

Mindset Machine @Mindset_Machine

If you find it difficult to focus, if you're trying to concentrate, but your mind starts wandering and you're easily distracted, what happened to the laser-sharp focus you once enjoyed? What's fogging up your focus?

Here are 10 Ways to improve your focus and concentration skills:

1. Minimize multitasking:

- a. Attempting to perform multiple activities at the same time makes us feel productive, but it's also a recipe for lower focus, poor concentration, and lower productivity.
- b. Multitasking not only hampers our ability to focus but compromises our work quality.

2. Practice the Pomodoro method:

- a. This is a time-blocking method that can help compartmentalize your tasks into manageable 25 minute intervals.
- b. This method gives you the needed break in between work sessions to help you maintain focus longer and more sustainably.
- c. Here's how the Pomodoro method works:
 - i. Set your timer for 25 minutes and get to work
 - ii. When the buzzer sounds, take a 5-minute break
 - iii. Then, set the timer again and get back to work
 - iv. Once you've done four rounds of this, you can take a longer break (20-30 minutes)

3. Get rid of distractions:

- a. You need to eliminate distractions.
- b. While you can't do away with everything, you can make an effort to reduce or get rid of as many distractions as possible.
- c. Start with the simple things like:
 - i. turning off notifications on your phone or turning your phone off altogether
 - ii. telling those around you not to distract you for a period of time
 - iii. closing out of programs that aren't essential on your computer

4. Establish a to-do list:

- a. Having a written plan of action can increase productivity.
- b. After you make your list, choose two or three key tasks and put them at the top.
- c. Then rank the rest in order of importance.
- d. This will help you prioritize what tasks you need to get done first.

5. Set SMART goals:

- a. If your lack of focus is a result of feeling overwhelmed by a complex workload, break it down into smaller parts and plug the smaller steps into the SMART formula.
- b. SMART stands for:
 - i. Specific.
 1. What exactly needs to be done?
 - ii. Measurable.
 1. How will you track your progress?
 - iii. Achievable.
 1. Can it be done by the deadline?
 - iv. Relevant.
 1. How does it fit with the overall plan or bigger goal?
 - v. Timely.
 1. When does it need to be done?

6. Train your brain to focus:

- a. Your brain is a mental muscle, and if you are easily distracted you will definitely benefit from "brain training" exercises.
- b. Examples of such exercises include jigsaw puzzles, sudoku, chess, brain stimulating video games, Wordle and some card games.

7. Exercise regularly:

- a. Regular exercise releases chemicals key for memory, concentration, and mental sharpness.
- b. Since the body and mind are so closely linked, "When your body feels better, so too, will your mind."

8. Fuel your body:

- a. Fuel your body with foods that moderate blood sugar, maintain energy, and fuel the brain.
- b. Try to balance vegan protein, complex carbohydrates, and healthy fats to stay fueled, and be sure to keep yourself hydrated with plenty of water.
- c. Include a few of these "best brain foods" in your day:
 - i. Green leafy vegetables like spinach, and broccoli
 - ii. Berries like blueberries, strawberries, raspberries, or blackberries
 - iii. Walnuts.

9. Get enough sleep:

- a. One of the main symptoms of lack of sleep is poor concentration.
- b. Getting a solid seven to eight hours ahead of a busy work day could be the difference between being frazzled and being laser focused.
- c. To boost your sleep, try to:
 - i. Switch off all electronic devices an hour before bedtime. The light from these devices can stimulate your brain and prevent you from feeling sleepy.
 - ii. Take time to wind down.
 - iii. Read a book,
 - iv. take a warm bath,
 - v. listen to soothing music.

10. Be more mindful:

- a. By being mindful and recognizing when your attention starts to drift, you can quickly bring your focus back to where it needs to be.
- b. You can actually train your brain to be more mindful by practicing:
 - i. Breathing techniques
 - ii. Meditation
 - iii. Yoga.