

FOCUS-BOOSTING CHECKLIST

TAKE CARE OF YOURSELF

1. Sleep
2. Hydration
3. Diet
4. Exercise
5. Correct use of caffeine

DISTRACTIONS

1. Put away phone
2. Close browser tabs, news, and social media

ENVIRONMENT

1. Quiet environment
2. Comfortable environment
3. Minimize audio cues (music while doing mentally challenging tasks does not help, but it tends to help during laborious, boring, but not challenging tasks)
4. Minimize visual cues

ADDICTIONS THAT RUIN CONCENTRATION

1. Phone
2. Television
3. Remove notifications

LIFE DISTRACTIONS

1. The more things there are on our plate, the harder it is to focus on each in the moment and during downtime
2. Take away unhelpful behaviors
3. Negativity in relationships

PHYSICAL STATE

1. Before work, go to the bathroom

TIME MANAGEMENT AND ALLOCATION

1. Enough time so you are slightly pressed for time, but not rushed or anxious
2. Give yourself 5-10 minutes to ease into a mentally challenging task

EXTRA CREDIT

1. Meditation and mindfulness practices