



# TOP TIPS FOR STAYING FOCUSED

Avoiding distractions and keeping on track for better results

## 1 Allow yourself to set boundaries

Learn to say 'no' more often and ALWAYS leave at least 10 minutes between meetings.



## 2 Unplug at the weekend

Periods of psychological detachment from work boosts concentration levels and prevents burnout.



## 3 Compartmentalise your tasks

Allocate time for your wellbeing, write a to-do list every morning and make time for family.



## 4 Shift your expectations

Our perception of life has shifted - this time is all about adapting to new boundaries and limitations



## 5 Pick one top priority each morning

For highly motivated people the key to getting more done is to focus on less



## 6 Don't eliminate your 'alone' time

Our body and brain has to adjust to more intense activity - move forward at your own pace.



## 7 Stay active!

Work out, see friends and family, get fresh air - our body and mind is much more at ease when we are active



## 8 Take time to recharge

Book the ticket, take the trip, see the show. Deadlines and to-do lists will still be there when you get back.