**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

1. **Create the right environment**

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

1. **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!

1. **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??

1. **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.*

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