

## Concentration Strategies

On the lists below, check off the strategies you are currently using:

### 1. Watch your health

- Eat well
- Get enough rest
- Get enough exercise
- Address any health concerns
- Build in time for leisure

### 2. Create the right environment

- Comfortable, but engaging
- Free of things that distract you
- Well-equipped (office supplies, dictionary, snacks, water, etc.)

### 3. Manage your time effectively

- Determine how much time you need to study
- Budget frequent, short, specific study sessions
- Set study goals (e.g. Read 5 pages in the next 30 minutes)
- Take breaks (@10 minutes per hour)
- Consider changing subjects or activities when you lose concentration
- Maximize the use of your peak energy times (...am? ...pm?)
- Give yourself rewards for tasks well done!

### 4. Study ACTIVELY

- Create questions from headings and read to answer the questions
- Write summaries of readings and lectures
- Take notes of readings
- Discuss ideas with other students
- Other ACTIVE strategies??

### 5. Address your worries

- Keep a worry journal – get your worries down on paper
- Schedule worry time
- Seek out support
- Learn relaxation strategies

*After completing the checklist, mark one or two new strategies you will try.*

## Factors Affecting Concentration

Concentration can be affected by both “internal” and “external” factors. Which factors are affecting your concentration?

### Internal Factors:

- Physical distractions – Irregular eating, sleep, and exercise patterns, depression, anxiety, chronic pain or other related health and mental health issues.
- Emotional preoccupation or distraction – Personal issues or crisis e.g. relationship break-up, job loss etc.
- Excessive worry – Preoccupation and fear about future, failure, etc.
- Negative self-talk – Critical, comparative or perfectionist thinking.
- Lack of career direction
- Lack of clarity or confusion regarding course work or expectations.
- Others:

### External Factors:

- Other people in your study space.
- Noise distractions (TV, people talking, music, phone).
- Light too dim or bright.
- Temperature too high or low.
- Time pressures.
- Social distractions (invitations, family needs, time with friends).
- Discouraging words from others.
- Lack of adequate materials or resources to complete the task.
- Physical danger or threat.
- Others:

*Look on the other side of this sheet for strategies that address your distractions.*