

THE MIND MAP TO  
INCREASE FOCUS AND CLARITY

# THE PRODUCTIVITY MIND GUIDE

*Created for Lawyers by a Lawyer*

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MINDOVERLAW

It's time to create a Success Mindset focused on the life you want to have.

## Mind Empowering Resources

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[The Success Mindset Audio](#)

[PowerBrain Meditation for Focus Meditation](#)

[Power Goal Setting Formula Audio](#)

[Free Discovery Session with Lexlee Overton](#)

[www.MindOverLaw.com](http://www.MindOverLaw.com)

## Introduction

The non-stop emails, texts and phone calls.

An overload of information to process.

A motion hearing that leaves you sleepless and exhausted.

A call or threatening letter from opposing counsel about the next obstacle.

Always running to quench the latest fire, the uncertainty of what will come next.

This is the average day of a lawyer, sound familiar?

If so, you are in the right place. Mind Over Law will help you work smarter, be more focused and productive, stay cool under pressure, tackle the most challenging people and know how to influence others. You will transform how you strategize and win in and out of the

courtroom. Along the way it will help you to be a better parent and partner, and perhaps even live longer.

Mind Over Law will help you be a powerful performer in all areas of life by letting you in on recent and important discoveries about the human brain. When you understand how your brain works, you can change it. As lawyers, our minds have been trained to be always "on". We are always processing information looking for the next action or next step to take. We are in reactive mode - putting out the hottest fire. It's a constant strain on our physical and mental bodies and a drain of our energy on all levels. From this mindset, we are not creating but just surviving.

We have been trained that success comes from taking more action. Yet, science is proving that the psychology of success comes down to your Mindset. Research supports that the views that you adopt for yourself affects the way you lead your life. Mindset can determine whether you accomplish the things you value or become the person you want to be.

You are here because you are ready to create differently in life and in your law practice. To shift from being reactive to all that is constantly thrown at you to being a creative force of all that you desire. It isn't as hard as it seems. The magic is knowing the few steps to take and then, practice.

No worries, you won't be left to figure it out on your own. I will guide you step by step and we will practice creating with weekly mindset practices in our Facebook group. Join us here:

[Mindset Mastery for Lawyers Facebook](#)

This Power Mindset isn't about doing the same old traditional "goal setting" and then hoping you plow through to finishing. And let's face it, most of us don't complete the yearly

resolutions or our never-ending "to-do" lists with the mindset of just pushing hard to make it happen.

This Power Mindset is all about understanding that we have a conscious choice over how to engage our brains, and the power to change old power draining habits and beliefs. The Mind and how we regulate the flow of energy and information within it, can literally change how our brains functions. We will use effective strategies, based in science and in ancient energy medicine practices, that literally will change your mind and influence your life for what you want instead of what you don't.

**[Click here to access: The Success Mindset Audio](#)**

## **Chapter One Presence**

The key to Productivity and Focus begins with the Presence. Success requires PRESENCE. It's the power that all successful leaders possess. In order to have impact with your words and actions, you must have presence.

So, how do we stay in strong presence? The first thing to recognize is that, try as we might, we really can only do one thing at a time, so we ought to do that thing wholeheartedly. Most of our time is spent in the past or the future, rather than the present moment. What we end up doing is passing through that moment on the way to somewhere else and, in doing so, we miss the moment. That's how life ends up passing us by - we do it to ourselves.

The act of being present is, in a sense, a meditation without meditating. The stillness here, though, comes from action - breathing, attending, witnessing, releasing and breathing again.

This simple cycle can profoundly change the way that we experience our world and the impact we have upon it.

There are 3 powerful ways to be more impactful and present in your life and work.

## 1. Presence begins with Self-Awareness.

Presence begins with you. Your presence is your energy and what you bring to each experience -each conversation, meeting, encounter. To learn to be truly present and impactful, you must first become present with yourself.

To become present within and centered, try these simple steps:

**Take a breath** - breath, along with constant, and being present starts with the breath. Simply draw a deep breath and let it out through your nose. When we breathe through our mouth it triggers a subtle anxiety response, which increases heart rate and redirects blood flow. That's why you rarely see elite runners and cyclists panting, martial arts participants used to make us train for hours with a mouthful of water. A slow release of breath through the nose has the opposite effect of mouth-breathing, and draws a relaxation response.

**Be a witness.** As you follow your breath, allow your awareness to scan your body and emotions. What energy is present within your body and within your mind? Is there tension? Is there anxiety or stress or overwhelm? How does your body hold this energy? Practice being a witness of what is present within your own energy.

**Release what doesn't serve you.** Use your breath to set the intention of releasing any energy which does not feel good and energizing. You can use the inhale to breathe into any spaces that have tension and use the exhale to release. You can also use the inhale

to pull up energy of anxiety, fear, tiredness, or overwhelm and set intention to release with the exhale. It takes practice but you can shift your state at anytime with intention.

**Repeat with awareness.** The practice of being mindful of your energy is one which repeats from moment to moment. Presence is held in the current moment. Repeat awareness, breathe, witness, breathe, release.

