



Attention Management

SEHG-PD-2412 · Business · approx. 6 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Welcome to the Attention Management workshop. A distracted workforce is less than effective. Employees who do not pay attention to their work can waste valuable time and make careless mistakes. Attention management is a useful skill that allows managers to connect with their employees on an emotional level and motivate them to focus on their work and how to reach their personal and company goals.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Define and understand attention management
- Identify different types of attention
- Create strategies for goals and SMART goals
- Be familiar with methods that focus attention
- Put an end to procrastination
- Learn how to prioritize time

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 13 course modules
- 6 instructional videos — 6 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Introduction to Attention Management**
 - What Is Attention Management?
 - Stop Thinking and Pay Attention!
 - What Is Mushin?
 - What is Xin Yi (Heart Minded)?
- **Module 3 — Types of Attention**

- Focused Attention
- Sustained Attention
- Selective Attention
- Alternating Attention
- Attention CEO
- Attentional Blink
- **Module 4 — Strategies for Goal Setting**
 - Listening to Your Emotions
 - Prioritizing
 - Re-Gating
- **Module 5 — Meditation**
 - Beta
 - Alpha
 - Theta
 - Delta
 - Gamma
- **Module 6 — Training Your Attention**
 - Mushin
 - Meditation
 - Focus and Execute
 - Visualization
- **Module 7 — Attention Zones Model**
 - Reactive Zone
 - Proactive Zone
 - Distracted Zone
 - Wasteful Zone
- **Module 8 — SMART Goals**
 - The Three P's
 - The SMART Way
 - Prioritizing
 - Evaluating and Adapting
- **Module 9 — Keeping Yourself Focused**
 - The One Minute Rule
 - The Five Minute Rule
 - What to Do When You Feel Overwhelmed
- **Module 10 — Procrastination**
 - Why We Procrastinate
 - Nine Ways to Overcome Procrastination
 - Eat That Frog
- **Module 11 — Prioritizing Your Time**
 - The 80/20 Rule
 - The Urgent/Important Matrix
 - Being Assertive
 - Creating Your Productivity Journal
 - The Glass Jar: Rocks, Pebbles, Sand and Water
- **Module 12 — Assessment**
- **Module 13 — wrapping up**
 - Course Summary

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.

The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-PD-2412 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.