

ATTENTION FOR PROFESSIONALS



1. Sustained: the ability to focus on one thing over a period of time
2. Selective: the ability to focus on one thing despite interruptions
3. Alternating: the ability to shift attention from one thing to another
4. Divided: the ability to focus on multiple things at the same time

LOOK FOR:

- Sustained
 - Appears "checked out"/bored/disinterested
 - "Thrill seeking" or excessive risk-taking
 - Sensory seeking (*e.g. video games*)
- Selective
 - Trouble finishing tasks/staying focused during task
 - Go off-topic during conversation
- Alternating
 - Leaving tasks incomplete after interruption
- Divided
 - Unable to follow conversation with multiple speakers/partipate in group discussions

ATTENTION ACCOMMODATIONS FOR PROFESSIONALS

- **Attention Grabber**
 - Check for eye contact and initial attention
 - Begin an activity with something that demands attention or involves active participation(*like an ice breaker, a challenge, or demonstration that includes their participation*)
 - Utilize visual aids
- **Reduce Distractions**
 - Allow for work in a quiet space/wear earphones to drown out excess noise
- **Break it Down**
 - Keep instructions brief, simple, and to the point
 - Summarize critical points of discussion/conversation
 - Present information in short and concise segments, one at a time
 - Suggest using a calendar or reminders *on phone/watch/computer*
- **Hands On**
 - Use movement and tactile activities to enhance energy and attention
 - Encourage note taking to record important information. (e.g., *having them write down the date of the next meeting they are in the room*)
 - Try to schedule appointments earlier in the day



Aside from being awake and alert, one of the most important cognitive abilities is being able to pay attention or concentrate on important things happening around us.