

FOCUS MASTERY



KEY TO UNLOCK YOUR INNER GREATNESS

Focus Mastery Checklist

Focus is integral to accomplishment. It may actually fall in the same category as ambition, motivation, leadership and other driving forces behind becoming successful, but does not necessarily get the attention that it deserves. Often downplayed, the role of focus cannot be sabotaged in an individual's ability to be productive. This checklist will run you through the simple steps and strategies to becoming a goal-busting and high achieving individual by leveling up your concentration.

Module 1: “FOCUS” Defined

By definition, focus is a skill that allows people to start a task without procrastination and then keep up their attention and effort until the job is complete. It is an ability to not only pay attention to things that they are engaged in but also avoid distractions that will impede the work they are trying to do.

Why do people suffer from a lack of focus?

In some cases, a lack of focus may be a matter of interest. It is only natural that your mind starts to drift off in these situations. You may end up finding excuses for not doing that particular thing, say by justifying that you don't really *need* to do the job right then, or that it's not really *that* important or even something like you've got *better things* to do than the job on hand. But any way you dress them up, they are all just excuses for procrastination.

How can you counter a lack of focus?

Moving on, while you may be well aware of what is stopping you from focusing (think procrastination), you may not know how to tackle this problem. So here's some help:

Address WHAT needs to be done

Address WHY something needs to be done

Also address WHEN something needs to be done

Types of focus

Having established that the ability to focus is a critical element for success in aspect of life, let us now take a look at the different types of focus you need to develop to achieve that success.

Inner focus

Focusing on...

others Outer focus

Module 2: Escaping the Busy Trap

Being overwhelmed results in burnout. This produces a condition where the individual feels mentally, emotionally and physically exhausted. The feeling occurs when you feel overwhelmed and aren't able to keep up with demands. As a result chaos also factors into the equation and the missing element once again is focus.

Remember what being focused taught you in the previous chapter? The WHAT, WHY and WHEN formula will come in very handy when you feel overwhelmed. Sort out issues by focusing on what's important, figure out why it is so and when to deal with it. Once you have the answers to these simple questions you can at least start to untangle the web of feeling overwhelmed.

1. Unraveling burnout

2. Focus to undo the effects of the burnout

Cut off the source of the burnout

Try to be healthy

Eat well

Sleep better

3. The impact of being overwhelmed

They don't plan

They lose track of time

They run late

They get easily distracted

They are messy, unorganized and possibly even flaky

They worry about everything

Module 3: Reclaiming Your Time

Now that you know that distraction is the main reason we lose focus, let us talk a bit about the various forms distractions can take. In many cases, these distractions may not seem as obvious as one imagines but may make you feel scattered or fuzzy instead. The result is that you may end up blaming yourself for not having more control.

There are certain habits and situations that can factor into impairing focus. Most are everyday habits that that be changed with some effort and may become the starting point for you to move ahead with gaining better focus and concentration.

Poor diet and nutrition

Hormones at play

Lack of

sleep Stress

Lack of physical activity

Surrounding environment

Quality of information

Module 4: Benefits of Being Focused

So far it is safe to say that being focused can help yield great benefits not only for the mind and body but the overall life quality of a person. Here is how being focused can help you achieve greater success and control of your life:

- Helps take control
- Yields positive energy
- Enhances problem solving skills
- Instills decision making skills
- Removes distractions
- Gets things done
- Generates satisfaction
- Builds momentum
- Reduces stress
- Increases engagement

Module 5: How Highly Successful People Develop Self-Discipline

What most people have in common with successful people is ambition, but where certain fall short and others excel is in the area of self-discipline.

However, practicing self-discipline is not easy and demands real commitment. In order to develop self-discipline, you must follow certain steps that will help you attain your goals. Here are the top habits of successful people that help that maintain self-discipline which ultimately helps them achieve their goals:

Vision

Prioritize

Say no to distractions

Handle one task at a time

Divide up goals

Rewards and breaks

Learn from mistakes

Rise above feelings

Love what you do

Manipulate energy

Module 6: Strategies To Building Unbreakable Focus

Whether you are a student, a parent or a worker, you are aware of the importance of focus for everything that you do in your life. Whether there is a short term plan to follow, or a long term goal neither can be accomplished without focus.

There are a few strategies that you can use to build unbreakable focus. Once you succeed in making these strategies a part of your life, you will be much more in touch with yourself and you will experience a self of accomplishment that nothing else can give you.

Train your brain

Plan it all out

Rest for a while

Work with music

Practice mindfulness

Limit phone usage

Give constant reminders

Plan your day

Module 7: Why Should You Focus On One Thing At A Time

Multitasking is basically trying to split focus and divide your attention to getting multiple projects done at a time. While many believe that this practice actually gets more done, that may not always be the case. Instead, while trying to increase the quantity of jobs being performed, you may well be compromising the quality of every one of them.

The result is hurting your own productivity while shifting focus from one task to the other without being fully attentive to any single one. Instead, here is a look at why you should only focus on one thing at a time.

It Gets Things Done

It Leaves Less Room for

Error Higher Success Rate

It Does Not Deplete Energy

It Keeps Distractions Away

It Lets You Enjoy Work

Module 8: Online Tools for Laser Focus

While the internet has provided us with multiple distractions in form of social media it has also generated tools which can be helpful in organizing time and finishing tasks on time. Here is a list of some applications that will help you regain your laser focus and control your time instead of letting internet distractions control it:

1. Stay Focused
2. Freedom
3. Focus Writer
4. Concentrate
5. Be Focused
6. [Forest](#)
7. Hold
8. Noisli
9. Balanced
10. Hocus Focus