**2. Presence with Others.** The second way to have more impact is to have presence with others. In today's world, we are often not truly present with ourselves or with others. Our lack of focus lessens our impact with others and affects the quality of our conversations with clients, our spouses and even our children. Practice being truly present with another person. Presence with others means holding a space where your mind is allowing the other to be. You have no agenda of how to respond, or how to analyze or how to resolve problems. True presence means just *being* with another person and holding space for their energy. Test this technique with someone. Focus all of your energy behind your eyes and focus intently upon the other person. Be present. Listen and repeat what you hear and feel the energy of their presence. True presence with another helps to bolster understanding of what is being conveyed while helping the other person to feel heard and understood.

**3. Presence with Intention.** The final way to increase your actions and your impact is to have presence with *intention*. This presence requires self awareness and focus. It's about choosing how you show up in the world. Will you show up with positive energy of excitement, happiness, power, love, or joy? Or will you show up with negative energy of anxiety, fear, overwhelm, and resentment. You choose the power of your presence. Powerful presence is presence with intention. Choose your presence and you choose your power. Talk about awareness and focus.

## Chapter Two Avoid Energy Drains

If you are a lawyer, every single day, you are most likely repeating behaviors which are costing you--causing you to lose impact with your clients, employees and performance in your cases, all which affect your bottom line to succeed. Each mistake involves a mindset - a way of believing how things should be done. Each harmful way of thinking is usually subconscious and draining your power and presence in hidden ways.

### What are some of the ways you are draining your power and presence?

#### 1. Ignoring Your Stress.

Yes, I get it. You think you can handle it. The last weakness you would admit is that stress is silently draining you. Even if you ignore it, the signs from this modern-day predator are present. Maybe the signs manifest as lack of focus, or lack of mental energy, or lack of motivation, or lack of physical health. Stress makes us vulnerable to attack and drains our mental power. The body's involuntary reaction to stress is either fight or flight. When we are triggered for survival, the body redirects all available physical and mental resources to the task of protection. What that means is your everyday stress levels weaken your ability to perform. You have little impact in performing the task at hand because your mental and physical resources are too busy dealing with stress.

## 2. Draining Your Mind Power.

You know to be powerful as a lawyer, your mind is the asset you depend upon. We need our minds to analyze our client's problems and to create powerful solutions from negotiating compromise to writing and delivering the winning argument.

We live in incredible busy world. Life has a frantic pace, and we are always doing something. When did you last do nothing? When did you last give your mind a break from the chaos? Ten minutes undisturbed. Nothing. No eating, no chatting, no email, no instagram, no facebook scrolling, no reminiscing about the past or planning for the future. Simply doing nothing.

The mind is your most valuable and precious resource through which we experience every single moment of our life. We depend upon the mind to be focused, creative and to perform at the very best in everything we do and yet, we don't take anytime to look after it. We spend more time look after our cars, clothes, homes than our most valuable asset.

Without rest, the mind whizzes away with thoughts and corresponding emotions. We don't know how to deal with it. The sad fact is that we are so distracted that we are no longer present in the world in which we live. The cycle just continues and our minds become less focused and less powerful. We miss out on the things that are most important to us.

## 3. Trying to do it all.

As lawyers, we usually feel like we have to handle it all. Our attention is often directed into many places at once. If you are a lawyer, you are most likely an overachiever. You



feel the need to do it all in order to feel like being successful. Yet, the lack of focus on any one task or person leads to weak impact in performance and takes more time, more work than if we were powerfully present in the moment. Attempting to do it all leaves us feeling perpetually behind and overwhelmed.

The cost of these mental mistakes is drain on your mental, physical and emotional energy and creativity. Living this way is the number one path to burn out.

Yet, there is one simple solution --developing the skill of presence. The benefits are focus, clarity and energy. Seems counterintuitive to how you have lived your whole life. But the practice of presence is the way to have the most impact in what you do.

Try this simple guided mind empowerment technique to empower your mind and body for peak performance. It takes 10 easy minutes to more focus, clarity and energy.

[Click Here: Focus Meditation](#)

## Chapter Three

### The Ultimate Productivity Formula

A few empowering tips before we begin:

1. **Let go of the past.** This process is not about what you have or have not created before. In other words, trust that you can create what you envision and believe is possible. If you don't think you create something in your life..then you won't. So, just for this process, let go of what has happened before and be excited about what is possible.
2. **Focus on what you want.** NOT What You Don't Want. Where are you going? Many people struggle to answer this question. Most people begin to answer by talking about what they don't want:

*"I don't want to keep the same income"*

*"I don't want my spouse to nag me about money"*

*"I don't want the problematic clients"*

*"I don't want to lose this trial"*

*"I don't like difficult opposing counsel"*

You have to be clear on where you are going and what you want. If you don't have a vision of your destination, you simply will never get there. Be clear. Be precise on what you want.

