

FOCUS FOR SUCCESS

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Discover What It Takes To
Develop A Laser Focused Mind
and Achieve Success!

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Intro: The Power of Your Mind

Imagine how your life can change for the better by increasing and pinpointing your focus. Did you know that a block of steel can be sliced like butter, by using a jet of water, focused in a straight line?

Everyone knows for a fact; if you exercise regularly and eat a balanced diet, your health will improve. You will likely shed weight, feel better physically and mentally.

However, this will only come true, via the power of your mind. Without having your mind onboard, your chances of success are limited.

No one knows that better than the ex-Navy SEAL, David Goggins. His life story is a powerful example of what the human mind can do.

David suffered much as a child. His outlook on life was very bleak. A chance moment led him to join the Navy SEALs. A Navy SEAL is noted for his toughness and ability to withstand things, that would make an ordinary human being crumble.

However, David Goggins was not an ordinary SEAL. During SEAL training, the focus of his leaders was to break him, physically and mentally. They failed to do that because David Goggins trained not only his body but his mind.

He developed what he called, "a callused mind."

Just like a person who uses a pick and shovel all day long, and develops hardened callused hands, David callused his mind to the point that his brain understood one crucial fact - *No matter what, he would not give up, no matter how broken his physical body was.*

In the end, his mind stopped trying to convince him to quit training and focused on making his body perform, even on broken feet and shattered legs.

That is the power of focus.

The Importance of Being Focused

Focus impacts about every area of your life, from your relationships to your work, and even your health.

Relationships are a blessing. However, they do take some work. One common complaint in relationships is the lack of focus that one gives to a partner. In this world, it is easy to become distracted or wholly lost within yourself. When that occurs, a relationship will suffer and cause significant emotional distress. So many factors have been added in over the years, that pull focus from one person to another.

A significant factor is social media, like Facebook, Instagram, SnapChat and the like. Getting lost in the lives of people that you do not know, pulls you away from the one that you love. Eventually, your loved one will either comment to you or family, that “he or she, does not focus on what I have to say. I don’t matter anymore.”

Lack of focus can be a driving force towards the breakup of a relationship.

A lack of focus in your work can lead to being written up or dismissed from your job. Most jobs have a certain number of tasks that need completed throughout the day and not setting up your day to focus on achieving those tasks, can make your workplace miserable.

Additionally, if your work-place uses machinery, a lack of focus can cause injury or death to you or someone else.

Our days are divided into segments, and everyone is different. Some people exercise before work and then head off feeling refreshed. Others work first and then use the exercise to unburden themselves of a stressful day. No matter how or when you exercise, the focus you have is essential. You need to be focused to gain the most from your workout. The exercises need to be done correctly, for the muscles to receive the full benefit. As well, not focusing on your exercise can lead to injury or in severe cases even death.

Using heavy weights without focus can cause harrowing back issues. To use the extreme case, let’s look at someone riding a trail bike and not focusing on the ruts

or loose gravel on the trail. They lose focus because their mind wanders to an argument back home and suddenly they veer off the path and strike a tree.

One of the main things that we see on the news today is the fact that people do not focus on their driving. Many times, you will drive down a multi-lane road and see people wandering over the lines into your section of the roadway. They have lost focus due to talking, texting, or doing something odd with their hands like fixing makeup or reaching down to pick up a coffee cup. On multi-lane roads, this can lead to a severe accident. On a highway, death is indeed a possibility.

Elements outside the car can cause loss of focus. Watching people on the sidewalk, staring at a billboard that is so bright it looks like a large LED television, is common. The amount of external distractions is vast and not focusing 100% on your driving, can lead to a severe accident involving you or even possibly striking a pedestrian or bicycle.

The Benefits of Being Focused

Depending on your age, you may or may not remember the old (magnifying) glass trick.

Kids would take a magnifying glass outside on a hot day and burn a piece of paper.... or other things that we will not mention. To heat the paper using the noontime sun, it was necessary to focus the magnifying glass directly and steady on one spot in the center of the paper. In just a little while, the paper would begin to burn. Yes, you could even start a campfire that way. On the other hand, if you moved the magnifying glass back and forth over the paper, nothing would occur. There was no concentrated focus of sunlight on one spot.

Well, that is why the idea of multi-tasking which used to be very popular, has now been shown to be a bad idea. Our brains were not developed to multi-task. The brain was created to take a task and work on it to completion. Our ancestors would have never caught their dinner if they were stalking an animal and trying to adjust their winter clothing at the same time. Total focus and quiet made for a successful hunt.

Increased focus makes you happier. Studies have shown that people who can focus on one task and complete it quickly, are much happier. This happiness is because you are reducing your stress. Instead of running around in circles, trying to get many things done, you focus on one thing and complete it. After completing your first task then move onto another task. Each task you complete gives you satisfaction and happiness.

It is very beneficial to focus on one task at a time. Believe it or not, it is quicker to perform one task well, than to try and complete two tasks at the same time.

Imagine for a moment that you are trying to put together a piece of furniture that has many nuts, bolts, and screws. If you focus your brain on that one task, it kicks into its supercomputer power and starts analyzing precisely how one piece works with another. In turn, you get the job done quickly.

When you get distracted or frustrated by talking to someone or thinking that you need to get a task done because you have to go somewhere, you lose focus, and the task becomes slow and frustrating. If this happens in the example of putting together furniture, you will start to misplace a needed screw or bolt and waste time searching and getting upset.

Remember: Focus entirely on the task, and your brain will assist you in getting the job done quickly.

When you focus on a task whether it is job-related or even hobby related like writing or creating a painting, not only does your brain assist in getting that done but it gives you a benefit. In the background, your mind starts coming up with creative ideas on how to get the job done better.

Let's take this a step further, do you feel in control of your life?

Focusing and completing tasks quickly and efficiently will make you feel like you are in control and not a puppet on a string being jerked around in circles.

