

A STUDENT'S GUIDE TO IMPROVING FOCUS WHILE AT WORK

# I-ABC-GO!

Is it time to sit down and focus? Set yourself up for success by following the **I-ABC-GO!** method below.

**I-** **INTENTION.** CLOSE YOUR EYES AND TAKE A DEEP BREATH. THINK ABOUT WHAT YOU HOPE TO ACCOMPLISH IN THIS FOCUS SESSION.

**A-** **AREA.** MAKE SURE THE AREA YOU ARE IN IS PREPPED FOR FOCUS. TIDY UP YOUR LOCATION AND MAKE SURE YOU HAVE THE NECESSARY MATERIALS TO CARRY OUT YOUR TASK.

**B-** **BLOCK OUT DISTRACTIONS.** SUCH AS MUTING OR TURNING OFF ELECTRONICS.

**C-** **CREATE A PLAN OF ACTION.** CONSIDER MAKING A LIST OF WHAT YOU NEED TO ACCOMPLISH AND SETTING A TIMER FOR YOURSELF.

**GO!-** **GO!** BEGIN YOUR WORK, FOR AN UNINTERRUPTED AMOUNT OF TIME AND TAKE BREAKS BETWEEN SESSIONS.

"Focus is the foundation of all achievements. Embrace the power of concentration, and you will discover the path to excellence."

Albert Einstein