



FOCUS - Fact Sheet with Questions

1. What is Focus?

Focus is the ability to direct your attention and energy toward one task or goal at a time - like shining a spotlight on what matters most.

Reflection Questions:

- When do you feel most focused?
- What does 'being focused' feel like to you?

2. Why is Focus Important?

Focus helps us learn better, get things done more effectively, and feel less overwhelmed. It improves clarity and builds confidence.

Reflection Questions:

- How does focus help you in your day-to-day life?
- Can you think of a time when focus helped you succeed?

3. What Gets in the Way of Focus?

Things like noise, clutter, stress, tiredness, hunger, or even too many open tabs can make it hard to concentrate.

Reflection Questions:

- What distracts you most often?
- How can you reduce those distractions?

4. How Can I Build My Focus?

Focus is like a muscle - the more you train it, the stronger it gets!
Simple Exercises:

- Single Tasking: Set a timer for 5-10 minutes and do just one thing.
- WIN (What's Important Now?): Ask this when your mind wanders.
- Mindful Breathing: Count your breaths for 2 minutes.

- Object Focus: Stare at a small item for 1-2 minutes.
- Mini Goals: Break big tasks into tiny steps.

Reflection Questions:

- Which focus strategy would you like to try first?
- What time of day do you focus best?

5. How Can I Support My Focus Long-Term?

Helpful Tips:

- Keep your workspace tidy
- Take regular breaks
- Turn off notifications
- Get enough sleep, food, and movement
- Celebrate small wins!

Reflection Questions:

- What one change can you make today to support your focus?
- How will it help you feel more in control?