When you are in control of your life and able to have great focus, it becomes easy to achieve goals. We are goal based in our lives. Some goals are regular, like making

sure we eat three meals a day, to more complex goals like developing a plan to increase our monthly income from \$2,000 to \$5,000. When you're in control, a more complicated goal like increasing your monthly income becomes achievable.

When you are more focused, you have better clarity in life. Things don't seem to be covered in a shroud of fog. You can see clearly where you are in life and what course corrections you need to make to improve a situation, whether it is personal or even financial.

You suddenly know precisely who you are and what you are capable of achieving.

There are many excellent books on the market describing having a task minded focus. For example, the classic book, "Success Through a Positive Mental Attitude," by Napoleon Hill and W. Clement Stone. It is an excellent read and comes highly recommended.

When you learn to develop a laser-like focus, one of the main benefits is that your positive mental outlook begins to change. You see the possibility of achieving all your goals, instead of saying to yourself, that you may fall short.

Setting Your Priorities and How it Powers Your Focus

Bookstores and online stores love to sell those "To Do Lists." They sell little booklets with a list of 15 to 20 numbers and lines so you can fill in all the stuff you need to do. However, all this does is overwhelm you. Sitting down and hard crunching all the items you need to do in a day sets your mind into panic mode.

Studies have shown that when a small task is completed with success, your brain rewards you with a hit of dopamine. Dopamine is a chemical compound that makes you feel happy. When you do things in a way that makes you successful, you keep getting a little hit of dopamine. These small hits of dopamine is one way that successful habits are build and layered.

Having a small, highly prioritized list of things to do, allows you to super focus in on the number one item on your list, accomplish it, receive a reward, and move to the next on the list. Having a small, prioritized list is a recipe for success.

Techniques and Methods for Setting Your Priorities

1. **Decide what items may be holding you back** in getting tasks done and eliminate them before you start. As discussed, make a small list of priority tasks that you need to accomplish. Complete that list first, then make a new short list.
2. **Don't allow for distractions.** Studies have shown that the average person can only focus for 10-15 minutes. You are not ordinary, and your focus time will be higher. However, if you get interrupted, it can sometimes take 30-45 minutes to get refocused.

If possible, you should have a workspace where you can close the door and advise family or co-workers not to disturb you unless it is an actual emergency. Shut off your cell phone and any other electronic devices that can pull your attention. If you are working on a computer, shut off all browsers except the one you may need to be working on at the time.

Studies have shown that playing classical music low in the background, will help relax you and assist in focusing on a task.

3. **Now it's time to pick a method of organizing your priorities.** It is best to use a pen and paper for this as it tends to focus your mind, more than trying to generate a wheel, grid, or pyramid on your computer. Whichever you decide to use, divide the diagram into four equal parts. At the top of each section, you need to write and underline the following:

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- 1st most urgent
- 2nd urgent
- 3rd important
- 4th not important

Under each section write one thing only. Let's use writing a significant blog post on a product you like.

Under the heading, most urgent, you would put down "headline." This is the most compelling part and should take some time to generate. To get people to even click on the link, whether it shows up in Google search or if you post it to Facebook, there must be a headline that stops people in their tracks. When they see the headline, they must be in a state that will convince them to click the link right away.

Our next task is to write a product review or blog post that contains the pertinent information, with proper keywords. The article also needs to have some gold nuggets in it, that will make the reader feel they must have this product.

Our third task, is to find some graphics or infographics as this will boost the post. People love infographics which chunk the information contained in your post to a shareable picture.

Our final task is the least important. It still will make your blog post awesome though. In this, you would create a YouTube video of either you talking about the product or have a PowerPoint slide presentation about the product. Here, you post the video to YouTube and embed the code within your blog post.

By setting up your priorities for your blog post and hopefully gaining a sale, you are laser focused on what needs to be and can complete this task with a great deal of personal satisfaction.

Setting Your Goals and How it's Related to Power Your Focus

Do you ever imagine yourself sailing around the world in a sailboat?

Perhaps around the whole world might be too much for you to grasp at this moment. If you are like most people, it might be to sail across one of the Great Lakes. But let's imagine for a moment, putting your life on hold and sailing around the world. How would you do it?

Would you look at the map and trace a route with your finger, thinking yes, that is the route for me? You probably realize it would be a disaster.

You need to have goals to have a laser focus of sailing around the world and surviving.

Your first goal would be your starting point, then onward to your first stop for refreshing your supplies...and so on.

Goal setting pinpoints your focus. As you move towards your goals, you get external or internal feedback on your progress. It helps you discover what your beliefs are and builds your self-confidence. As you focus on your goals, you can then shift them every so slightly, to make sure you achieve the maximum result.

If we go back to sailing around the world to use that for our example; the winds, the tides, and currents all work against you. With ultimate focus, you alter the sails, shift weights on the boat and so on to make sure that you get from starting point A to stopping point B.

Goals improve your behavior and focus. When you start out as a young married couple, for example, you might want to avoid getting an apartment and buy a house instead. You have some good reasons why you want to buy the house. So what type

of home are you going to buy? Shifting your buying behavior using focused goals will help you achieve your dream.

In setting your goals, you would work on establishing a goal for getting the down payment. Then set a goal for finding a real estate agent, a mortgage broker, and a lawyer.

Next up, you would set some goals regarding the type of house you need and want. Having goals sets into motion behavior of responsible, smart buying power. You feel confident and focused on making your first major purchase.

When you look at buying your first house and do you all that is mentioned above, it provides you will a satisfied feeling. You now want to continue using goals and focusing on what is important to you in your personal and professional life.

It's like a great big truck tire that has come loose from a big rig. It starts to roll, and suddenly it builds up speed and power and can be a total force with powerful energy built up.

Goals with focus build momentum and the more you use goals with focus, then you become an unstoppable force.

