

10 Ways to Stay Focused

If you know what you really want, focus all of your attention on it.

The more specific you can be, the sooner you will attract what you really want into your life.

Similarly, if you focus your attention on what you don't want in your life, you'll attract those things too. Remember, whatever you focus on expands, so focus on what you really want and make it happen.

Here are some tips to help you:

1. **Visualise:** Start your day by visualising the day's events going to plan, smoothly and effortlessly.
2. **Honour Your Priorities:** Write down your priorities and before you take action, think about and eliminate any potential distractions.
3. **Take a Break:** Take regular short breaks to help you fight fatigue so you can stay focused longer. Do it for a few minutes a few times each day and take a few short holiday breaks throughout the course of the year.
4. **Clear Your Head Space:** Acknowledge any distracting thoughts and emotions you might have and let them go! Keep your head space clear so you can be fully present and receptive to information or people that can help you.
5. **Don't Waste Time:** Keep asking yourself, 'Is what I'm doing right now the best use of my time?' If not, re-focus.
6. **Use the 80/20 Rule to Your Advantage:** If 20% of what we do produces 80% of meaningful results, make sure you work on the 20% that will have the biggest impact.
7. **Have a Plan and Work the Plan:** Don't leave your days up to chance or you may be left feeling exhausted, being pushed and pulled by the events of the day.
8. **Delegate It:** If someone else can do it, then delegate it!
9. **Drop It and Know When to Say 'No':** Spreading yourself too thin means nothing gets the attention it deserves.
10. **Just Do It!:** Embrace whatever you're doing and the moment you're in. You will soon feel absorbed and focused.

For **more free tips** on clearing clutter, staying focused and reaching your goals, or to find out more about one-to-one business, executive or life coaching and group coaching or to arrange a no-obligation session with Tania, visit the Blue Sky Coaching website at www.blueskycoaching.com.au. Tania can be contacted Monday to Friday between 8 am and 8 pm (Adelaide CST), on (08) 8338 3134 or 0411 471 941 or by e-mail on tania@blueskycoaching.com.au