

ATTENTION!

A GUIDE TO STAYING FOCUSED AND COMPLETING TASKS

START WITH THE BASICS

Set up your **SLEEP** environment.

SLEEP FOR
7-9 HOURS
EVERY NIGHT



Add **HEALTHY**, wholesome foods to your diet.

AVOID processed foods, caffeine, and trans fats.



Manage your **STRESS**:

Take a break to practice a relaxation activity.

6 TIPS FOR MAINTAINING FOCUS & COMPLETING TASKS



REDUCE distractions.



Focus on **ONE** thing at a time.



PRIORITIZE your tasks.



Make a **SCHEDULE** and include breaks.



Set **TIMERS** to stay on track if necessary.



ORGANIZE your workspace.

HOW TO **PRIORITIZE** TASKS

1. Make a list of the things you need to complete.

2. Prioritize which needs to happen 1st, 2nd, 3rd, etc.
- Write the number next to the item.

3. Estimate how long each task will take.
- Write the time next to each item.

4. Make a schedule.
- Be realistic.

A message from the Wellness Resource Services