Slide 1

Focus Techniques

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Slide 2

Challenges Faced

* Tuning out distractions
* Being disorganized
* Trying to multi-task
* Forgetfulness
* Paying attention in meetings
* Missing important dates
* Boredom

Slide 3

Focus on one thing at a time

Taking on everything at once doesn't mean results

* if you need to work on more than one project, work on one for a certain period, then switch to another assignment
* Be sure to break down your large assignments into manageable chunks
	+ if broken down into smaller pieced, it can help you feel less overwhelmed
	+ The feeling of having too much work at once can lead to procrastination
* Give yourself a break with the Pomodoro technique!

Slide 4

Pomodoro Technique

What is it?

A technique used where you set a timer for a block of time dedicated to work

A block of time is referred to as a "Pomodoro"

A Pomodero set is typically 3-4 Pomodero cycles

How to use it

Set a timer for a block of 20-35 minutes

When the timer goes off, take a 5-10 minute break, and then start the task again

\*It's suggested that you use a mechanical timer

Benefits

Results in better motivation because it encourages you to stay on task and cut out interruptions

Enhances focus and concentration

Causes you to work with high focus and intensity

Slide 5

Take steps to prepare and organize

* Create a to-do list
* Prioritize
* Invest in a planner
* Start creating a routine

Plan ahead of time!

* Layout outfit
* Meal prep
* Put keys in designated area

Academic Center for Excellence:

Personal Academic Consultant

Time management

Learning style and memory

Reading strategies

General study skills

Goal setting

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Slide 6

Figure out what distracts you

* Some people enjoy white noise, while others prefer a quiet space. It is all based on individual preference.
* Don't let you phone or social media get in the way
* If you are in a cluttered area, your focus may be on that instead of your assignment/work

How the OAS can help

* Can provide accommodations for use of an environment with reduced distraction
* Ability to utilize the OAS testing center

Slide 7

Communication is key

Talk to your teacher

* Paraphrase periodically so you can understand important points being conveyed
* Write an email asking for clarification or set up a meeting
* If this doesn't help, reach out to a peer

OAS accommodations

* Supplemental note taking assistance
* Use of smart pen
* Preferential seating
* Audio recording
* Extra time for tests, quizzes, and examsSlide 8

Fidgets

Sitting in class and listening to a lecture can be challenging. Fidgeting helps cope with the classroom setting so that a student can be more focused and attentive.

* Kneaded eraser: resembles Play-Doh or putty and can erase pencil marks on paper
* Fidgeting finger spring; soft flexible strings that can be pulled back and forth. They are quiet and unobtrusive
* Sand filled stress ballsSlide 9

Make time for you

* Get enough sleep
* Eat a balanced nutritious diet
* Connect with friends and family
* Exercise - stretch, go for a walk
* Practice mindfullness - deep breathing such as 44-4
	+ Breathe in 4 seconds
	+ Hold for 4 seconds
	+ Exhale for 4 seconds

Slide 10

I am prepared to succeed!