

HOW TO IMPROVE PRODUCTIVITY AND CONCENTRATION



THE POWER OF FOCUS

The Power Of Focus – Cheat Sheet

How To Improve Productivity And Concentration

Step 1: What is Focus and how does it work?

- Focus is a thinking skill that enables you to concentrate
- Thinking always involves focus
- Three different types of attention
- The major reasons for a lack of focus
- Disruptions can break your focus
- You can cause self-induced distractions

Step 2: The Science of Focus

- When you focus you increase neurotransmitters
- Your prefrontal cortex plays a critical role
- Your brain will call upon your attention network
- You have a salience network with ACC
- Internal or external factors can direct attention

Step 3: Benefits of Improving Focus

- Better focus improves control
- Increased focus yields greater positivity
- Better focus improves your self-awareness
- Increased focus will improve your problem-solving skills
- Increased focus will help your decision making
- Increased focus provides greater clarity
- Increased focus reduces stress
- Increased focus helps to minimize distractions

- Increased focus helps to build momentum
- Better focus increases your satisfaction

Step 4: Set a Challenging Goal to Improve Focus

- You can only force focus for a short time
- You want to get into a flow state
- Set yourself a challenging goal
- Identify what you really want
- Add a powerful emotional driver
- Use the SMART goal setting process
- Break your goal down into a plan

Step 5: The Importance of Self-Discipline

- Understand the benefits of self-discipline
- Get started with the countdown method
- Make your goal visible each day
- Remind yourself why you started
- Set a single goal first
- Master prioritization
- Identify your weakness and overcome them
- Set up some accountability

Step 6: Regaining your Focus when you Lose it

- Remind yourself why you are doing what you are doing
- Prioritize what you need to do
- Minimize or eliminate distractions
- Go for quality rather than quantity
- Get organized
- Use a re-focusing object
- Improve your health

Step 7: Proven Ways to Improve your Focus

- Train your brain for better focus
- Get the right amount of sleep
- Exercise regularly
- Meditate for improved focus
- Take mental breaks to improve focus
- Change to a healthier diet
- Consume caffeine for improved focus
- Some supplements can improve focus
- Give your focus a workout

Step 8: Benefits of Focusing on One Thing at a Time

- Rebuild your focus with single tasking
- Focus on one thing at a time to reduce stress
- Get more done focusing on one thing
- Be more creative when you focus on one thing

Step 9: Focus Best Practices

- Understand what focus really is
- Understand the science of focus
- Know the benefits of improving focus
- Set a challenging goal to improve focus
- Develop self-discipline
- Regain your focus when you lose it
- Use proven ways to improve your focus
- Focus on one thing at a time