

## Concentration Technique

Our daily routine is dominated by switching in and out of our mobile phones and computer. We get a constant influx of messages from WhatsApp, email, Telegram, and the half-dozen other apps that are somehow critical to our job. We constantly search for information to help solve our daily problems or get our work done.

Frequent distractions affect productivity. It takes longer to finish a task. We don't listen as well. We don't comprehend things as well, whether with our partner or with colleagues, and end up in misunderstanding, misinterpretation, and conflict. It affects memory. We forget things or can't recall information promptly which affects our personal life and professional image.

Now you know why you need help with concentration. What can help you to focus better? There's no one answer for how to improve focus, but the following tips can help.

1. **Eliminate distractions:** How do we focus better if we are always bombarded with information? Make a practice to block time in your schedule to do a specific task or activity. During this time, request that you be left alone or go to a place where others are unlikely to disturb you: a library, a coffee shop, a private room.
2. **Reduce multitasking:** Attempting to perform multiple activities at the same time makes us *feel* productive. It's also a recipe for lower focus, poor concentration, and lower productivity. And lower productivity can lead to burnout. Examples of multitasking include listening to a podcast while responding to an email or talking to someone over the phone while writing your report.
3. **Practice mindfulness and meditation:** Meditating or practicing mindfulness activities can strengthen well-being and mental fitness and improve focus. During the meditation process, our brain becomes calmer and our whole body becomes more relaxed.
4. **Get more sleep:** Many factors affect your sleep. Blue light from the screens will stimulate your eye retina and prevent the secretion of melatonin that promotes sleep anticipation in the brain. Use a filter or "blue light" glasses to minimize such blue light or avoid all electronic devices before bed. Other ways to improve sleep include avoiding exercise late in the day, staying hydrated throughout the day, using journaling or breathing exercises to quiet the mind, and creating a predictable bedtime routine and schedule.
5. **Take a short break:** This also might seem counterintuitive, but when you focus on something for a long time, your focus may begin to die down. You may feel more and more difficulty devoting your attention to the task.

Researchers have found that our brains tend to ignore sources of constant stimulation. Taking very small breaks by refocusing your attention elsewhere can dramatically improve mental concentration after that.

6. **Take small naps:** When you're working on a task or some project don't spend too much time. After 3 to 4 hours in a day try to take a 15 to 20 minute power nap so that your brain relaxes and once you wake up you can build your concentration.