

WEEK #7:

Grey Zone - Take 2

The Grey Zone is the place that many of us live most of the time, where we're not doing any one thing with 100% focus. This includes multitasking, worrying, doing one thing for a little bit then starting on something else, etc. This is a very muddle and "grey" way of doing things.

When we are in the Grey Zone, we don't get the leverage, enjoyment, or results we could be getting out of our lives.

We want to learn how to get out of the Grey Zone, take control of ourselves and time and attention, and focus in a way that helps us get the satisfaction and results we're looking for.

People who never get out of the Grey Zone eventually get imprisoned by it. They wind up getting less and less done, and getting further and further away from the important things they want.

Distraction, interruption, and friction prevent us from cultivating our natural ability to focus on one thing at a time, for extended periods of time. Multitasking is one example.

Interruptions and distraction will always happen to a certain degree - the question is to what extent, and do you let them CONTROL you?

One solution is to Schedule Your Interruptions. Most interruptions are not actually that important. In many cases, if you make it so people can't interrupt you as much, they'll figure out how to solve the problem that they were calling you to get you to solve for them.

Schedule Your Interruptions by setting aside a couple of times during the day where you'll answer voicemails, emails, etc. Maybe it's 11-12 and 4pm-5pm. On your voicemail, let people know. You can set up an email auto responder that says the same thing. By doing this, you're programming people to understand that you are not available at their whim.

Another technique is what I call Enlightened Multi-tasking. There's no way to escape multitasking 100%. We need some times where we can check our email, make a few calls, book a few appointments, do some research, etc.

Enlightened Multi-tasking is scheduling specific times where you're going to multitask. This is totally different than multitasking as a "reaction" to our environment. We're being "proactive," we're the ones deciding when we're multi-tasking and when we're not.

