

STAYING PRESENT IN AGE OF INFORMATION OVERLOAD.

THE CHALLENGE

Leaders today are navigating:

- Multiple streams of communication across email, Teams/Slack, texts, and Whatsapp etc
- Rising expectations for constant responsiveness
- Back-to-back meetings that fragment focus and attention
- The pressure to process information quickly while still making sound, strategic decisions

WHY IT MATTERS

- **For individuals:** Constant switching between tasks reduces cognitive performance by up to 40% (APA research). It increases stress, reduces presence, and accelerates burnout.
- **For organisations:** Poor information discipline slows decisions, increases duplication, and fosters reactive short-term behaviour.
- **For leadership credibility:** Presence signals steadiness and respect. Distracted leaders erode trust.

CHOOSE YOUR MANTRA

Choosing a simple mantra to repeat anchors your attention, interrupts reactivity, and creates a steadying pause before you respond. Repeat it to yourself whenever you feel pulled into reactivity, to bring your focus back to how you intend to lead. It could be *"Attention is leadership."* *"Not everything needs me"* *"Presence is the point"*

REFLECTION

Take two minutes to pause and notice:

- What happens in my leadership when I am fully present?
- Where do I most often get pulled into reactivity?
- What would my team notice if I was even 10% more present?
- Which communication habits serve me, and which drain me?
- Use these reflections to guide which practices you choose to trial this week.

FIVE HABITS THAT MAKE A DIFFERENCE

STRUCTURE YOUR DAY	• Have I blocked 2-3 daily windows for email and messages? • Have I protected time for deeper thinking? • Have I set a clear end point to my workday?
SHARPEN MEETING PRESENCE	• Am I closing devices and notifications before meetings? • Have I paused for 30 seconds to reset attention before starting? • Am I focusing on one key action instead of multitasking?
LEAD INFORMATION DISCIPLINES	• Have I agreed team norms on what belongs in email, chat, or meetings? • Am I limiting unnecessary CCs and channels? • Am I modelling brevity and clarity in my own communication?
MANAGE INPUTS STRATEGICALLY	• Do I use rules or filters to sort emails into priority levels? • Have I turned off default notifications on my devices? • Can I delegate monitoring of certain information streams?
STRENGTHEN YOUR OWN ATTENTION	• Have I built in a daily reset practice such as breathing, a walk, or reflection? • Am I noticing triggers that pull me into reactivity and pausing before responding? • Have I kept hydration and movement high to sustain focus?

YOUR NEXT STEP

- Choose two practices from the checklist above to trial this week.
- Ask: which of these would have the biggest impact right now?
- Treat it as an experiment. Notice what shifts, then tweak as needed.

NEED SUPPORT?

 Book your 90-minute session with Adam or Penny through our online system. No need to be a current client. It is a space to pause, map the system, test your thinking, and design practical next steps.

Now \$550- Click here to access our booking system.

"I walked away lighter, clearer, and with a practical plan I could use straight away"
"It felt like someone finally helped me make sense of the complexity"