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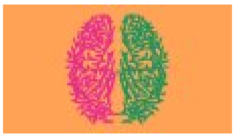

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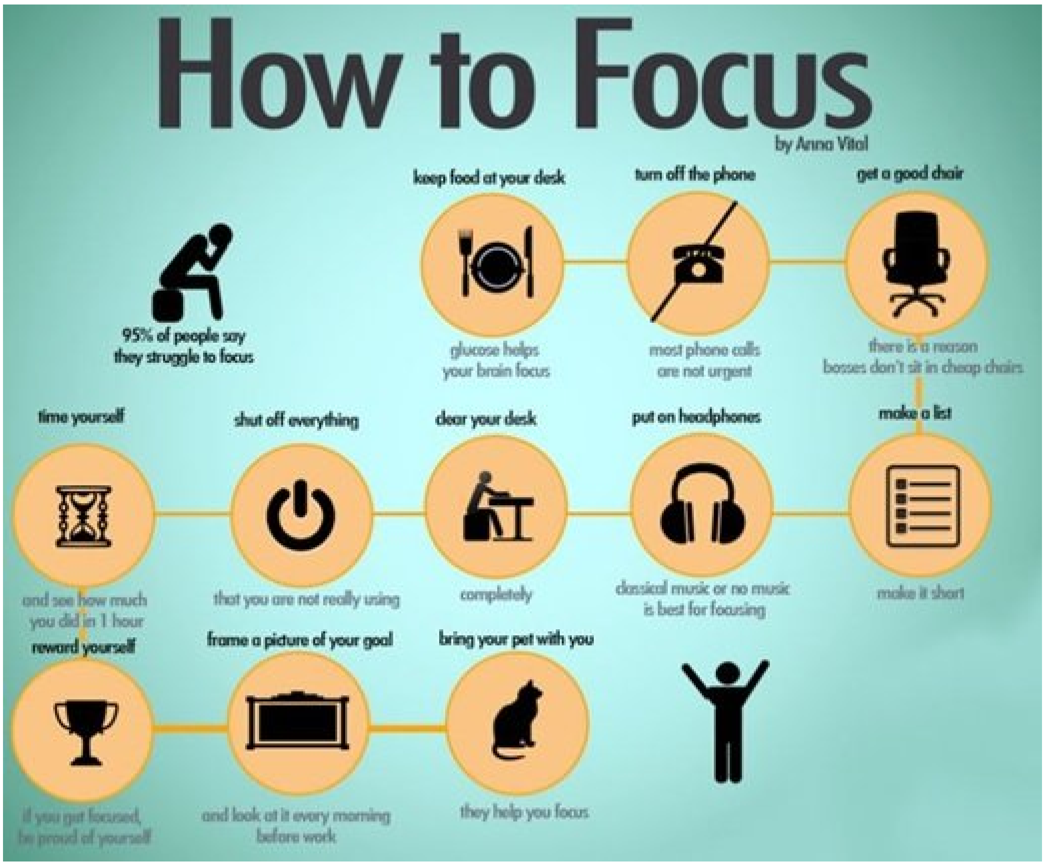
How to Focus
by Anna Vital
95% of people say they struggle to focus
keep food at your desk
glucose helps your brain focus
turn off the phone
most phone calls are not urgent
get a good chair
there is a reason bosses don't sit in cheap chairs
time yourself
and see how much you did in 1 hour
shut off everything
that you are not really using
clear your desk
completely
put on headphones
classical music or no music is best for focusing
make a list
make it short
reward yourself
if you get focused, be proud of yourself
frame a picture of your goal
and look at it every morning before work
bring your pet with you
they help you focus

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