

Cheat Sheet Help Your Team Focus

A Leader's Cheat Sheet to Boost Productivity & Reduce Distractions

Identify the Root Causes

- Clarify team priorities & eliminate conflicting goals
- Spot common distractions (meetings, unclear tasks, digital noise)

Set Clear Priorities

- Define 3–5 *must-win* goals
- Align team efforts with organizational strategy
- Break big projects into smaller, actionable steps

Create Focus-Friendly Habits

- Schedule **focus blocks** for deep work
- Limit unnecessary meetings
- Use task-tracking tools to keep progress visible

Encourage Accountability

- Assign clear ownership for tasks
- Set realistic deadlines
- Recognize & celebrate focused progress

Lead by Example

- Model focused behaviour yourself
- Minimize multitasking
- Protect your team's time from false urgencies

 **Pro Tip:** Focus is contagious—when leaders create clarity and reduce noise, teams thrive.

Action Steps for Leaders:

1. Eliminate distractions where possible
2. Define and communicate priorities
3. Support your team with tools & encouragement
4. Celebrate progress, not just outcomes