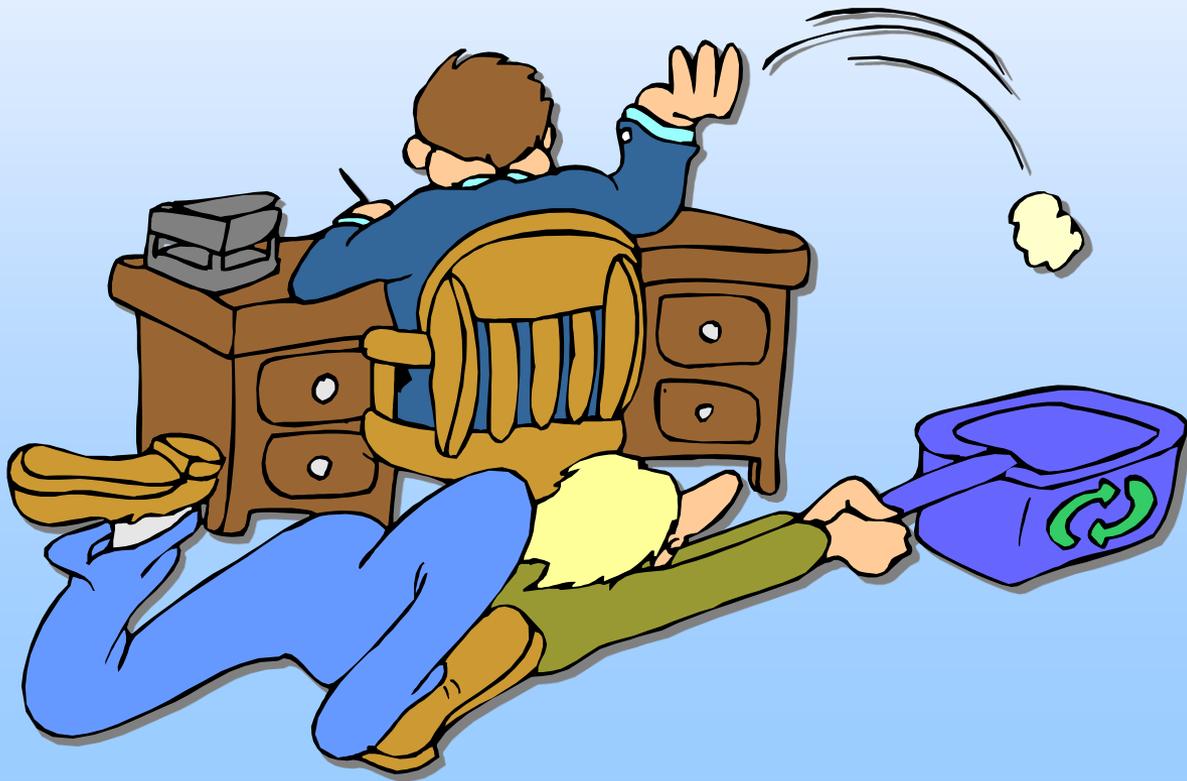


# Improving Our Focus Power



# Lack of Focus

- Many people face the problem of lacking focus. There are so many things to do in our daily life, so many things to hear.
- The problem is our focus is too broad. People are doing too many things rather than one thing at time.



# Improved Focus

- Once you improved your focus, you will find that you are able to do more because you can get things done.
- Improving focus is not an easy task, but it is one that can be learned.
- Like anything else, you must practice to improve focus.



# Losing Focus

- When you start to lose focus, always remind yourself you must focus for a fixed amount of time.
- The fixed amount of time could be 10 minutes or tell yourself to read 8 more pages. Maybe you need to do 5 more problems. You set the fixed amount of things to focus on.



# One Thing At a Time

- When you see something that needs to be done, rather than drifting, hold up one finger in front of your face. This is a physical reminder for you to focus on one thing at a time. After a while, it will be mentally and physically imprints on your brain as a double reminder.



# Consistency

- Learn to be consistent in your routines. This will establish a schedule of consistency and focus. You know you must do this, then followed by that. While it may not matter, by having the routine, it serve as a pattern for you to follow.



# Knowing Yourself

- If you find that you focus better in quiet, make certain it is quiet.
- If you find music helps, then have music.
- Notice what hurts your focus and reduce those things, like the TV in the background or surfing Facebook.
- Know what help you to focus and add those when you need to focus.



# Don't Procrastinate

- Don't be like many people who used work as an excuse for being busy to procrastinate.
- When you know you are trying to delay, stop.
- If you are doing work in motion that you do not need to do in order to avoid something, what you actually need to do is **STOP**.



# Summing Up

- Keep in mind that The Power of FOCUS will not help you if you do not take the necessary plan with actions.
- You must not only remember them but put them into used.
- Any kind of tips is only as good as the actions taken.



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