

DND: Do Not Distract



Check off the boxes next to the methods you use!

1. Eliminate distractions

2. Prioritize Tasks

3. Work on one thing at a time

4. Move your body before working

As _____, we often have many _____ to juggle. In order to complete them _____ and in a time efficient manner, we need to stay _____ when _____.

What task(s) in your every day life do you tend to lack focus on? Be specific!

Which of the 4 focus tips listed above do you plan to use? Give examples on how you'll use them!

Extra Resources:

“9 Ways to Improve Focus and Concentration” – [Indeed.com](https://www.indeed.com)

“How to Improve Your Concentration Skills: 15 Tips” – [Betterup.com](https://www.betterup.com)

“The Top 5 Benefits of Focus in All Aspects of Life” – [Shortform.com](https://www.shortform.com)

