



Colorado Lawyer Assistance Program

Managing Your Attention

1. **Don't believe everything you think:** Take a moment to question your thoughts and your assessment of the situation. Is there another way of perceiving what is happening around you?
2. **Appreciate yourself and others:** It's time to improve your opinion of you and those around you. Let go of judgment, perfectionism, control, jealousy, and self-deprivation.
3. **Enjoy the silence:** We are bombarded with constant stimuli throughout the day, taxing our brain and nervous system. Dedicate at least a few moments throughout the day to be in silence so your body and mind can take a break from all the "noise."
4. **Get out of your own way:** If you want to feel better, stop thinking negative thoughts. Because of the way the brain and body work together, what we think about affects how we feel, and how we feel affects our health. So start directing your thoughts in a way that supports your health rather than creating damaging stress to your body.
5. **Don't forget to breathe:** Take a real deep breath into your belly. Take 5 seconds to inhale, and at least 5 seconds to exhale.
6. **Remember you have a body:** Take a moment to do a body scan. It's easy to get caught up in our thoughts when our nervous system gets overloaded. Feel your feet on the floor, feel yourself seated in the chair, feel your back against the chair, etc.
7. **Stop and listen:** Rather than thinking ahead to what you are going to say in response, listen to the person speaking to you. Don't let your mind wander. Focus on the present moment and what is being communicated.
8. **Think about your purpose:** It doesn't have to be the meaning of life, but take a moment to remember why you are doing what you are doing. Be mindful about your actions and your words. Think and speak with purpose.