

ENHANCE CONCENTRATION: PRACTICAL TIPS

1 Set Clear Goals

Know what you want to achieve. Break tasks into smaller steps to make them easier to tackle.

2 Create a Distraction-Free Zone

Find a quiet, clutter-free space to work. Use headphones or soft music to block out noise.

3 Take Short Breaks

Give your brain a rest now and then. Try the Pomodoro technique: work for 25 minutes, then take a 5-minute break.

4 Focus on One Thing at a Time

Multitasking can slow you down. Concentrate on one task before moving on to the next.

5 Stay Positive

Believe in yourself and your ability to concentrate. Negative thoughts can get in the way of focus.