Goal setting makes you the master of your domain. Your domain is your internal feelings about yourself. It is your self-confidence, your self-esteem, and your overall mastery of who you are in this world.

Those who set goals and focus with power on achieving them are usually the people who become financially successful and enjoy an abundant life with close family and friends.

Do not dismiss the power of laser focus.

One way to prove power focus works is to look at affirmations. Many people know that affirmations work, but did you know they are magnified if you say them with power and conviction out loud while looking in a mirror. Try reading your top three

goals with intense focus and conviction, while looking deeply into your own eyes. The results will be amazing.

Techniques and Methods to Set Your Goals

There are classic methods of setting goals. To highlight how it is done, let's pick something that you want to do. You are motivated to do this. How about writing that novel you have always wanted?

It is evident that just sitting down with a pen and paper to write, will only work for a tiny percentage of the population. You want success, so the best way to do that is setting specific goals.

1. **The first thing you need to do is be very specific about your goal.** What type of book do you want to write? Saying that you want to write a fiction book, won't do. You need to decide if the fiction book is for adults or young adults. Will it be for male or female? Or perhaps both? Write this down. There are many niches in fiction and sub-niches. Write down precisely what the niche will be. For example, a romance is geared towards mainly a female audience. Next up, set a goal for how long it will be, a novella or a full-length novel?
2. **Set a goal that you can measure.** Write down how many chapters, how many words in each? Then, how many hours a day can you commit to writing? Is it an hour a day, three hours a day and how many days a week? By having a (measurable) goal, you can now be accountable to yourself or even better, to your family and friends. If your spouse knows what your quantifiable goals are, it is likely that they will check with you, to make sure you are hitting the mark.
3. **Your goals need to be realistic.** If you have never written so much as even a short story, then having a purpose of writing a novel in three months, isn't realistic. You would need to do some study first, to see how books are constructed. Next, you would have to have a practical knowledge of how

much time and effort you can put into the book. If you have to work ten-hour days, five days a week, then writing down that you will put in five to six hours a day, five days a week on your book...well it just isn't real. Most people have obligations beyond work, like family and friend commitments or workout commitments. An hour to two hours a day is far more realistic.

4. **Setting a deadline is imperative when you write a novel.** If you do not set a goal deadline and instead plan on finishing the book, whenever you reach the end, it is not likely that you will ever get the chance to type, "The End." When writing your goals and you have the number of words you need to write, plus the number of words you can write in an hour, then you can add everything up and write down a deadline. Don't despair if you don't make the deadline; it happens to most people. The thing to remember is you focused hard and went for it.

When you look at the goal of writing a novel, it can be quite daunting. Look at what you wrote down. Let's say that you estimate it will take you one year to write that novel because this is something new to you. It may sound like a long time, but it isn't. To make your brain participate in this venture and not scare you off, chunk it down. Make mini-goals. Each goal is a month. You can do a month of writing. Right?

Now for some fun. You have a major goal and you have structured it in a way that you know you can accomplish it, using the power of focus.

At the end of every month, that you meet your word count, reward yourself. You can even write down the reward in your goal list to keep you focused on the goal and the reward. It could be a special dinner out or perhaps a movie and a dinner. Pick something that you know you will strive to work hard to achieve.

Preparing for Maximum Focus

1. The Environment: at home and in the workplace.

Your day begins the moment you wake up. The big question is, what time do you wake up? The vast majority of very successful people, wake up early. They develop that habit and other positive habits and routines to focus their day into one that is extremely positive and rewarding.

Some people find it challenging to come awake, and they stumble around disorganized, which throws off their entire day. It's essential to have a focused basic routine. It is not necessary to become a robot, but a concentrated method will keep you on the right track.

Instead of hitting the snooze button over and over, train yourself to get out of bed immediately. Once you are up, move to an area that has a bit of space and do some deep breathing exercises while opening your arms wide; this will expand your ribcage allowing more fresh oxygen to fill your lungs. Once you are fully awake, you can move onto a routine that you picked just for yourself.

All high achievers and creative people have a routine, that powers them up and helps to focus their minds on what they want to achieve for the day. Deep breathing is an essential one, but you can add in something like taking a cold shower to invigorate your mind and body. Many (athletes) especially those in martial arts, take cold showers, not only first thing in the morning but before any workout. Cold showers increase blood flow and release those dopamine hits mentioned early.

There is nothing like waking up happy and staying happy. If a cold shower is something you could not do on a regular basis, by all means, pick another. Try meditating, Yoga or writing out what you are grateful for as your creator has allowed you to start another day.

Taking the time to say affirmations aloud, not only in the mirror but in the shower, focus the power of your mind. It is given the command to perform well and the brain as a computer has no choice but to obey.

It is is beneficial to say your affirmations with as much power and conviction that you can gather up. If you have a spouse and children, this is something that will put a smile on their faces, as they hear you in the shower powering yourself up for a great day.

Everyone exercises in different ways. Depending on your schedule, you may not have time for a full workout in the morning. However, you need to get focused first thing in the morning, so a 7 to 10-minute workout can still do that. Pick something that you enjoy, whether it is five morning Yoga exercise or five power movement exercises. You get the idea. While doing the activity of your choice, use some serious visualization to focus in on your goals for the day and how you are going to meet them.

Would you head out to work, if you knew your gas tank was running on fumes? Of course not. You would put some good fuel in your car so that you don't end up on the side of the highway.

What about your body? When it is appropriately fueled, the sky is the limit. There are many ideas of what an ideal breakfast is. Let's keep it super simple. Eat nothing but fruit from the time you wake up, until lunchtime or as close to lunch as possible. Fruit processes differently than other foods. It moves quickly through your system and is converted to glucose which your brain needs to function correctly. By ingesting nothing but fruit, you are going to power up your body, be as sharp as a razor blade and able to focus precisely on your goals.

