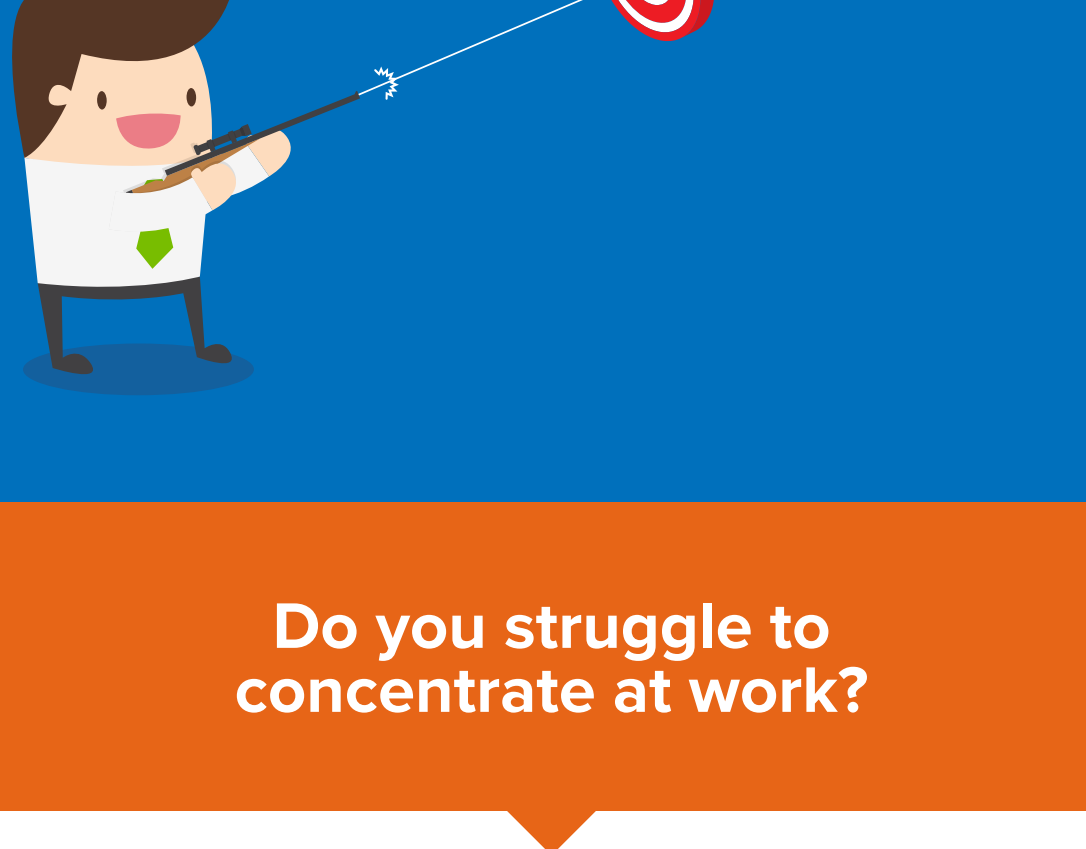


IMPROVE YOUR CONCENTRATION

How to Stay Focused Despite Distractions

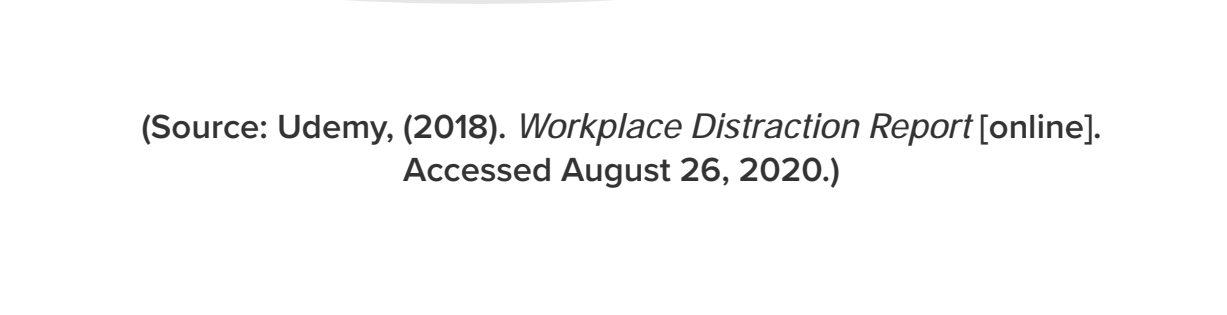


Do you struggle to concentrate at work?

