

Acacian's Way to Get More Focus

A definitive step-by-step guide for Hazel

Getting focus is important to get through all the tasks and feel happy at the end of the day. However it's sometimes hard to focus in a world filled with distractions. This guide will help you find a way to get focus during any type of situation.

1 - Eliminate distractions

The first step in gaining focus is to get rid of all things that can distract you or are not necessary to complete a task.

- Put your phone on silent and away from view.
- Get rid of unnecessary tabs when you work on a computer.
- Find a space where you feel calm and can fully focus on a task.

When you first do this step you'll find it very much easier to focus. It is important to keep control of pressure when it is applied to you. When you can hold on to pressure you're capable of doing anything.

2 - Keep your space clean

You now have a work space that can make you focus much more easily. But what's mostly overlooked (if I do say so myself) is the cleanliness of the work space. It follows up well with step 1 because a clean space removes even more distraction than before. Here's how you tackle a clean space

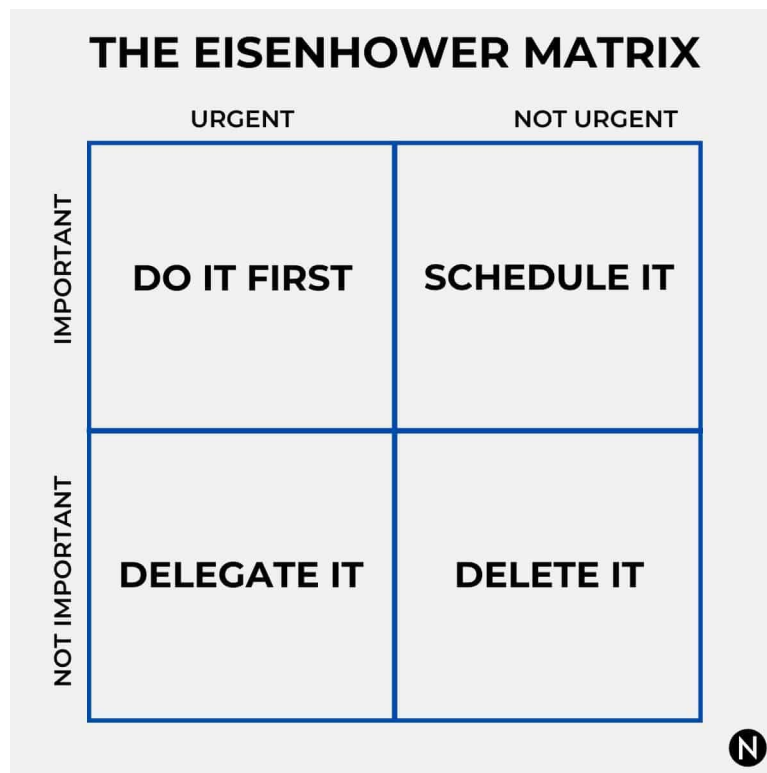
- Remove everything until you have a clean desk
- Add the things you need to start working
- Organize them so that you always have them in your view

If you can't remove some things from the desk (like objects that have some meaning like pictures of close ones or unremovable things), try planning it out with the objects in mind or put them to the side. I and I believe you as well like symmetry, and it will help you be more happy if everything is symmetrical.

4 - Organize your tasks

To know what you need to do. The first step is to **write down** all your tasks on paper so you know what you have to do.

After that, a tool I use to help me organize my task is the Eisenhower matrix pictured below. It helps me organize my tasks well.



You can use this at any time that you want if you want to do a task. Whenever something is given to you, you picture it in one of the squares.

- Urgent + Important: Do it now
- Urgent + Not important: Give task to somebody else

- Not Urgent + Important: Schedule it for later
- Not Urgent + Not important: Get rid of it

I recognize that this might be hard to utilize, so another (and maybe simpler) way is when you have all your tasks in one list, organize them to either **Do** or **Dont**, you first do the 'Do' tasks. And after (if you have time for them) you do the 'Dont' tasks

5 - Prioritize

Now that all the tasks have been divided into important ones and less important ones, and also urgent ones and less urgent ones, it's time to do the important ones first. The 'Do' tasks, the important + urgent tasks. After you've done those, you're working on becoming more focused on them.

5 - Get calm

During the tasks that you do, you might have trouble finding it difficult to get in a calm mood or feel a bit stressed or have pressure. To feel fully focused on a task you need to be alert and don't feel any of the things mentioned, here's a list that has helped me at some point getting focused.

- Listening to calm music
- Meditating
- Taking deep breaths
- Going to a soft spot, a calm-looking place

Not every way can work, but one will, after all: for every problem there is always a solution. Don't lose hope into trying something that can help you calm you. I know you'll find one.

6 - Take a break from time to time

If you feel like you can't work anymore, you can always take time off for a few minutes. Do something that you love for about 20-30 minutes before starting again. Don't lose track during this break, otherwise you'll forget what you needed to do.

7 - Have a positive mindset

You never have too many tasks, you tend to focus on just the bad ones that you think are important, even though they're most likely not.

If you have your list of tasks, have that mindset where you'll say: "I can finish all of these". Don't worry when you can't finish a task in a day. There's plenty of time for tomorrow.

8 - Don't worry about the past and/or future

Worries take away from the focus that you need. They aren't important for what you need to do. See these worries as clouds that pass by in the beautiful skies. See them going away and never seeing them again. If you can achieve this focus will become far easier.