Now that you have your day all set up for success, perhaps you are wondering what happens next? Well, you should move throughout your day without effort but if you find yourself lagging and losing focus, take a break. Find a quiet spot and do some power tai chi breathing. These exercises can be found easily by googling up the term. Power tai chi

breathing is moving your arms in motions as if you are pushing against the winds of a powerful hurricane as you do this, breath out with maximum force. This style of movement and breathing will make you feel like someone just plugged your body into a battery charger and you will feel rippling (sensations) of energy, clarity, and focus.

Okay, so you are rocking your day. Is that the end of what you need to do? The answer is no. For every day to happy, prosperous, and genuinely focused on your ultimate goals, you need to set up the next day by doing the following at night.

As your day starts to wind down, ask yourself some critical questions: for what are you grateful? What did you do right today and if something didn't work out as planned, how can you fix that? Who are you grateful in your life right now? Is a spouse, children, friends or do you believe in a Creator, who you are thankful to have in your life and allowing you another day above ground to make your dreams come true?

Take out your goals and look to see which ones you accomplished and if you fell short, don't obsess about it, fix it the next day. Take your top goal, maybe the one you are afraid of, the one you think is too hard and smash that goal first thing in the morning. This will set your day up like nothing else, and the other goals will seem simple.

Getting ready for the next day helps make the day a winner. Look around and see what you need to do before sleep. Do you need to clean up a bit, perhaps clean the kitchen, get the coffee ready and have a nutritious lunch made and waiting in the fridge?

For sure you are going to have some downtime after dinner. You might hit the gym, see a movie, or just plain relax with a good book.

When it is getting close to bedtime, trying using a diffused essential oil in your room as you prepare yourself. Many essential oils will relax your

mind and body. You may even consider doing a few nighttime Yoga poses to release any tension.

While it is great to focus on goals and to power up your day, night time is when you need to slow your brain and sleep. However, it is your body that sleeps, while your subconscious mind keeps your heart beating and regulates everything in your body. If you allow it, your subconscious mind will replay negative images from your day which impacts your restful sleep. You need to be focused, and that is difficult unless you prep your mind. Instead of allowing it to randomly flip back and forth from the good things to bad stuff, to when someone was loving to you today, over to a spat with a co-worker...program your mind to focus on your tasks.

You program your mind at night by settling into bed and repeating several hand-picked phrases over and over. Don't let your mind kick and go over to the guy that cut you off in traffic. Instead, when your mind does that, tell it STOP! Reset and go back over your phrases. You can pick three or four that you can remember with ease. Here are some examples:

1. I am focused on achieving and exceeding my goals.
2. I am grateful for a new day to excel and improve the quality of my life.
3. I am becoming increasingly focused on what I want every day.
4. Tomorrow will be the best day of my life, and I will be a laser-focused individual.

These as mentioned are just samples, but you need to rework them into your own needs. When you continue to repeat these suggestions over and over, your heart rate will slow down, and the muscles and nerves in your body will begin to relax. Most people find that when they repeat suggestions over and over, they tend to fall into sleep in roughly five minutes. It has also been shown that relaxing the brain in this manner, promotes deep and restful sleep.

Now that we have covered the beginning and the end of your day, it is time to talk about the middle. While the clear majority still work outside

the home, the amount of people working their own business from the comfort of their own home is ever increasing. Let's keep that in mind as we discuss being focused at work. No matter if you work at home or in an office, you need to set up your day. The very first thing you should do is to eliminate anything that will impact your focus.

That means shutting your cell phone off and not getting involved in checking emails and social media. It is recommended that you check your emails at the end of your workday. It is possible that an email will land and entirely set you back. It is news that you didn't want, and it will play with your mind all day when you should be focusing on your tasks and goals.

Social media is great if it is to build your business. When you use it to grow your business, and you have a scheduled time to tweet or Instagram, do it and then get off. Don't get into looking at tweets or posts that are going to distract you, like politics or religion. Focus only on action tasks that move you forward and not on ones that drag you down.

Take a look at what may be an unpleasant task and put that at your start. Do you need to make some phone calls that you have been putting off? Do that first.

Are you in a position of authority and need to speak to someone about their performance and what is expected of them? These types of tasks are the ones that need to be done first. It's true. Just ask anyone who works from home for example, if they take care of their books and taxes first before starting the day. Most will put that task off forever.

Clearing up those items first, gives you a sense of accomplishment so that you focus on the tasks that provide you with pleasure and advance you in your position.

You should have a small to-do list of tasks, and if you thrive on visual reminders, there are many things you can purchase to put on your desk or paste right in front of your eyes. The vast amount of different types of "post-it" notes is growing. Take advantage of this.

Many people who work on laptops, will create a larger board, sometimes with a motivational quote and then a list of focused tasks. Placing this inside the closed laptop, makes for a burst of energy as soon as you open the computer to begin the day.

There are now stand-up desks that can be purchased for laptops. Consider getting one, no matter where you work. You can quickly place it beside your desk and when your body tells you it has been sitting too much, switch to standing. Lots of people only use a standing desk but whether you do or not, will depend on your overall health.

For sure, you do not want to sit all day. You will lose focus. Set an amount of time that you will work. For most people 30 minutes of focused work, followed by a standing stretch and perhaps a few deep breathing exercises works wonders. It is so much easier to keep your focus when your body is being used, and all parts are engaged. Sitting for four to five hours straight will cause issues, and the clear majority of people will find their mind wanders to a fantastic array of things that are not productive.

Previously it was mentioned, that listening to classical music helps to relax the brain so that you can focus on your work. We can't tell that to Stephen King though, because he listens to rock and roll while he writes. It works for him and maybe it would for you depending on your job. Some people need absolute quiet to be able to focus efficiently on their work. Noise canceling headphones are a great option. At home or work, just slide them on and drastically reduce outside distractions. Many people are now starting to wear these on the subways and buses to work, as the noise levels can be unbearable. If this is happening to you, try the headphones and relax while visualizing your successful day.

