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## Attention Management Skills Workshop

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A distracted employee is a less effective employee. Employees who do not pay attention to their work can waste valuable time and make careless mistakes. Participants will be more efficient at their job, make fewer mistakes, and overall be more productive.

**Attention Management** is a useful skill that allows managers to connect with their employees on an emotional level and motivate them to focus on their work and how to reach their personal, professional, and organizational goals. Your participants will gain valuable insight and strategies into what it takes to be more attentive, vigilant and productive.

### Workshop Objectives:

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- Define and understand attention management.
- Identify different types of attention.
- Create strategies for goals and SMART goals.
- Be familiar with methods that focus attention.
- Put an end to procrastination.
- Learn how to prioritize time.
- Increased productivity
- Increased job satisfaction

For more information or to schedule this workshop please contact McField & Associates Inc. at 815-909-4199 [mcfieldassociates@att.net](mailto:mcfieldassociates@att.net) or visit us at [www.mcfieldassociates.com](http://www.mcfieldassociates.com)

