# FOCUS

**Nourish your body and refresh your brain**
> Take a walk
> Drink some water
> Stand or walk while you work
> Take quick breaks

**Eliminate external distractions**
> Turn off your phone
> Listen to music (if teacher allows)

**Minimize internal distractions**
> If your mind is racing, write everything down that's on your mind so you can deal with it after your work is done
> Keep a notepad close while working to write down ideas that come to mind

**Make it easy to get started**
> Shrink the task down so it's something simple you know you can finish – i.e. set mini goals like writing 1 sentence and then a break
> Identify first step you need to do

**Increase your motivation**
> Create a reward or incentive for yourself, something you can do as soon as work is done
> Focus on benefits of finishing this assignment (you'll feel great if you get it done!)

**Increase the time pressure**
> Reduce the total amount of time you have to do the work
> If at home working on homework, don't set aside 3 hours, set aside 30 minutes
> If the task is boring, challenge yourself to see how fast you can get it done