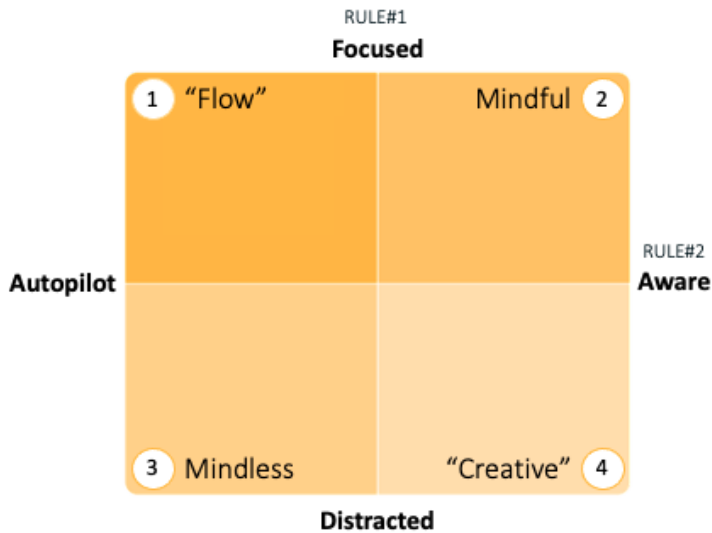


## Mental Effectiveness

### Matrix of Mental Effectiveness



There are many downsides to multi-tasking, including lower efficiency, brain mass and well-being



Avoid multi-tasking and achieve peak performance and resilience with 2 rules of mental effectiveness.

### 2 Rules of Mental Effectiveness



### Enhancing Mental Effectiveness - Reflection

Ideas	Commitments
What can you do about your technology to be more in Q2?	
What can you do with your colleagues to be more in Q2?	
What can you do for yourself to be more in Q2?	

# My 60 Days Habit Tracker

Use one row for each habit act you want to engage in, including mindfulness practice. Mark X for each day you intended to do your habit act and actually did it.

**Tip: If you miss a planned day, don't worry – it happens. But to create a new habit, never skip twice.**

Habit-Act	Day														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60

**NOTES :**



1. My New Habit: Why do I do it?  
Tip : Make it personally motivating
2. Cue  
Tip : Use one(or more) cue types to trigger the new habit
3. Act  
Tip: Be specific and start small so you cant say no.
4. Reward  
Tip: Use immediate gratification until the long-term effects kick in

My New Habit \_\_\_\_\_

Action \_\_\_\_\_

Cue \_\_\_\_\_

Reward \_\_\_\_\_