

The background features a light beige gradient with several wavy, dashed blue lines that create a sense of movement and depth. There are also two white circles: one in the top-left corner and another in the bottom-right corner.

Focus Techniques

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Challenges Faced

Tuning out distractions

Being disorganized

Trying to multi-task

Forgetfulness

Paying attention in meetings

Missing important dates

Boredom



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 pieces, 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!



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 Pomodoro set is typically 3-4 Pomodoro 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



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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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



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 exams

Fidgets

Kneaded eraser 😊



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 balls

Make time for you



Get enough sleep



Eat a balanced nutritious diet



Connect with friends and family



Exercise – stretch, go for a walk



Practice mindfulness –
deep breathing such as 4-
4-4

Breathe in 4 seconds
Hold for 4 seconds
Exhale for 4 seconds

**I am prepared
to succeed**

