

Source: NeuroLeadership Institute, *Your Brain at Work* by David Rock

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| PFC Limitations   | Suggestions   |
|-------------------|---|
| Energy intensive  | <ul style="list-style-type: none"><li>• Understand the degree of difficulty of each task and schedule according to your energy</li><li>• Prioritize prioritizing</li><li>• Make food choices that give long-lasting energy and stay hydrated</li></ul>  |
| Small capacity    | <ul style="list-style-type: none"><li>• Create a system for keeping track of tasks and rely on this, not your working memory</li><li>• Break projects and information into chunks</li><li>• Keep things visual</li><li>• List three priorities you would like to accomplish each day and each month</li></ul>                                     |
| Serial processing | <ul style="list-style-type: none"><li>• Do one thing at a time (avoid multi-tasking)</li><li>• Avoid incomplete intentions by working out the desired outcome for each task.</li><li>• Move distracting thoughts onto paper and set aside regular blocks of time to “process” them and work out next actions.</li></ul>                           |
| Fussy             | <ul style="list-style-type: none"><li>• Maintain your levels of dopamine by creating interest (novelty, insights, humor, change)</li><li>• Maintain your levels of noradrenalin by generating alertness (a sense of urgency, beating your personal best, earn a bonus)</li></ul>  |
| Easily Distracted | <ul style="list-style-type: none"><li>• Close email and check it only at specified times of day</li><li>• Keep your work area clear of anything that is not directly related to the task you are working on</li><li>• Minimize distractions in your environment</li><li>• Maximize your physical comfort (e.g. ergonomics, temperature)</li></ul> |