**Developing Focus and Concentration**

*Daydreaming is a habit, so is concentration*

1. Start where you are

Know your attention span and work within it, increase it over time

2. Plan to Concentrate

Schedule study time, Set study goals. Find internal motivation. Vary activities. Take

breaks.

3. Know your Energy Cycle

Study when you have the energy to focus-don’t try to study when you are tired.

4. Find a Good Study Place

Designate a study place; use a study "charm"

5. Deal with Distractions

Internal- hunger, thirst, boredom, worries, anxiety

External- phone, roommates, comfort, TV, computer, noise

6. Deal with recurrent thought distractions- "Thinking Time"

Jot down worries, distracting thoughts etc. and deal with them at a scheduled time

7. Use Rewards

Identify incentives for progress toward your goals, and give yourself a “treat” after you have

computed a study goal.

**BE HERE NOW Strategy**

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1. When you notice your thoughts wondering, say to yourself "Be Here Now" and gently bring your   
   attention back to study by asking a question, outlining, summarizing etc.
2. When you wander again, keep bringing yourself back with "Be Here Now"
3. Make a check mark on a notepad each time you bring your attention back, eventually you will “train”   
   yourself to concentrate longer.
4. Don't try to keep certain thoughts out of your head- it will just make it worse.

**Focused Reading Strategy**

Identify a reading goal

1. Begin reading. When you find your mid wandering, make a check mark in the book and note what you were thinking about when you lost concentration. Note how many paragraphs you were able to concentrate on.
2. Jot down important points from the paragraphs you read, re-focus and start reading again.
3. After your study session, identify the average number of paragraphs you read in that chapter without distraction and use that as your goal for your next reading session.
4. Before you start next reading session, make a mark at the number of paragraphs you want to read to without distraction.
5. Increase your goal over time.