

11 WAYS TO STAY FOCUSED & MAKE PROGRESS ON YOUR GOALS

01



CARRY A GOAL CARD

Write your goal on a card. Read it every morning, every night, and as often as possible during the day. Carry the card with you all day.

02



TRAIN YOUR MIND.

Do exercises that help you develop focus, such as training your mind to stay focused on a small object across the room.

OPTION
03



WORK WITH A SENSE OF URGENCY

Dedicate short periods to giving everything you've got to a single task. Set a timer for an odd number, such as 33 minutes and 33 seconds.

04



TAKE FIVE.

Taking brief breaks from work can re-energize you and help you stay focused. Walk, stretch, relax.

05



PLAN YOUR DAY AT NIGHT.

Each night, make a list of 3-6 of the most important goal-achieving activities you plan to do the next day. Prioritize them and tackle the most important task first.

06



EAT RIGHT.

Consume healthy food, eat small portions and drink plenty of water.

07



TURN OFF PHONE & EMAIL.

Turn off notifications and check your phone and email only after you finish your task or while taking a break.

08



DO ONE THING AT A TIME.

Studies show that multitaskers are easily distracted and less efficient at completing tasks. Giving each task your full attention and you'll get better results.

09



MEDITATE.

While meditating you're practicing focus, which studies show helps with concentration on other activities.

10



KEEP YOUR MIND CLEAR.

When a distracting thought pops into your head, jot it down, and let it go. Get back on task.

11



LISTEN TO MUSIC.

Although many recommend listening to music with 50-80 beats per minute, not everyone is the same. Figure out what helps you stay in the zone and stick with that genre(s).



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