

ATTENTION BUDGET TOOLKIT

COLLECTIVE ATTENTION ASSESSMENT

Rate your board's current attention management (1-5 scale)

1=Rarely observed, 3=Sometimes observed, 5=Consistently demonstrated

Attention Awareness

Directors notice when collective focus drifts during meetings	_____
Energy levels are monitored throughout sessions	_____
Attention quality is considered when scheduling complex discussions	_____
Cognitive overload is recognized and addressed when it occurs	_____

Focus Allocation

Highest-stakes decisions receive prime attention time	_____
Routine matters are processed efficiently without consuming strategic bandwidth	_____
Complex topics are scheduled when collective mental capacity is strongest	_____
Attention allocation matches stated strategic priorities	_____

Cognitive Load Management

Information volume is managed to preserve analytical capacity	_____
Meeting structure supports sustained focus on important matters	_____
Breaks and transitions are used strategically to restore attention	_____
Directors arrive prepared and mentally ready for engagement	_____

Collective Flow

Board achieves synchronized focus during strategic discussions	_____
Ideas build effectively across different director perspectives	_____
Creative solutions emerge from collective thinking	_____
Discussions feel energizing rather than draining	_____

TOTAL SCORE: _____ / 80

COGNITIVE LOAD BUDGETING SYSTEM

1. Attention Point Allocation

Assign points based on complexity and strategic importance:

- 1 point: Simple updates, routine approvals
- 3 points: Moderate complexity, some analysis required
- 5 points: High complexity, significant strategic implications
- 7 points: Critical decisions, multiple stakeholder considerations
- 10 points: Transformational choices, long-term value creation

2. Meeting Budget Template

Total budget: 100 points for a 4-hour meeting

Agenda Item Allocated Time

Attention Points

Agenda Item Allocated Time

Attention Points

Agenda Item Allocated Time

Attention Points

Repeat

PSYCHOLOGICAL SAFETY BUILDING PRACTICES

3. Optimal Timing Guidelines

Peak Attention Period (First 90 minutes):

- Major strategic decisions
- Complex problem-solving
- Creative brainstorming
- Difficult stakeholder trade-offs

Moderate Attention Period (Middle session):

- Financial analysis and review
- Risk assessment and mitigation
- Operational oversight
- Policy development

Lower Attention Period (End of session):

- Routine approvals
- Information updates
- Administrative matters
- Meeting logistics

ATTENTION MAPPING EXERCISE

Meeting Energy Tracking

Track collective attention quality every 30 minutes:

Time	<input type="text"/>	Agenda Item	<input type="text"/>
Energy (1-10)	<input type="text"/>	Focus (1-10)	<input type="text"/>
Time	<input type="text"/>	Agenda Item	<input type="text"/>
Energy (1-10)	<input type="text"/>	Focus (1-10)	<input type="text"/>
Time	<input type="text"/>	Agenda Item	<input type="text"/>
Energy (1-10)	<input type="text"/>	Focus (1-10)	<input type="text"/>

Repeat

Pattern Analysis Questions:

When does collective energy peak? _____
 Which agenda items generate highest focus? _____
 What causes attention to drift or fragment? _____
 How long can the board sustain deep focus? _____

MINDFUL TRANSITION PROTOCOL

2-Minute Reset Practice Script

Between major agenda sections:

1. **Chair:** *"Let's take a brief reset before moving to our next topic."*
2. **Pause** (30 seconds)
"Please close laptops and set aside papers."
3. **Breathe** (60 seconds)
"Let's take three deep breaths together... Notice your current mental state."
4. **Refocus** (30 seconds)
"Our next topic is _____. The outcome we're seeking is _____."
5. **Chair:** *"With fresh attention, let's begin."*

ATTENTION EFFECTIVENESS MEASUREMENT

Quantitative Metrics

Average attention quality ratings: ____ /10

Time allocation accuracy vs. planned budget: ____%

Number of decisions requiring follow-up due to insufficient focus: ____

Meeting duration vs. agenda completion ratio: ____%

Qualitative Indicators (1-5 scale)

Director engagement and energy levels: ____

Quality of strategic dialogue and insights: ____

Collective problem-solving effectiveness: ____

Post-meeting satisfaction and clarity: ____

SCORE INTERPRETATION AND NEXT STEPS

Collective Assessment Score:

65-80: Excellent attention management; maintain practices

50-64: Strong foundation; focus on specific improvements

35-49: Developing capability; implement structured practices

Below 35: Significant opportunity; begin with basics

Priority Action Steps Based on Lowest Scores:

If Attention Awareness scores lowest: Implement energy tracking

If Focus Allocation scores lowest: Adopt attention point budgeting

If Cognitive Load Management: scores lowest: Restructure meeting design

If Collective Flow scores lowest: Introduce mindful transition practices

Based on research from King & Badham (2019) "Mindfulness at work: A critical re-view"; King, Norbury & Rooney (2020) "Coaching for Leadership Wisdom"; and King & Murdoch (2021) "Mindful Board Assessment Survey."

Download additional resources at: www.drlizking.com