

ENHANCING ATTENTIVENESS

TIPS TO ENHANCE CONCENTRATION

Eliminate distractions

- Limit background noise by using headphones, for example.
- Place your phone away from you or install a website blocker.
- Write down thoughts that distract you. You can come back to them later.



Take breaks

- Divide your work into phases and take breaks.
- Rejuvenate during breaks: get up and stretch your legs or make a cup of coffee.



Make a plan

- Make a to-do list and come back to it when your mind starts to wander.
- Map out your daily and weekly schedule.
- Plan ahead when you'll stop working and set aside time to rest.

Find ways that work for you

- Think about what helps you to concentrate or what distracts you.
- Choose an environment that makes it easy to concentrate.
- Work when you're at your most alert.
- Listening to music or a moving around a bit can help you concentrate.



Motivate and encourage

- Remind yourself what you're working for.
- Imagine what it'll feel like once the job is finished.
- It's not possible to succeed every time! When your concentration wavers, take it easy and take a break.



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