



SUMMER CAMP

**Improve Your Focus and
Concentration Skills**





Best practices to boost your concentration

"Focus your mind on the specific things that interests you the most, and the ideas will come in abundance and open the door to a dozen ways to achieve your goal" according to Robert Collier.

Today, your focus is strained by email requests, social media notifications and interruptions from co-workers. All that creates distraction.

Everybody is different! Some can perform in a noisy environment, others only in complete silence.

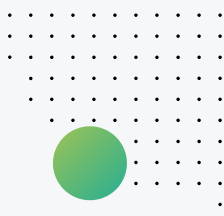
Have you ever wondered how to recover from a distraction? In fact, we can do it by practicing some simple rules. So, what should you do to stay focused?

To begin with, you should take a look what hinders your concentration. It can be related to your personal habits, routine and environment. Once you have identified the causes of distraction, you can work out measures to deal with it.

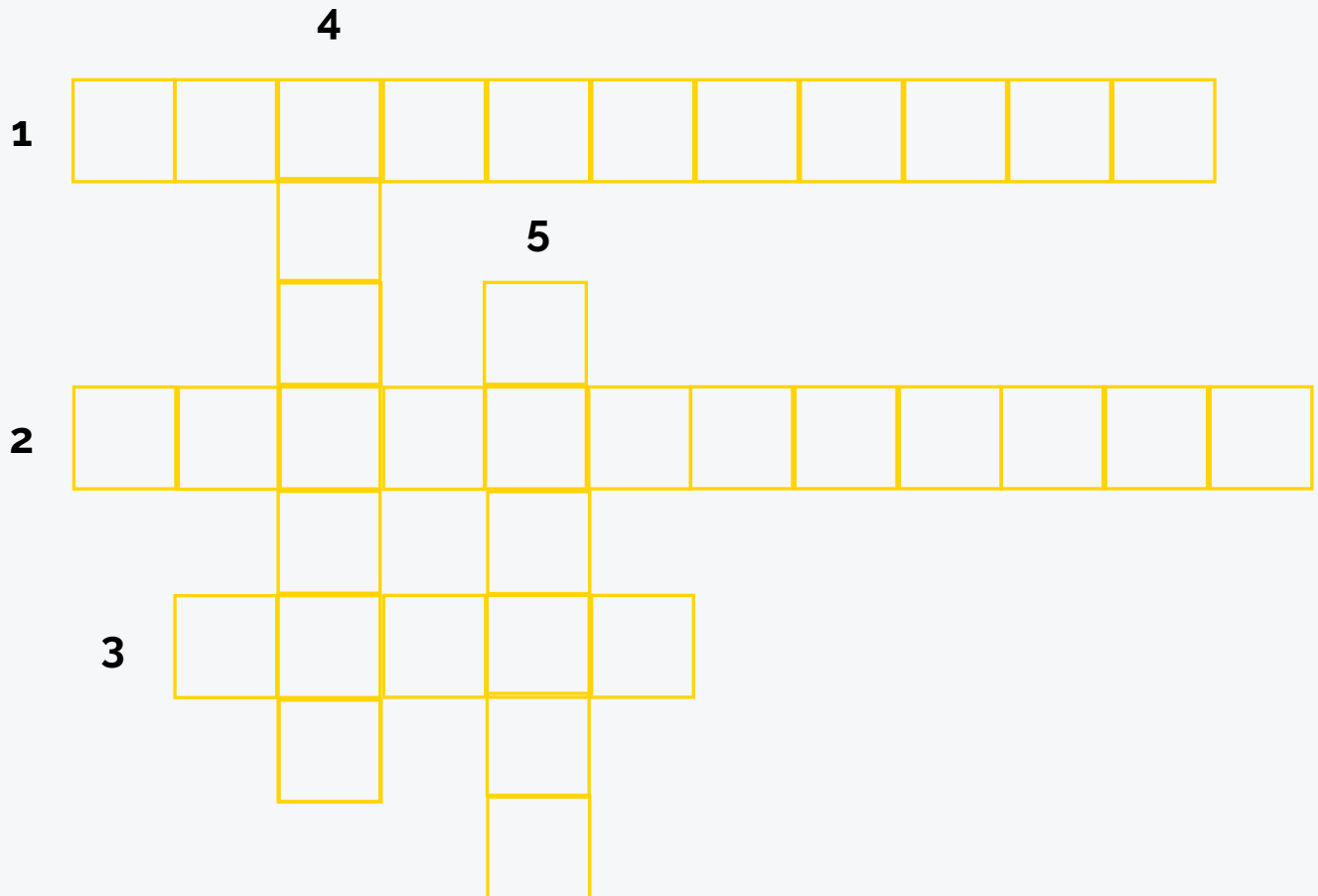
This content selection provides you with some valuable insights into how to reach high productivity levels in your work. Discover how to improve cognition, creativity, and life learning skills. Let's get into it!



Crosswords



Fill the squares with letters, forming words or phrases, by solving clues, which lead to the answers. Good luck!



Horizontal

1. It can be digital or human and interfere with concentration.
2. Opposite to working on tasks one by one
3. If you don't find it, you will achieve fewer tasks.

Vertical

4. Opposite of deep work
5. To master it, deep work has to become a...

Answers : 1.distraction 2.multitasking 3.focus 4.shallow 5.ritual





Master the art of focus

In a nutshell...

Concentration is hard to learn, especially when you have to manage emails, messages, notifications, tweets, phone calls, and so on. In other words, you deal with many distractions, which slows you down in reaching your goals. But the good news is that you can master a set of techniques to minimize the negative impact of distractions and stay focused on your mission.

You have probably heard about deep work. By applying this technique, you avoid wasting time on what is insignificant or prioritize what really matters.

In fact, living without the power of concentration would be like opening one's eyes without seeing anything. Concentration results from a combination of two things: confidence and hunger for knowledge.

Deep Work: let's get started!

Working intensely while staying efficient and motivated sounds like a dream. Deep work allows you to reach the height of your productivity. It is only a matter of methods you choose.

The keys to good preparation

A deep work session cannot be done spontaneously!

Three important elements:

- define a priority
- set a time limit (save the session in your agenda)
- create a dedicated, well-lit, quiet workspace

On top of your game

Before you start, take stock of your emotions and let them go, so that your brain is fully available.

Remember: if you get stuck, take a break!

Last but not least, do not neglect the impact of your sleep, your diet and physical activity on your mental health.