You're not alone! According to a 2018 survey,

80%

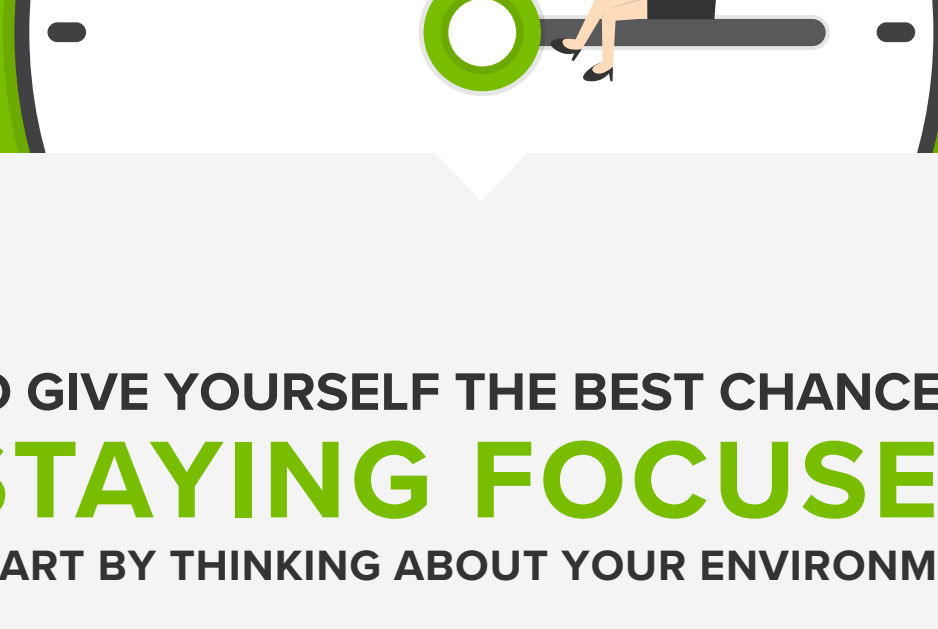
of team members are regularly disturbed by others when trying to focus.



(Source: Udemy, (2018). *Workplace Distraction Report* [online]. Accessed August 26, 2020.)

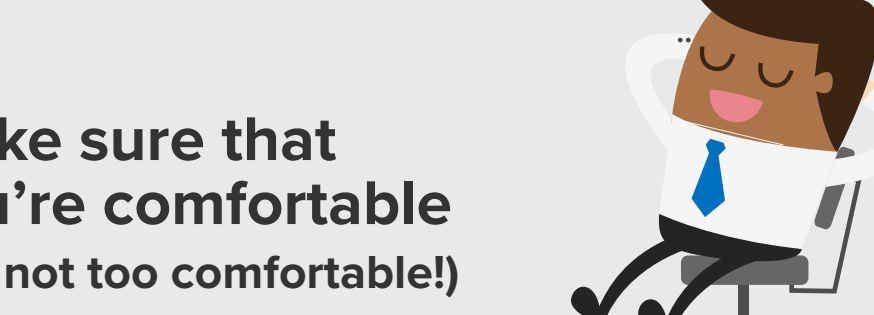
And, research shows that it takes people around 23 minutes to regain concentration after a distraction.

(Source: Mark, G., Gudith, D., & Klocke, U. (2008). *The Cost Of Interrupted Work: More Speed And Stress*. University of California, Irvine [online]. Accessed August 26, 2020.)

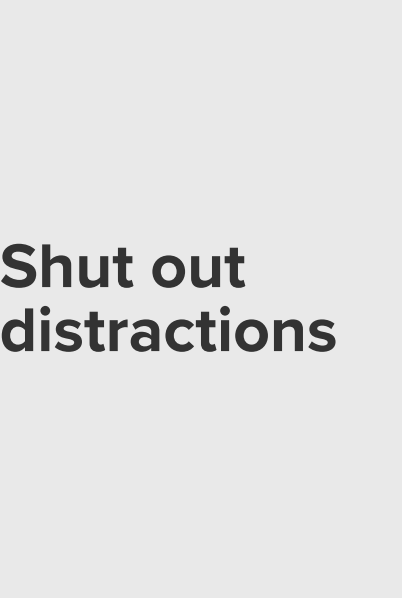
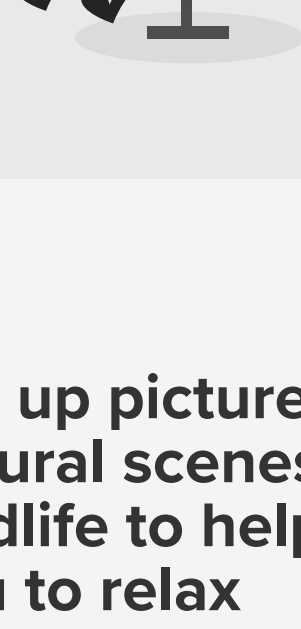


TO GIVE YOURSELF THE BEST CHANCE OF STAYING FOCUSED

START BY THINKING ABOUT YOUR ENVIRONMENT



Make sure that you're comfortable (but not too comfortable!)



Put up pictures of natural scenes and wildlife to help you to relax

Shut out distractions



NUTRITION AND HYDRATION ALSO PLAY A BIG PART IN HELPING YOU TO

CONCENTRATE

- 1 Drink water
- 2 Eat breakfast, and healthy snacks throughout the day



IT MIGHT SOUND OBVIOUS, BUT YOUR BRAIN WORKS BEST WHEN YOU ALLOW IT TO FOCUS

- 1 Deal with worries before you start work
- 2 Focus on one task at a time
- 3 Close your email
- 4 Alternate between high- and low-value tasks
- 5 Prioritize

IF YOU STILL FIND YOURSELF STRUGGLING TO CONCENTRATE, TRY THESE 5 STRATEGIES

- 1 Take short breaks
- 2 Do your hardest tasks when you're most alert
- 3 Turn off notifications and set your status to "busy"
- 4 Reward yourself when you reach your goals
- 5 Read your email at certain times

Follow these tips to improve your concentration and stay focused throughout the day.