3. **Don't focus on your present reality.** If you focus on what is currently real for you and allow that to limit what you think is possible, you will only continue to create what is present in your life. Example, if your bank account only has \$100.00 and you want \$100,000, then you can't focus on only the \$100.00 you have. You have to be open to knowing your present reality can change.
4. **Get out of the "How?" and "When?"** We like to control how things happen. In fact, as lawyers, it is part of our job to anticipate how things will go. When it comes to creating and having a creative mindset, we have to let go of "how" and "when". When we focus on how something can't happen, we create resistant energy that prevents change to unfold. The same is true when we focus on "when." These controlling thoughts will limit you and what you desire. Just trust me....let it go.

When you focus on the *outcome*, rather than the *obstacle*, your life will never be the same.

5. **Dream Big.** This one is simple. Don't be limited by what you think can happen. Dream for what you really want to happen.

[Click Here for Step by Step Audio for Power Goal Setting Formula](#)

## Step 1: CHOOSE A GOAL

Have you ever started out with a radical idea—all fired up and fully excited—only to watch the passion dwindle down after a few weeks?

So why does this happen? Neuroscience research reveals that brain circuits often function without our full awareness, which allows our ingrained patterns to control our behavior.

The key to taking different new action to achieve new goals, is training the brain to process your thoughts and energy to be in alignment with your desires.

You can use this formula for each separate goal. First, choose a goal whether it be personal or business to begin:

My Goal/Desire

## Step 2: CREATE THE NEUROLOGICAL PLEASURE

The brain's motivation circuit is based on pleasure. Your goal/desire must bring a real reward, that will cause the release of the neurotransmitter, dopamine. This increases your conscious ability to create strategies to help you achieve that goal.

Let's put it this way when you think about your goals, do you dread all of the painful, annoying tasks you'll encounter along the way? Or do you instead focus on the benefits you're about to receive?

The more you associate your goals and dreams with positive emotions, the less you'll have to "force yourself" to get the work done.

### Exercise of Visualization:

Just for moment invite you to close your eyes and imagine a scene of your goal or desire being achieved. For example, if your goal is to run a marathon, your visualization may be of you starting the race and feeling excited and seeing yourself cross the finish line.

Begin to visualize your goal happening. As you do, let a movie play in your mind's eye and use your 5 senses of touch, sight, hearing, taste and smell to make the scenes come alive.

After your visualization, make list of the benefits you will receive when this goal or desire is accomplished. Write down how it will "feel" to achieve this goal.

How does it feel to have this goal or desire?

What are the benefits you will receive?

What opportunities will open or how will your life be enhanced by this success?

## Step 3: OVERCOME NEGATIVE SELF-TALK

We often lose our passion for goals because we talk ourselves out of trying. You may be unconsciously listening to negative chatter that's actually a normal part of right prefrontal lobe functioning. A simple way to defeat negative self-talk is to be fully aware it exists.

### Exercise: Awareness of Positive and Negative Self-Talk

Write down every reason you don't want to complete your goal or project:

Write down every reason you don't want to complete this goal or project:.

Mindfully review both lists. Ask yourself: "Do I really want to complete this project? Will it enhance my life if I complete it? Are these negative thoughts and feelings valid?"

Having negative thoughts on a piece of paper gives them less power over your brain. When you aren't ruminating on negative thoughts, your brain is free to pursue actions that promise useful valuable rewards and outcomes.

Remember, anytime you feel an intangible dark cloud above you, check your thoughts. Be aware of negative thoughts, write them down on paper and let them go. Review all the positive reasons this goal or desire is important for you and move forward with action.

## **Step 4: INSPIRED ACTION**

It's important to take inspired action in alignment with the goal you want.

Try visualizing your goal again.

As you do, let yourself write down some actions you can take to move you forward. Commit to action by scheduling the time to take the next action toward your goal.

What are the next actions you can take to move toward this goal or desire?

## Step 5: CREATING WINNING STRATEGIES

Awareness is also important of possible obstacles. Even if the obstacles are the creation of our own thoughts. You can create winning strategies to overcome possible obstacles now.

Write down any REAL obstacles that stop you from completing a project.

Visualize and write down simple strategies to overcome that obstacle.

Take the time to place in your calendar time to take inspired action. On a daily basis, take time to review your goals, visualize and remind yourself of all the positive reasons you want to be successful. When you do these simple steps, you begin to easily take action in alignment to powerfully cross the finish line.

## Conclusion

Success is really a simple formula of Presence and Intention. Your presence is your energy and your power to create. Choose what you are practicing to grow in your life. Intention is the power of Focus in action. Focus your attention, your thoughts, words and actions in alignment with what you desire to create. With Presence and Intention combined with daily strategies for moving forward, you will become an unstoppable productive creative power.

To learn more about [Lexlee Overton](#) and programs offered through Mind Over Law, check out [www.mindoverlaw.com](http://www.mindoverlaw.com) or feel free to schedule a complimentary discovery call with Lexlee by clicking [HERE](#).

Finally, join a group of lawyers from across the nation to up your mindset and share winning strategies in our [Mindset Mastery for Lawyers facebook group](#).

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