

# *Laser Focus*

**Tips and Techniques for Improving Your  
Concentration and Finishing Strong**



## *Worksheets*

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# FOCUS AND CONCENTRATION

1. What are you easily distracted by- email, social media, surfing the web, games etc.? Brainstorm and write down a few of the key distractors that spring to mind.

	<b>Distraction</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>8</b>	
<b>9</b>	
<b>10</b>	

2. While you are working, take a one-hour time block and write down the number of times you are distracted and what distracted you. Use the provided worksheet or your own notebook. (Don't write "Writing down my distractions distracted me!")

<b>Time</b>	<b>Distraction</b>	<b>Times Distracted</b>
<b>1-10 mins</b>		
<b>11-20 mins</b>		
<b>21-30 mins</b>		
<b>31-40 mins</b>		
<b>41-50 mins</b>		
<b>51-60 mins</b>		

# WHERE IS THE NOISE COMING FROM?

1. List common distractions that affect you on a daily basis. Which ones are the most problematic for you? Which ones would you like to learn to control?

<b>External</b>	
<b>Internal</b>	

<b>Work</b>	
<b>Personal</b>	

	<b>Most Problematic Distractions</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	

# TIPS AND TECHNIQUES TO IMPROVE YOUR FOCUS IN LIFE

1. List some techniques that you are currently using that you feel are effective from the various categories we covered in this session.

	<b>Effective technique or practice</b>
<b>Lifestyle</b>	
<b>Organization</b>	
<b>Time Management</b>	

2. List some areas where you would like to improve your focus and concentration from among the various categories we covered in this session. Pick the tactics you will use.

	<b>Distractions/Issues</b>	<b>Technique or practice to use</b>
<b>Lifestyle</b>		
<b>Organization</b>		
<b>Time Management</b>		



# EXERCISES TO IMPROVE YOUR FOCUS AND CONCENTRATION

1. Choose one or more concentration activities from this session and practice daily for 5-10 minutes. Note how they affect your focus – positively or negatively.

	<b>Activity</b>	<b>Positive Affect</b>	<b>Negative Affect</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			

# CREATE YOUR FOCUS AND CONCENTRATION ACTION PLAN

Start by reviewing the teaching audio on **"Tips and Techniques to Improve Focus."** Then, go over the learning activity from the last session and look at the exercises you've chosen to try. Now, answer the following questions.

1. How can you add 15 to 20 minutes of physical activity into your day? Be as specific as possible (For example, walk to the train station and back during morning break at work).
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2. How many cups of water do you drink each day? How can you get a few more cups in?
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3. How many cups of coffee or other caffeinated beverages do you drink in a day? How many would you like to be drinking and at what times (For example, two cups in the morning)?
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4. How many hours of sleep do you need in order to function at your best? What steps can you take to ensure that you get that sleep?
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5. What is your morning routine? If you don't have one, what would you like your morning routine to be like?

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6. Do you eat breakfast every day? If not, how can you make it easy for yourself to get the nutrition you need before you start your day?

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Based on your responses to the above questions, create a daily schedule that maps out:

➤ Your morning routine
➤ Breakfast
➤ Food and beverage intake throughout the day
➤ Exercise and other breaks
➤ Bed time (including a bedtime ritual if you need help sleeping)

Next, go to your calendar and complete the rest of the suggestions in this session, adding notes on days and times when you need to complete your chosen activities:

### **Get Organized:**

1. Pick a day in the next week to organize your workspace.
2. Decide on times throughout the day and set times during the week for regular tidying up.
3. Choose a method for decluttering your house and choose specific days on next month's calendar for de-cluttering.
4. Go through the techniques to reduce distractions and pick 1 to start using right away. Put reminders on your calendar.

### **Time Management:**

1. If you are using multiple calendars, integrate them into one. Choose colors for identifying key categories.
2. Front-load your schedule so that you get more done earlier.
3. Consider using time boxes for daily tasks.
4. Break large projects into small goals and steps that you can attach a deadline to.
5. Make sure that you're single-tasking and not multi-tasking.
6. Consider performing a time audit.

### **Mindfulness**

1. Take your newly created calendar and add a daily mindfulness activity. Start by scheduling 5-10 minutes 2-3 times per week. Eventually, move it to five days a week.

# CONCLUSION AND NEXT STEPS

1. Review all your notes and listen to the teaching audio for the Tenacity 90-Days Year-End Challenge.
2. Next, review your action plan; schedule any outstanding activities; and implement your plan. Review and reflect at regular intervals how your plan has led to improved focus and concentration.

<b>Task</b>	<b>Deadline</b>	<b>Notes</b>