

Activate other regions in your brain by focus on sounds around you, taking a walk
 Let your unconscious brain solve the problem when you walk away from it
 Don't get stuck in problem by applying a strategy that worked for prior experiences
 The ability to stop oneself from thinking is central to creativity
 Increasing happiness increases the likelihood of insight (anxiety decreases it)
 People with better insights, observe their own thinking & can change their thinking
 To solve a problem look at patterns/connections from a high level rather than to details
 Be selfaware: able to to step outside your skin and look objectively to yourself
 Without your director, you are merely driven by greed, fear or habit
 Be able to pause before you react: consider various options before choosing
 The stronger you feel about something, the easier to recall it
 Control your interpretation of the meaning of a situation (reappraisal)
 Reappraisal and being able to observe your mental process are important skills
 Create the right expectations = let your director write the emotional script of your life
 Pay attention to your expectations - the can change the brain functioning
 Be aware of the impact of emotions in relations: you mimic them and they mimic you
 If you meet someone new, connect on a human level ASAP to reduce threat response
 Interconnect yr thoughts, emotions & goals with other people => you release oxytocin
 Giving to others activates a greater reward response than receiving gifts of similar value
 The better you can regulate your emotions, the better you can accept an unfair offer
 A feeling of high status helps you process more information & ideas with less effort
 Putting your status down and others' status up helps to reduce threats in workplace
 Use the SCARF model for interaction with other people

TIPS

Your
 brain
 at
 work
 Mindmap
 by
 creashock.be

TIPS

- Use visuals/storyboards to reduce the energy required for processing info
- Schedule the most attention-rich tasks when you are fresh and alert
- Break work up into blocks of time based on type of brain use rather than topic
- Recover and recharge during routine tasks or meetings
- Don't waste your time solving a problem you will have more info about later
- Prioritize prioritizing as it is energy consuming
- Use your brain rather to interact than to store information
- The fewer variables you hold in mind, the more effective your decision
- Learn to choose your actors carefully: simplify and chunk information
- Get information on stage in the best possible order
- Develop routines that can be repeated without much energy consumption
- Check whether there are decisions waiting for other decisions. Reorder them
- Don't switch too quick between 2 tasks
- Get rid of external distractions: switch them off during thinking work
- Maintaining focus is more about inhibiting the wrong things coming into focus
- Veto behaviours early, quickly and often (before they take over)
- The mental stage = hungry animal, rethink how you value / use this resource
- Don't get distracted because you start thinking about yourself
- Being always on can drop your IQ significantly
- Increase dopamine level by novelty, humour, jokes, change, positive events
- Write down ideas to get them out of your head (actors off stage)
- Reduce the speed and volume of information you allow to your head