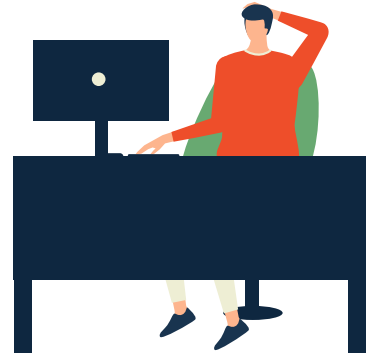


Weekly Wellbeing Updates

Friday 26 February 2021

FOCUS HACKS

5 tips to help you get going



Even if you feel motivated to do your work or a particular task, actually starting it may feel impossible right now. If your usual strategies are not working, try these.

1) Set a daily intention to do ONE important thing

Many of us make, ignore and subsequently feel guilty about our long to-do lists. If this applies to you, stop making them and simply assign one priority task for the day. If you complete it or do an amount that you are happy with, you can set another.

N.B. Taking regular breaks and having an end time in mind is also important!

- Try not to fall into the trap of multitasking. You cannot fully engage in more than one task at a time and may make your day more stressful if you try. It can be difficult to separate your priorities, but you're more likely to get them done if you do.

2) Remove or declutter distractions in advance

Place your phone on the opposite side of your room or silence it. If that isn't an option (if you are waiting for an important phone call or just don't want to, for example) temporarily delete/limit distracting apps or turn off their notifications. Remove reminders of other tasks for your viewpoint (such as to-do lists).

- Try and check your emails at an assigned time later in the day so you don't get sidetracked (I said try).
- Minimise visible clutter around your desk and also on your laptop. Close pages and applications that are not currently needed.
- Try add-ons like **OneTab** to organise and hide the millions of tabs that you probably have open on your browser.

3) Try a fake commute (seriously)

This might sound ridiculous but it honestly makes a difference! Many of us find it hard to transition from a state of relaxation to suddenly doing productive work. The same is true when trying to relax at the end of the day. Start your morning ritual as usual, get ready and leave your room. Ideally, go outside if possible! Even just spending some time in a different room as a transitional phase might help. Try something similar when you finish for the day too.



4) Work with your natural productivity peaks

There may be a time of day that you are at your most productive, so choose this time to focus on your chosen task. Likewise, there may be a time when you feel tired or more easily distracted - so set that as an opportunity to rest and re-charge.

5) Get Support

If you have a diagnosed specific learning difference such as Dyslexia, Dyspraxia, ADHD, and Autism, or a physical or mental health condition, check to see that you are getting the necessary support and arrangements to do your work.

Furthermore, if you have not yet disclosed, or suspect you may have pre-existing difficulties with your focus or attention, please contact the Disability Advisory service to book an appointment or potentially a screening.

NOTICE: Thursday 4th March 2021 is University Mental Health Day! What would you like to see from me?



Book a wellbeing appointment

Follow us on Instagram... Please!

