

TOPIC: STAYING FOCUSED

Signs of Lost Focus

- Trouble staying on task
- Irritability

Impact on Your Work

- Quality
- Quantity
- Strain on relationships

Four Ways to Help Yourself

1. Cut out the unnecessary stuff like phones and any other distracting triggers
2. Are you too amped up? Caffeine, sugar, and lack of sleep all can make it harder to stay focused
3. Use company protocols, write out lists and stick to your routines
4. Problems at home? Use your EAP so you can keep your mind on your work



Resources

- Caterpillar EAP: <https://totalhealth.cat.com/en/eap.html>

We all pay the price when you don't pay attention.