

How to Focus¹

1. Make sure you have no distractions in your immediate environment. Just have in front of you what you need for the task at hand.
2. Plan ahead to have no interruptions, and have a way to get rid of them quickly if they do appear.
3. Shut down all social media or other technology that you don't need for the task.
4. Make sure you are well nourished. Food good for the brain includes wholefoods, all berries, walnuts and fatty fish like salmon. You won't be able to focus for long if you are hungry or undernourished.
5. Small amounts of caffeine in tea or coffee. But small only - too much will have the opposite effect.
6. The basics: have enough sleep, fresh air and exercise.
7. Brainstorm all your tasks. Then prioritise them.
8. Make a clear 'to-do list' with steps outlined and tick it off as you complete them. Don't try to do too much at once - one thing at a time.
9. For whatever your first task is, write it down in the form of a SMART Goal:
 1. Specific: state it clearly and unambiguously.
 2. Measurable: rate things as they are now, and then again later so you can keep track of your progress.
 3. Achievable: It is within your capacity and you have the resources and skills you need.
 4. Realistic: The goal is physically possible to achieve and you can reasonably commit to it and all that it needs to reach it.
 5. Timely: Set a reasonable time-frame within which to achieve your goal.
10. Take short breaks when focusing on tasks so your mind does not get tired. Do some focused breathing, stretching and relaxing.
11. Attention: pay attention to what you are doing. Bring your mind into the present - be 'mindful' - 'Informal Mindfulness.'
12. Practice Mindfulness techniques - 'Formal Mindfulness.' Learn from a qualified Mindfulness therapist if necessary. We can help you with this.

¹ Taken from various sources