

FOCUS

Success doesn't happen overnight. Keep an eye on the prize and don't look back.

- Erin Andrews

Who are we?

People with strong focus talents prioritize and then act. They set goals. These goals serve as their compass, helping them determine priorities and make alterations when needed to get back on course. Their focus is powerful because it forces them to filter; they instinctively evaluate each action before taking it to determine whether it will help them reach their goal. In the end, strong focus talents push them to be efficient. They are extremely valuable team members because their single-mindedness enhances the speed and quality of their performance and keeps the team on track. —Gallup Clifton-Strengths

I am...

I am intensely and intentionally single-minded.
I will persevere until the goal is reached.
I love to begin with the end in mind.
I dislike going off on misdirected tangents.
I bring clarity through concentration and direction.
I need a goal to establish priorities.

Power, Joy, Beauty & Hope

My Power is the ability to eliminate distractions, remain purposeful, and stick to my priority.

My Joy comes when activities are complete, and my goal is achieved.

My Beauty is in the well-managed, undistracted time spent on a task.

My Hope is to aim my attention to the situation at hand and achieve the end goals efficiently.

Reflection Questions

1. What are your goals right now?
2. How do you track the progress of your goals?
3. How do you handle distractions and maintain a high level of concentration?

Action Verbs

Attended	Engrossed	Motivated
Accomplished	Evaluated	Persevered
Concentrated	Fixated	Prioritized
Controlled	Focused	Progressed
Determined	Guided	Selected
Directed	Identified	Set
Eliminated	Maintained	Structured

FOCUS

In Your Career

Job Search

Your focus helps you identify your career goals and break them down into short-term goals. You will feel more in control if you refer to them often. You are good at achieving each step and working toward your career objectives.

Search for careers that have clear expectations and few distractions in your work environment. You work best when you can tackle ongoing projects or assignments with a clear-cut purpose and deadline.

Tips: Outline all the tasks you must accomplish in your job search, prioritize them, and take action based on the priority.

Interview

Highlight that you accomplish things efficiently. You need little supervision since you can stay on track and are not easily distracted.

In job interviews, you naturally excel at describing your long-term goals and the steps you will take to get there. Draw from your experience with staying motivated to accomplish complex tasks to demonstrate your follow-through.

Example questions:

- How do you motivate others to stay on task?
- How do you factor in flexibility with tight deadlines or high priority projects?
- Tell me about a time when you lacked the motivation to complete an assignment.

Tips: Be careful to see the overall type of job you want rather than getting caught up in the specifics of only one job.

New Position

Your focus will shine as you begin to accomplish new tasks; however, be careful to work as a team or delegate tasks when applicable.

Remember not to stay so focused on one task that you alienate your co-workers. Take breaks and socialize occasionally. It is worth it, so you get to know your work environment and colleagues better.