



FOCUS

1. Science of How To Stay Focused

1.1. Your brain is always on

1.2. Your brain must choose what to pay attention to

1.2.1. You are not always in control of what your brain focuses on

1.3. Two types of focus

1.3.1. Top-down focus

1.3.1.1. Goal oriented

1.3.1.2. Ex: studying for an exam

1.3.2. Bottom-up focus

1.3.2.1. Stimulus driven

1.3.2.2. Can disrupt top-down focus even when you are trying to stay concentrated on a certain goal

1.3.2.3. Ex: when your phone beeps and you look down at it

1.4. Work with your brain's natural focus schedule

1.4.1. Take breaks

1.4.2. Don't multitask

1.4.3. Practice mindfulness

2. Stay Motivated From The Beginning

2.1. Commit to focus from the beginning so you're more likely to not get distracted

2.2. Pareto principle

2.2.1. 80% of consequences come from 20% of causes

2.2.2. Unequal relationship between inputs and outputs

2.2.3. Focus on the 20% to change the majority of the outcomes

2.3. How to set goals and objectives

2.3.1. Goals can hold you accountable and help you stay motivated from the beginning

2.3.2. SMART goals

2.3.2.1. Specific

2.3.2.2. Measurable

2.3.2.3. Achievable

2.3.2.4. Relevant

2.3.2.5. Time-bound

2.3.3. Set daily goals according to need

2.3.4. Write goals and objectives down where you can see them later

2.3.4.1. Use your goals as a way to keep yourself motivated

3. Create A Focus Haven

3.1. Your work environment needs to help you focus

3.1.1. A distracted area leads to distracted work

3.1.2. A focused, organized, or quiet area leads to focused work

3.2. Features of a focus haven

3.2.1. No distractions

3.2.2. Minimal sounds

3.2.2.1. Except classic or other wordless music

3.2.3. Devices turned off

3.2.4. Door shut (if applicable)

3.2.5. Organized shelves and desk

3.2.6. Adequate lighting

3.2.7. Goals placed somewhere visible

4. Turn Actions Into Habits

4.1. Long term success is made through habits

4.2. Turn single actions into habits

4.3. Make a decision everyday to be focused and fight distraction

5. Fuel up

5.1. What you put in your body impacts your ability to focus

5.2. Food

5.2.1. Eat complex carbohydrates, fats, and proteins

5.2.1.1. Fruits

5.2.1.2. Veggies

5.2.1.3. Nuts

5.2.1.4. Meat

5.2.1.5. Grains

5.2.2. Avoid processed or sugary foods

5.2.3. Eating right helps you stay full longer

5.3. Drink water

5.3.1. Brains need water to focus

5.3.2. Drink at least 8 glasses of water a day

5.3.2.1. Increase amount if you workout

6. Take Breaks

6.1. Breaks are necessary to stay focused

6.2. Our brains can only work for one hour at a time

6.3. Schedule breaks throughout your work day

6.3.1. Take breaks at least every hour

6.3.2. Use the pomodoro technique

6.3.2.1. Build concentration

6.3.2.2. Start with 25-minute work intervals and increase the time as your concentration improves

7. Single-Task

7.1. Multitasking is not possible

7.1.1. Our brains can only do one thing at once

7.1.1.1. With the exception of autopilot tasks like listening to music

7.1.2. Most people “serial” task, not multitask

7.1.2.1. When they jump from task to task quickly

7.1.3. Will break focus and take more time to finish your work

7.2. Single-tasking involves doing one task at a time

7.2.1. Decide on one task to do

7.2.2. Complete task all the way through

7.2.3. Do not move on to another task until you finish the first one

8. Take Control of Your Time

8.1. You are in control of your own time

8.1.1. If you do not recognize this fact, you will not be able to manage your time

8.1.2. Learn what time management techniques work for you

8.2. Pomodoro technique

8.2.1. Time management technique

8.2.2. Decide on a task to work on

8.2.3. Put on timer for 25 minutes

8.2.4. Work for 25 minutes

8.2.5. Rest for 5 minutes after the 25 minutes are up

8.2.6. Repeat three more times

8.2.7. After the fourth 25-minute working interval, rest for 15-30 minutes

8.2.8. Start over

8.3. “Eat the frog”

8.3.1. Start with the tasks you are most dreading

8.3.2. Prevents procrastination

8.3.3. Gets it out of the way

8.3.4. Will make the rest of your day go smoother

9. Do Not Let Devices Be A Distraction

9.1. How to manage tools for focus

9.1.1. Use “Do Not Disturb” mode

9.1.2. Use website or app blocking applications on your phone or computer during work hours

9.1.3. Only use devices that aid focus

9.2. Digital minimalism

9.2.1. Try to use as few devices as possible

9.2.2. Switch out your device for another application

9.2.2.1. Ex: switch your phone alarm for a physical timer