

# HOW TO IMPROVE YOUR FOCUS

## Maximize your mental resources



### PRIORITIZE WORK BY ENERGY

Identify the most mentally difficult tasks and plan to work on those when you have the most mental energy. Save the more mundane, less challenging tasks when you have less brain power.



### DON'T MULTITASK

Multitasking limits our ability to concentrate and significantly reduces our efficiency. Plan to tackle one task at a time. Block time or set a timer to keep you on track.



### MINIMIZE DISTRACTIONS

Recognize the environments you do your best work in and try to create a space where you can shut out distractions. Turn off phone and email notifications. Ask others to honor your concentration time. Set a timer for 30-45 minutes and commit to using that time to tackle your projects.



### CREATE ROUTINE & HABITS

Routines and habits use less brain power, so look for opportunities to leverage them. One of the best ways to create a habit is to attach it to a current habit. For example, let's say you'd like to start a habit of taking vitamins every day. Put them in your bathroom and plan to take them when you brush your teeth.



### FOCUS ON THE ESSENTIAL

Challenge yourself to determine what is essential and what are activities that you are doing just out of habit. What can you say "no" to and let go of to create more energy for yourself?



### SUPPORT YOUR MIND

Meditation improves your ability to focus and concentrate. Here's an easy to follow app to guide your meditation practice. [Headspace](#)



### COMPETE AGAINST YOURSELF

If you are struggling to get something done, turn it into a game. By gamifying your activities you make them a fun challenge. There's even an app for it. [Habitica](#)



### BE UNPRODUCTIVE

Being unproductive can be productive. Some of our best insights come from letting our brain idle and letting those "aha" moments rise to the top. This can be a time to innovate, so give yourself permission to take a break and let your mind wander.