

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	<input type="text"/>	Allocated Time	<input type="text"/>
Attention Points	<input type="text"/>		
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Attention Points	<input type="text"/>		
Agenda Item	<input type="text"/>	Allocated Time	<input type="text"/>
Attention Points	<input type="text"/>		

Repeat

COGNITIVE LOAD BUDGETING SYSTEM

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

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:

- 1. If Attention Awareness scores lowest:** Implement energy tracking
- 2. If Focus Allocation scores lowest:** Adopt attention point budgeting
- 3. If Cognitive Load Management:** scores lowest: Restructure meeting design
- 4. 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