

## Tips for Focus

### *Brain Dump*

Write everything down on your mind to help clear out the 'clutter'.

### *Have Set Times to Check Emails*

Establish a schedule that works for you. Some people choose to check emails once in the morning, mid-day, and a time in the evening before the end of work. Checking emails constantly throughout the day and refreshing the screen (except on days when needed such as a work event) can be distracting as it can make it difficult to establish focus and stick to priorities. If you are worried you are going to forget about an email- mark it as unread, so you remember to revisit it.

### *Conscious Consumption of Social Media*

Put any most used social media apps on a different screen from the main one to make usage more intentional.

### *Reduce Multitasking*

Try to focus on one task at a time. While multitasking can make us feel productive it can actually decrease focus, reduce overall productivity, and increase overwhelm.

### *Switch Tasks*

While we may want to focus on a particular task we sometimes get stuck and our brains can benefit from having something new to focus on. Switching tasks can also help to maintain alertness and productivity for a longer period (note: be careful not to fall into multitasking when switching tasks).

### *Using a Timer*

Setting a timer for a single task can help accountability and reduce the impulse to engage in distractions.

### *Pay Attention to Your Rhythms*

If you aren't sure, think about when you are most productive. Is it first thing in the morning? Mid-day? Evening? Try to schedule the more difficult tasks for the times where you are most productive and the smaller tasks for when you notice lulls in your productivity flow.

### *Take Breaks*

While a break may seem counterproductive, when we focus on something for an extended period of time our focus decreases. Taking breaks and focusing your attention elsewhere can improve your mental concentration and decrease burnout.

### *Exercise & Stretching*

Doing some form of exercise or stretching can help to improve mood, boost dopamine, and increase concentration. Plus it can feel good and be a nice break!

### *Snacks*

Make sure you are well fed! It is so much harder for us to focus when we are feeling hungry.

### *Sleep*

Last, but not least in this list is trying to ensure that you are well-rested as we are far more likely to be distracted when feeling fatigued.