

The Focused Mind

IMPORTANT TAKEAWAYS

Module 1: Understanding Focus

- Repetition tells your brain's Reticular Activating System (RAS) what is important to you. Repetitively focusing on something makes concentrating and staying in a flow state easier.
- Short breaks help your mind and body rest, giving you better concentration when you return to your task.
- Being busy does not equal improved focus and productivity. Developing an action plan to focus on essential tasks is better than staying busy.
- When you force yourself to focus, your subconscious notices that focus is important to you. It then influences your habits and actions by providing more focus.

Module 2: Barriers to Focus

- Electronics, too many decisions, social media, clutter, incessant thoughts, addictions, hunger, email, friends, and family are just a few distractions you may face daily.
- Multitasking is the practice of handling multiple activities or responsibilities simultaneously. It can kill your productivity and your focus.

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- FOCUS, an acronym for Follow One Course Until Success, promotes better concentration and productivity.
- Technology can destroy your ability to focus, but it can be beneficial if used correctly.
- Identifying distractions is the first step to preventing them. You can identify them by monitoring your schedule, changing your environment, practicing mindfulness, meditating, and journaling.
- A few ways to minimize the negative impact of distractions or eliminate them include turning off notifications on your electronics, getting organized, tackling one task at a time, creating an action plan, and taking breaks.

Module 3: Strategies for Enhancing Focus

- Goals and a detailed action plan have been proven to direct your attention and improve focus.
- Goals get you to take action. Repeated actions tell your brain something is important, so it focuses on what you are doing.
- SMART goals are Specific, Measurable, Achievable, Relevant to your values, and Time-bound.

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- Working on goals boosts your self-esteem and self-confidence, which enhances your focus.
- For better focus, prioritize your tasks, get restful sleep, practice mindfulness and meditation, exercise, and stay hydrated.
- Natural focus boosters include blueberries, fatty fish, green tea, coffee, eggs, nuts, pumpkin seeds, flax seeds, dark chocolate, tomatoes, avocado, and leafy green vegetables.

Module 4: Applying Focus to Achieve Your Goals

- Visualizing success gets the attention of your subconscious. Your conscious habits eventually move to the subconscious, which triggers focused action.
- Focusing on the process rather than the result is important when working on a long-term goal. Complete one small step at a time until you achieve the goal.
- You're more likely to succeed when you enjoy the process. Make your goal-chasing experience enjoyable.

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- Long-term goals should have several small milestones. Achieving these shows how you are progressing and helps you build momentum.
- Successful people achieve big things by focusing on the daily work required and visualizing success.



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