



## ***STAYING FOCUSED***



The day is going way too slow. You are having trouble concentrating and it seems as though the clock has not moved at all for hours. Your brain is foggy and you feel like your head could land on your desk at any minute. You are having a hard time tackling projects or even making decisions about which projects to do first.

If you are like most average workers, this is a scenario that may repeat itself at work way too often. Despite anything you do, (more coffee, fresh air, walking around your desk,) you are unable to stay on task. If this sounds like you, the following are some ideas to avoid keeping your concentration from being an ongoing problem:

- **Multitasking**- while it seems like you get more done when you multitask, it almost always takes more time to switch back and forth between tasks.
- **Boredom**-dull tasks can ruin your focus and make you vulnerable to distractions. When faced with dull work duties, break them down into smaller sections and give yourself rewards for each section you complete.
- **Mental Distractions**-if you have other things on your mind, it can be difficult to focus. You can distract yourself from these thoughts by counting your breaths or by focusing on the ticking of a clock or other noise while you work.
- **Technological Interruptions**- office phones, cell phones, and instant messaging are all major time killers. If you need to attend to these tasks, set a time aside and do them all at once. While doing your work, try to stay focused on it and not other tasks.
- **Side effects of Medications**- it is hard to focus if you are cloudy from the sleeping pills or cough medication you took the night before. Be wise in taking medications allowing enough time during the night for them to be gone from your system before work the next morning.

If you have difficulty focusing from time to time, that is normal. If, however, you are finding it impossible to concentrate at work and at home all of the time, it may be the sign of a more serious physical or emotional problem. It may be time to consult your physician or other health care professional.

### **For further Information:**

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