2. Your Body: Exercise, Walking, Running, Swimming, Power Nap.

Attempting to walk is the first thing we do as we learn to stand up. It requires our newly forming brain to focus on the steps. Later of course, walking becomes very natural and there is no need to think about it. So how does walking as an adult help us with focus?

The answer is in the air, at least part of the solution. Drawing in deep breaths as we walk, calms our minds, and allows us to start focusing on the positive aspects of our lives. Our stress levels begin to reduce as oxygen is pulled into the lungs and impurities are breathed back out. We tend to notice the beautiful things in life, like the patterns of the clouds, the various birds and the feel of sun and wind on our skin. Walking is not just an exercise, it is a way for us to reconnect with our inner self.

Running is something that a lot of people love to do but not everyone can. It depends on your physical ability. If able to run, take up the sport and choose a running lifestyle that fits you. Some people are quite happy to run alongside the road while others need a beautiful park with a trail.

To be honest, trails or running on the beach are the better form of running to improve concentration and focus. With paths or running in sand, you need to pay attention to foot placement and how you are breathing. Trail running, and beach running are much more demanding and will cause you to sweat profusely while using many of the different muscles in your body for balance and stability. You will feel very refreshed after a good trail run.

Swimming laps in a pool is another excellent exercise for improving focus and clarity. This might be ideal for you if you have any issues with your ankles or knees as the buoyancy factor will take the stress off those areas. Focus on strokes with your arms and legs, while maintaining your breathing. Once you get into a rhythm, your mind will begin to relax, and it can work on positive thoughts and goals.

Power naps. It's probable that just reading the words, power nap made you feel a little giddy. As children, we used to have a nap in the afternoon. Most of us would have been very cranky if we didn't. Well, science has proven that as adults, one big favor we can do for ourselves, is to have a 20 to 30-minute power nap. Power naps will help your mind declutter, almost like emptying the recycle bin on your computer to increase space.

As humans, we enjoy these benefits of a power nap, increased energy, focus, a much better mood, and the afternoon is far more productive. That lunch that you had tends to bog you down as it is digesting. A power nap is perfect for getting digestion over, and your body is crying for a rest, so give it what it wants.

Obviously, if you work from home, a power nap should not be a problem. But what about the fact, you work outside the home? Is there any setup at your place of work, that you can use for power naps? Not everyone is lucky enough to work for a company like Google, that has nap pods for their employees. This is where you have to get creative and also work to get the other employees on board. Once the boss learns that a power nap for the employees will boost productivity, it should not be too hard to get them onboard.

What rooms can be set aside or scheduled for power naps.... the lunch room, the boardroom or one office that currently is not in use? If you have your very own office or cubicle, then you are in luck. Noise reduction headphones and a straight chair are your best friends. After putting on your headphones, position the chair so that your feet and the backs of your legs are on the chair. Your back should be flat to the ground. This position of legs up and on the chair flat puts your back into neutral and relaxes those tense back muscles.

This whole power nap at work idea will take some creative thinking, but since we are talking focus, this is time to use and come up with some great ideas.

3. Your Mind: Meditation, Mindfulness, Visualizing & Mind Mapping

Most people will agree that meditation is one of the critical things you can do, to improve your focus. A lot of people think that meditation is a tricky thing that takes years of practice, but that's not the case, and you can do simple meditation to start.

You can buy a Yoga mask. These are merely small cloth pouches filled with flaxseed that has something like lavender scent. They can be warmed or cooled before placing on the eyes. The flaxseed has a bit of weight, and they say, this pushes down on the eyeball to stimulate a nerve. The overall effect of the pouch is to relax your eyes and all the muscles and tissues around them.

Next, breathe normally, don't try to do any measured breath. What you want to do is breath and allow your mind to wander over your body. Feel your chest rising and lowering, your heart beating steady. Scan your body and if you feel any tension or pain, focus in on that and release it. Once you have relaxed every part of your body, return your attention to your breathing, the rise and fall of your chest and do this for ten to fifteen minutes. Every time your mind starts to wander, bring it back to monitoring your breathing and the beat of your heart. Congratulations, you have just completed your beginner session of meditation. Now you can learn to level up and work on your focus.

Mindfulness is a trendy idea at the moment. That is likely because of the distractions that have increased in our daily living. Many people jump from a thought pattern to thought pattern. They get hurt at work and bounce back to grade three and remember when the teacher said something very similar that was hurtful and then they may project to the future and wonder if the person who is to become their spouse, will also say hurtful things. Mindfulness when practiced, brings people back to the present and allows them to focus on the present, so that they are more productive.

At night time, when you practice mindfulness, it allows you to be stress-free and drift off to sleep. A large percentage of the population would climb into bed and start to remember issues from the past or worry about whether or not they are going to get a mortgage for a new home.

Perhaps the bank is being sticky with reviewing the credit application. Being mindful, allows a person to instead focus intently on the present

and enjoy the comfort of the bed, the smell of the burning candle or really winding down the body, paying attention to what muscles need to be relaxed. The person can also focus on being grateful for being alive at the present moment as many do not get to live a full life and taken before their time. Mindfulness can allow you to focus on the joy of being here and able to make a difference in your world.

Visualizing is an amazing way of honing your focus and power. The best athletes in the world use visualization. One of the best examples of this would be a pro basketball player who focuses his mind to visualize sinking a free throw over and over. There is a story of such a basketball player, which after years of imagining shooting free throws could not miss a free throw when he tried. He was shooting a tv commercial, and his focus was so laser targeted that he was unable to make himself miss.

Visualization is like being a movie director. You see what you want to do, over and over in slow motion replay and are successful all the time. You are focused on the goal, and that might be shooting a YouTube video where you speak without stumbling over your words.

