Ways to improve attention and concentration

- Set yourself a goal and use incentives (e.g. finish task, then have cup of tea)
- Minimize distractions (e.g. turn off the TV, radio, close the door)
- When distracted by thoughts, remind yourself that you can think of it later and let it go, or write it down for later.
- Take frequent breaks (rest rather than push through)
- Use self-talk (e.g. “Focus on one thing at a time”)
- Do important tasks first