

Dear All,

To pay attention means to focus on an action or a thing. It is the ability to concentrate on a task. Attention to detail skills are required for your current role and highly essential for the development of your career, personality and character. Employees who develop their attention to detail ability perform better at their jobs than those who do not and, these skills help prevent mistakes.

Avoidable mistakes have cost people their jobs, lost promotion opportunities, slowed down career progression, led to various disciplinary sanctions, etc.

Below are some effective ways that can help you develop this powerful skill (**attention to detail**) in your work place/branch/location/unit, etc.:

1. Get Organized
2. Make Lists
3. Limit Distractions
4. Take Regular Breaks
5. Embrace Your Routine
6. Prioritize Quality
7. Come Up with a Personal Rewards System to motivate and encourage yourself.
8. Be an Active Participant in Meetings
9. Don't procrastinate