It could be making a sales call and hitting all the right buy buttons with your prospect. Proper visualization powers your focus so that you have the total self-confidence to do whatever you need to do successfully the first time out.

Mind mapping is what most successful people do to succeed. However, there are two different opinions on how they should be constructed.

Many people feel that a mind map should have a center with many, many branches extending out and a vast area of colors and perhaps images.

Another group feels that such complex mind maps, do a disservice, which in fact because the map is overcrowded, you will lose focus on your ultimate goal.

The only way to decide what will work for you is to google, “mind map images.” This will not only show you how to construct a mind map if you have never done it before but also give you an idea of simple vs. complex.

When you look at the tabs, you can select some options from simple to complex; this will bring up many examples you can use, or you can purchase mind mapping software.

You will see mind maps from various people, including famous internet marketers. Also, you will see mind map examples of work and play, like planning a full-scale trip to Disneyland.

In reality, it is best to build a simple mind map, at least for your first one. After making and using one, if you find that it does help keep your focus and you want to add or create a more complex one, then go for it.

A pure mind map starts at the center with a simple, focused phrase or an image that you can relate to visually. From there, you draw out the branches, just like a tree. As you build out the mind map, if one branch is more important than the others, you can use a larger font or the brightest color so that as you consult your mind map, you are focused in on the most critical part of your goal.

Mind maps give you a clear focused path to where you want to be to achieve your personal or business goals.

4. Your diet: What Foods To Eat And What To Avoid. What To drink

In this eBook, we have covered a lot of ideas. Now we need to talk about something very important...fuel for the machine. For you to stay focused, have clarity and be in a productive mood, you need the right food and liquids for your body.

(Note: this is meant for information purposes only. Before making changes to your diet, consult a medical professional.)

We will make a list of foods and drink, because studies show that people love to read lists. Seriously, there is even a book called, “The Book of Lists.”

Here we go:

Flaxseed and it is not something you put out in the birdfeeder.

We did a brief blurb on flaxseed as it is used in scented Yoga pouches. You probably never imagined that this food could aid in your focus and concentration. Flax seeds should be ground up at home if you don't have a source for pre-ground flax. There are some foods that you can add flax seed to and create a great mixture. Think about putting it on your sugar-free oatmeal in the morning. You want sugar free because that other stuff is processed sugar which is a poison for your body. Add your flaxseed and organic honey if possible.

Flaxseed is an excellent source of Omega 3, magnesium which is essential for your body, as well as B-vitamins, fiber, and some fatty acids. Don't let the word fatty scare you; your body needs good fat to process to be healthy.

Green Leaf Vegetables. Kale anyone? Kale is something that some people find hard to eat. They find the taste to be bitter. There are some ways to eat and enjoy kale, which is a very dark leaf veggie. You can chop and mix kale with spinach, throwing in some onion and red pepper for a delicious salad. How about a kale smoothie? Merely blend kale, with lime juice, honey, and water. The lime and honey will eliminate any bitter taste.

Romaine lettuce is another excellent vegetable that you can use for a salad. We mentioned spinach, and this can be eaten raw or cooked with potatoes and some curry. These green leaf vegetables have your B-

vitamins for focus and folic acid. The folic acid is going to help with your mental clarity, which is something that you need as you age.

Nuts are awesome. Not only can they be eaten by the handful as a snack between meals, but you can also chop or grind them and add them to your food. Beef with lemongrass and peanuts is delicious. Don't forget the hot sauce.

Nuts have a lot of essential oils, combined with amino acids. This combination will most certainly help with your focus and mental clarity. We mentioned aging, and this is unavoidable, at least in this present day. In our conversations on focus, we cannot forget about getting up in years. The nuts that you consume have Vitamin E, which supports your cognitive awareness.

Dark chocolate is very delicious. It also contains a couple of things we have covered already, caffeine in a small amount as well as magnesium.

As a (stimulant), dark chocolate helps to release endorphins and another one of those chemicals your body produces, called (serotonin) Having a release of serotonin in your body, gives a dose of pleasure, and you feel great. When this happens, you can continue to focus on your tasks, as your mood is enhanced instead of feeling a slight depression.

Avocados have come to the forefront lately. They are sexy, at least that is the way they are promoted. You see avocado on many food items including (sandwiches.) Organic guacamole for dipping is another big food product at high-end stores like Whole Foods. While avocado may be sexy, it is an excellent source of many complex vitamins and fiber.

Most importantly for us, avocado assists with blood flow to all areas of the body and that include the brain. When there is not enough blood flowing to the brain, it is difficult to focus without great effort.

Fatty fish is good for you. We mentioned that there is bad fat and good fat in our diets and we need to ensure that we cut out the bad and increase the good fats because our body needs them to function correctly. Chiefly, the good fat we are talking about is Omega 3 which helps boost your mental performance. Omega 3 also assists with keeping your mood in check so that you do not become depressed and it aids in your memory function.

There are some fatty fish, but the most common ones are trout, salmon, and mackerel. Like pineapple on your pizza? Well, good news for you...pineapple goes great with mackerel, and you can find some fresh recipes for that online.

Blueberries are delicious little treats that can be eaten with cereal, a little bit of ice cream or pop them in your mouth. Blueberries are considered to be superfoods in that they pack so much goodness in only one little blueberry.

Need to boost your focus? Eat a handful of blueberries. The antioxidants in them will increase the blood flow, plus oxygen to your brain. They are such a superfood which the boost you get can go on for four to five hours. Never mind those little bottles of stuff you can buy at the local store, get the real food into your system.

We covered some great foods that will help you with your focus. Now let's go over what drinks will assist you and sorry, soda pop is not going to be discussed.

Green tea is something that the Japanese people have consumed for centuries. They even have a very elaborate ceremony for the making and presenting of the green tea. One of the best known green teas is Matcha.

