

Attention Management Overcoming distraction will increase your ability to focus, leading to enhanced learning, improved creativity, and peak productivity. Make these four techniques part of your day to “work your focus muscle” (also known as “downtime” or a “creative pause”) and you’ll learn to control your attention to control your life!

1. MINDFULNESS

Find small ways to introduce stillness into your days. Even just a few moments at a time can combat distractedness. Try loading Buddhify onto your smart-phone to give you an assist. Taking time out for a few slow, deep breaths, or a short catnap, can also help reset your mind.



2. CONTROL YOUR TECHNOLOGY

Learn how to use the Do Not Disturb feature on your phone. Try setting it to silent *without* vibrate. Turn it off or put it in airplane mode when you go to bed, so it won't interrupt your sleep. Turn off notifications from apps and email. On your computer, work in offline mode so that email isn't constantly downloading. Remember that your devices are there for *your* convenience.



3. BREAK THE HABIT

When you are constantly distracted, quiet, focused times will feel unnatural, and you'll have a tendency to seek distraction. Set a timer for 10 minutes free from distraction. Gradually increase the time until you are comfortable staying focused and undistracted for an hour or more.



4. TAKE TIME OUT

Read about the Sabbath Manifesto and the Slow Movement and consider dedicating a day or a half-day every week to completely disconnecting from technology. Enjoy a “weekly time out” to nurture yourself, be outside, and connect with loved ones.



