

# THE FOCUS PATHWAY

Increase focus and productivity  
by building new habits.

## HOW ARE HABITS FORMED?

There are **5 Habit Milestones** you need to hit to make a habit an automatic part of your daily life:

**1<sup>st</sup> Time:** Your first training is a game changer.

**7 Times:** You learn the most about generating an effective habit.

**20 Times:** There is statistically significant habit engagement.

**30 Days:** Your habit is consolidated.

**1,000 Times:** Your new habit becomes a part of your daily life.

## 5 HABIT GENERATING TIPS



Take small daily steps and  
experience a dopamine reward.



Picture your goal and what it  
feels like to achieve it.



Stay on track with continuous  
practice.



Anchor a new habit to an  
existing automatic habit.



Share your wins and have a plan for challenges.

## 5 Key Insights to Improve Focus

Bring it all together with the factors that work for you.

1. **Know your strengths and deficits:** Employees who are stressed, negative, or don't receive enough sleep are less likely to focus in the office. By understanding what's affecting employee focus and committing to a positive change is the first step to improve focus and productivity.
2. **Practice:** Repeat attempts will train the brain into successfully building a new habit. Have departments and teams work together using our 5 Habit Generating Tips to ensure everyone stays on track.
3. **Manage focus across the day:** Not everyone is productive during the same time of day. By offering flexible work schedules, employees can maximize their ability to focus during the time of day that works best for them.
4. **Personalize your tasks:** The journey to improve focus can be a daunting task. It helps to associate tasks with something you do every day, like checking your email first thing in the morning. Your brain will then remind you to train every time you click open that email!
5. **Use the Focus Pathway:** There are 5 steps involved with the Focus Pathway: Be willing to make the change, understand your strengths and deficits, know whether a mental health condition like ADHD or depression may be affecting your ability to achieve your goal, track your progress and start your training, and transfer that training to your everyday life.