Green tea not only tastes terrific and refreshing but it has some of the properties of coffee, such as caffeine. We all love caffeine, it gives us that little rocket boost and helps us focus.

A lot of university students continuously have the coffee or tea on, due to the need to focus on the books.

Green tea also has a unique amino acid called, L-Theanine. This amino acid bumps up your alpha wave activity in the brain. You become very tranquil.

The other effect of L-Theanine is that it helps the caffeine to slowly enter your entire system so that you don't get a big hit and then a crash. Think of it as a fuel injector in a sports car, which emits just enough high-power gas to get the most production.

For sure, green tea will help you focus much better than drinking a super sizeable Columbian coffee with an espresso hit as you see some people doing nowadays.

Water is something that is essential. It has only been the last few years that water has been a considerable discussion as well as part of a marketing ploy. You see various types of water products on the market with some big claims. To be honest, you need to stay away from those items. The labels are misleading, and quite frankly, they still don't list everything that is in those drinks.

Regular water is perfect for you in all regards, but since our topic is focus, we need to make sure the water we drink is as pure as possible.

Your brain is very dependant on water as it is made up of 85% water.

When you are dehydrated, your brain suffers, and brain fog, lack of clarity and focus will be evident. Studies have shown that even a 1% dehydration will decrease your cognitive function by 5%

When drinking water, you can always add super green liquids to help with brain function. Another thing you can add to your water is fresh lemon

juice. The lemon has some useful properties for your health, plus the scent of lemon has been shown to boost awareness and focus.

One system that you may want to look at is the Kagan water system developed in Japan. This ionizing water machine produces water that is alkaline.

Some believe, our bodies are less likely to form cancers when they are alkaline based. Take your tap water and turn it into hydrating alkaline water and you are sure to notice the difference in your body and your mind.

Coffee is big business. Let's not forget that besides helping with eliminations of body waste first thing in the morning, coffee perks you up.

We know about the caffeine factor and how that helps with focus but if we want to boost it, add a bit of (cinnamon) to your coffee. It makes for a great flavor, and the smell of cinnamon has been shown to increase alertness and focus.

Foods to Try to Avoid *(or seriously limit)*

For your overall health and clear focus, there are some foods you should be avoiding. It won't come as a surprise that fast food is high on the list. Many companies producing fast foods, try and find every way they can to get around telling you the truth of how the food is processed and what is in it.

Fast foods contain saturated fats and trans fats. Both of these cause inflammation in all parts of the body.

There is also a link between the **high processed sugar content**, fructose and other bad sugars that cause depression.

When your body is sluggish, and you feel down, it is impossible to focus on a goal and achieve it. More likely, you will end up on the couch watching television.

Perhaps you like going to Grandma's house to have a baked pie, cake, or some of those yummy cookies. Well, they might taste good, but chances are they have shortening in them. Shortening or lard is trans fat, which you should avoid at all costs.

Of course, the sugar content will be high. Processed white sugar is sugar cane that is burnt down to granules, and there is a complicated process to get it to what you see in a bag on your grocery shelf.

Margarine and cheese should also be crossed off your list as they too are full of saturated fats.

Most of what foods to avoid is pretty simple and in the back of your mind, you already had a good idea of what foods are on the "should not eat," list.

Focus Tools and Apps To Consider

1. **Headspace.** This app is top-rated for those who want to learn how to meditate but find it difficult to get started. The app lets you go on the beginner level and gets you to move up on the meditation level.
2. **Freedom** is an app for those who are severely addicted to social media. Perhaps you have heard of the term, "Crackbook," because Facebook is so addictive to some. When you set this app up, you pick the times of day that you do not want to be distracted and need to focus 100%.

3. **Lumosity** is a brain training app that helps with your focus. By playing games that were created to make your brain work on focus, you can strengthen your inner focus muscle and use what you have learned in your personal and business life.
4. **Brain Focus Productivity Timer** is a time management app that can help you set up work sessions. You can also track your time by tasks.
5. **NeuroNation** has fun exercises that are scientifically developed. It provides insights as to what your strengths are and how to reach your potential.
6. **Flowstate** is a tool that some may have a love-hate relationship with each time. However, this tool is for anyone who writes as part of their business. Doing a business report or writing a critical blog post? Flowstate will allow you to set up a time to write, up to 180 minutes. You give your project a title and start composing. However, if you stop typing for more than five seconds, it erases everything you wrote.
7. **Pomodoro Technique** is something that keeps evolving. The idea was invented in the early 90's. With this idea, you have many tasks to do, so you break them into chunks and use a timer to work on them. As you set the timer and work for say 15 minutes straight, when it beeps, shut it off and take a two-minute break. Then set the timer again and repeat. The reward in this system is that your mind loves to take breaks, so it gets on board and allows you to focus intently on the task for a short period so that it can get that reward.
8. **Forest** is an exciting app that will give you a good feeling if you use it. With this app, you open it up and plant a virtual tree. If you stay focused on your task in the allotted time, the tree grows. If you move off your task, say to send out a Tweet, your tree dies. When you get a fully-grown tree, it gets added to the forest you are planting. The cool thing about this app is that you can get virtual coins for your trees and once you get enough, a real tree is planted as a reward.

9. **Engross** is an Android app. When you open it up, you set a timer. As you start your work, every time you start to lose focus, you tap the app and start your work again. At the end of the session that you opened on Engross, it will give you the details of how many times you lost focus. Your challenge the next day is to repeat and try to lower the number of times you lose focus.

10. **Be Focused** is an iPhone app that is a focus timer and a goal tracker. It is simple to use but has 20 plus features that you can customize. It has 3D touch and alarms that can be set. You can manage your tasks, easily track goals and setup your work bursts, followed by your breaks.

