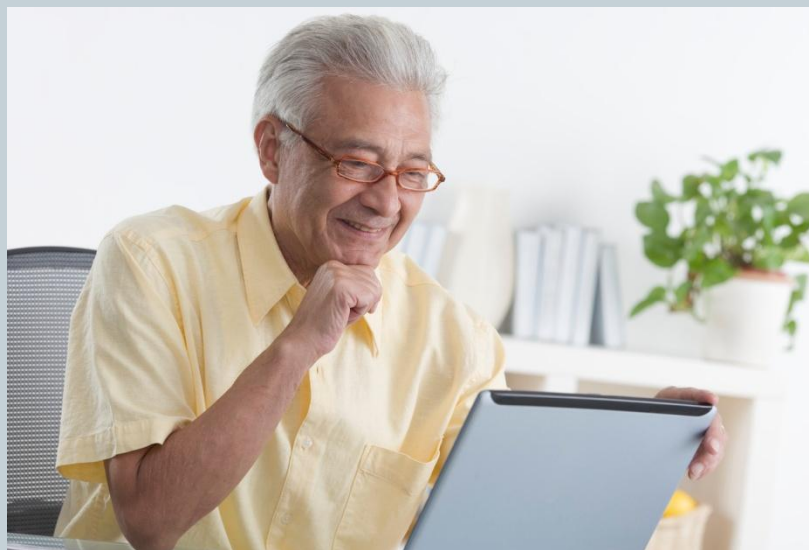


Unfortunately, to continue to get frustrated and angry can cause you to lose connection with the people you care about the most. This strategy will help you manage your interruptions with an anchor to help you get back to being your Rock Star self and keep your relationships loving and supportive. Whether at work or at home, use this technique to get back to what you are doing without the frustration.



In the last chapter, I wrote about anchoring. I use mental imaging along with kinesthetic and/or auditory cues to create an anchor when faced with an interruption. To do this you generate a picture in your mind of what you are working on before you handle your interruption, whether its a phone call or a person you need to acknowledge. You can do this several ways, it's just a matter of experimenting with these techniques.

The purely visual way is like taking a screen shot. If I am working at my computer and get interrupted, I blink at the screen like I just captured a visual of my computer monitor with my eyes . Then, when I want to get back to it, I blink my eyes and envision what I was doing. Just like taking a screen shot and later retrieving it, I'm taking a mental image of my laptop display to return to afterwards.



The kinesthetic way to try this is to include a physical gesture along with your mental imaging. For this, I put my hands out to frame the task I am working on before I answer the interruption of a phone call, a child's question, or a co-worker's request. Then, when I go back I can remember right where I left off by re-framing the task at hand. This combines a visual picture of what you are doing and a physical movement to anchor the picture.

An auditory method of anchoring yourself before addressing an interruption is to utilize an word cue. To do this, think of a single word prompt to remind you and anchor your focus on your project. Say this word aloud or to yourself before you turn away from what you are doing. Upon returning simply recall the word, which will remind you of what you were doing when interrupted.

Anchoring helps you get back to where you were without worry or frustration. So, the next time you get interrupted you can say, "Come on in! What can I do to help you?" and sincerely mean it!

Cheers to you for taking the time to learn this anchoring process. In the next chapter I will discuss the perfect time to focus.



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CHAPTER FIVE

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Rock Star Focus



Focusing on the Perfect Moment

With this practice you will:

- ❖ Find Your Inner Power
- ❖ Enjoy Better Relationships
- ❖ Find More Peace and Happiness
- ❖ Heightened Performance and Enjoyment
- ❖ Increased Effectiveness

Focusing in on the Perfect Moment



Many popular spiritual teachers are currently teaching some form of being present in the moment as an exercise in spirituality, relationships and better performance. Teachers, such as Eckhart Tolle, in [The Power of Now](#), have written extensively about being present. It seems that nearly every teacher on any subject somewhere mentions the practice of being present.

If you have ADHD or ADD being in the present moment may be a very difficult practice. And, if I may say, not being in the present moment is a **BIG** hurdle to being successful in your everyday performance. Being up in our heads, thinking about things is a very comfortable place to be for those of us with divergent minds. However, thinking about something and getting it done are two separate things.

In the next few pages, you will not only, get some idea of how powerfully the practice of being in the present moment can be in improving your life, relationships, focus and performance, but also what joy it can bring to your day.



When you are not in the present moment you are likely to be doing things as if you are on remote control which is not a good way to get your best performance. When athletes are in the present moment they report time slowing down, muscles operating flawlessly and having their best performances.

Dan Millman, a gymnast from Cal State Berkley, talks about this phenomenon in, [The Way of the Peaceful Warrior](#). He says being completely present has shaped not only his gymnastics, but also his entire life. He has dedicated much of his career and writing to meditation and presence practices.



The benefits some people experience while being in the present moment are:

- Heightened awareness which makes life more exciting
- Better, safer driving and operation of equipment
- Connection to opportunities for networking and better relationships
- Less fear and anxiety, along with more excitement and anticipation
- Greater authenticity in relationships with clearer communication
- Clearer, faster decision making and increased resourcefulness
- Heightened performance, quicker reflexes, smoother reaction time

So what is being in the present moment?

It means living fully now and not thinking about the past nor worrying about the future. It is about sensing everything in your environment now; sights, smells, sounds, tastes, the air around you, your motion. You take it all in. When you are paying attention to all of this sensory information at once, there is no room for past or future. Because you are fully present, you connect to what you do best. You are, after all, a human-being, not a human-thinking, or human-doing.

With ADD it is easy to be in your head absorbed in the things that interest you. However, once you learn to heighten your awareness, what you find out is that the external world can be really exciting. You can hear the music of life. Like dancing a tango, it's moving, feeling, touching, hearing, seeing, and smelling it all. And it is very sexy to be fully present in a new way with all that is going on around you.

I liken it to the Audi commercial that looks like a James Bond scene with a guy in a car, a woman walking in heels and an armored truck. The slogan is "Heighten Every Moment." That is what I would say being in the present moment is all about: Having an awareness that allows you to heighten every moment as if you were in an action movie, pulling off a heist, or doing life or death work as a spy.





If you have lived a long time with attention issues, you may have learned to shut off your awareness for the purpose of limiting annoying distractions. Notice that this may be also shutting off your ability to access some of your unique gifts as well, depending on what your talents and abilities are.

In the present, you notice what you can do to make this moment better and be a contribution to what is happening around you. What, for example, can you do to connect with people? Or make the environment better? Think in these terms and you will make a contribution to your environment which will likely improve relationships and communication.

There is an awesome strength that comes with no longer avoiding, but instead, engaging with life fully. There is joy in being aware and acting with purposeful contribution to life. Start, with heightening your awareness of everything around you. There you will find much more meaningful activities to focus on, rather than worry, fear, resentment and blame which come from focus on the past or future.

Keep practicing and you will find that you get more done in the present. I like to think of it as shutting off my mind's constant evaluation and dialogue and opening up to my body's senses. Perhaps that will help you tap into your presence. I encourage you to make the effort to live this way as much as possible. You will notice that in the present moment there is rarely sadness, bitterness, or frustration.

There is joy in the present moment and fullness. I hope you have enjoyed and practiced each of these focus building tips that you have received. You will occasionally get new ideas, news and tips as well as invites to events for divergent minds in my newsletter and by visiting my site at www.CoachforADHD.com.

My best to You,
Leslie

