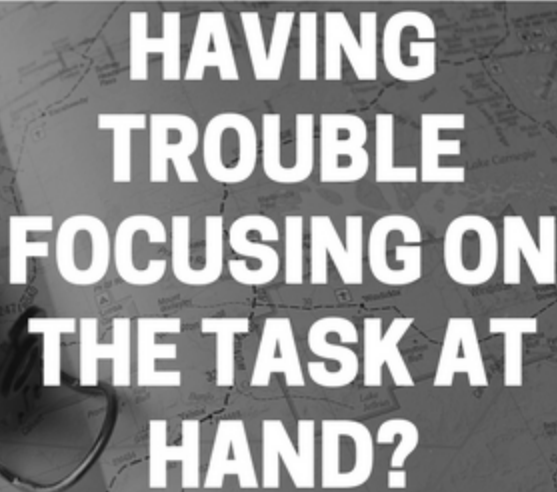




VANDERBILT.

Executive Education

OWEN GRADUATE SCHOOL OF MANAGEMENT



HAVING TROUBLE FOCUSING ON THE TASK AT HAND?

REMEMBER THIS:

Design a concrete object or method - a tangible mechanism - to help you accomplish a desired task. Mechanisms include rules, calendars, or reminders that do not rely on memory. The following are effective mechanisms for guiding behavior:

- Talking ball conversations
- A to-do list to organize your day
- Software to eliminate distractions
- A personal system to direct/support new behavior
- A contract to commit to behavior
- A checklist to eliminate errors
- A scorecard for feedback

Try one or more of these, and you'll be on your way to achieving your full executive potential. And you'll set a great example for your team.

**CREDIT: THE EXECUTIVE AND THE ELEPHANT, RICHARD DAFT,
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