Focus Strategies - Six Hacks and Methods that Help You Focus

1. Your brain is like a computer. It does it updates and works on problems in the background at night...if you tell it to before you sleep. It's like a genie in the bottle, your wish, is your command. But what about the rest of the day? One focus strategy is to understand when your brain can focus the best and then use that period to work on your most demanding tasks. The average person finds that time to be 10 am to noon. Before that, your brain is still gearing up and not running at full capacity. After lunch, the mind typically starts to wind down but can always focus on items. It can be charged up by taking a walk, meditating or a power nap but it still won't be at peak performance as it is at 10 am.

2. When you have very little enthusiasm for the task at hand, ask yourself if this should be shifted to a different time. Let's say it is 3 p.m. and you try to work but drift into a daydream about that Porsche you always wanted. No matter what you do to come back around, you drift. Ask yourself if you can put this task aside and pick one that you know will crank you up. If so, take the other task and reschedule it for 10 am the next morning, when you will have much more control over your focus.
3. Always have an abundant supply of water and fruit/raw vegetables on the corner of your desk. As you are working, your brain may start to try and wonder, first by saying you're tired. Then it tries the old; you must be thirsty or hungry trick. By having water, you can stop this tactic in its tracks. The water will refresh and rehydrate you. Having the healthy snacks right there, means you don't lose focus by getting up and going in search for something to eat in the café or the local convenience store ten minutes down the road.
4. Keep your desk clear at all times. Start with a quick tidy up in the morning and before you leave for the day. Clutter plays havoc with your ability to focus on a task. You try to work on a task and cannot find your favorite pen or the notes you made last night are now lost under a pile of paperwork. When this happens, it gives you an excuse to head off to the coffee shop for coffee and a cookie.
5. Pick a theme for your day. This is like a bit of method acting and how it helps with overall focus, is by forcing you to focus on one theme. So, what are themes? Well, there is self-confidence, humility, and integrity for starters. Do you find that you are not the most self-confident person in your office? Use the self-confidence theme starting on a Monday. As soon as you walk through the door, focus on being self-confident in the way you

talk to co-workers or your supervisor. As you tackle your most significant, toughest task at 10 am, start by repeating how confident you are that you can crush this task at a ten out of ten. Do a few Tony Robbins fist pumps and say, “yeah, I got this!” Themes will help you focus better and increase your personal growth.

6. Now that you have made it through the day and have been focused and self-confident, it is time for home and later for bed. Proper sleep is essential for focus, and the body is tuned into what is called the “Circadian Rhythm.” This is the body natural sleep pattern, and it has been found to be optimum at 8 hours of sleep, best done between 10 pm and 6 am. Not everyone can meet these hours, so adjust according. The least you should sleep for best performance and focus is 6 hours a night.

Bonus: Focus Checklists To Get You Started

Focus For Students

1. Practice belly breathing to learn how to focus all the attention on one spot.
2. Set aside time to learn to focus.
3. Commit to one area of study only.
4. Always study in the same place. Have a quiet area set aside with good lighting.
5. Have timed study with focus and always take scheduled breaks for water and stretching.

Focus For Busy Moms

1. Plan your hardest daily tasks when the child is scheduled for naps or has scheduled television time.
2. Put time limits on tasks. Instead of trying to clean the house for two hours and watch your children, do the household tasks in time blocks as permitted.
3. Visualize first thing in the morning what your day will consist of and make the pictures in your head, happy and focused on a great day.
4. Be honest with your kids. If you need time to yourself or time to complete a task tell them the truth and ask for their cooperation.
5. Being a stay at home parent is rewarding but hard work. Make sure you eat correctly, lots of water, veggies, and fruit throughout the day and then a healthy dinner.

Focus For Working at Home

1. Pick a style of music that energizes you and helps you to focus in on your project.
2. When you lose sight of what you want to accomplish, take a doodle break. Grab a pencil and let the pictures or words free flow onto the paper.
3. Unplug the computer from the internet if any writing is involved and use a word document. Some find it useful to buy a 2nd computer that does not have all the extras and do their writing on that while being unplugged from the internet.
4. Lighten the mood when you find it just isn't flowing. Bouncing a small rubber ball or get up and dance like a manic. Get yourself smiling.

5. Build a vision board and during a few rest breaks, gaze at your board and focus on your dreams, what you need and want in your life.

Focus For Creative People

1. Creative people tend to focus better in dimmer lighting. Experiment with the light and the temperature to see what puts you at your peak.
2. Creative people can use music to focus on new ideas. Background music like waves crashing on the rocks, with seagulls in the background are one idea. If that is not to your taste, try instrumental new wave.
3. Play around with your desk and the type of chair you use. Give one of those big round balls you can sit on a try or move to the office couch and put up your feet while using the laptop.
4. Schedule a group chat for ten minutes to bounce ideas off each other, no matter how crazy they are. Focus on the ones that will spark new ideas.
5. Get a Yoga lunch group together. Drink your water and release tension while gaining focus on what you want to accomplish in your day.

Focus at Work

1. Get your coffee or tea ready at the start of your workday. Put your water and healthy snacks over on the other corner of your desk.
2. While drinking your caffeine beverage focus in on what might cause a distraction during your work day and make a plan to eliminate it before it starts.
3. Have the desk, nice and tidy, with a short to-do list posted above your desk. Ask yourself if you can work offline today and do that if you can to avoid emails, social media or checking the news.

4. Get the boss on board with focus and productivity. Ask what they will allow for you to focus. Can you work with your door closed, wear headphones at your station with the rule in place – the door closed or headphones on means no (interruptions?)
5. Decide what focus apps you will use at work and make sure they are downloaded and working before starting your day. You can get focus apps for your computer, Android or iPhone that will keep you on track.

Conclusion

You now have an abundance of knowledge on how to be productive and focus on what is truly important in the moment. Take the time to highlight the tips that will work best for you and success is just around the corner.