

# Find your focus

If focus feels elusive, try one of these tips!



## Make a list

Write down everything you need to do. Getting it out of your head and onto paper can calm your mind and help you figure out what to do now, next, and later.

## Time blocking

Your calendar is your friend. Blocking time for tasks prevents you from flitting between them. Do one thing at a time, factor in breaks, and enjoy peace of mind knowing tasks have dedicated calendar time.



## Meditation and exercise

Meditation and exercise strengthen your ability to focus. Try 10 bodyweight squats every hour, or a five-minute meditation break to focus on your breath, an object, or a phrase you repeat silently.

## Assess your starting point

If you're tired or have more going on than usual, it's OK to adjust expectations. 'Pushing through' is counter-productive. Knowing when to stop or briefly step away can improve focus when you return to your task.



## Set a deadline

If your task doesn't have a deadline, try setting one. Be realistic and watch out for 'Parkinson's Law', an adage which humorously states that work expands to fill the time allotted for its completion!