

Concentration and Procrastination

Put simply, concentration involves focusing on the task at hand. If you find that you read through material and suddenly discover you have no idea what you've just read, or if you attend lectures and have difficulty paying attention to what is being said, these tips may help.

- Stick to a routine
- Develop an efficient study schedule
- Study in a quiet environment
- For a study break, do something different from what you've been doing (e.g., walk around if you've been sitting) in a different area
- Avoid daydreaming by asking yourself questions about the material as you study it
- Before lectures, look over the notes of the previous lecture and read the course material pertaining to the lecture so that you can anticipate the main ideas that the instructor will cover
- Show outward interest during lectures (attentive expression and posture) to self-motivate internal interest
- Resist distractions by sitting in front, of the room away from disruptive classmates and by focusing on the instructor through listening and note taking.

Lack of concentration can also happen if you are prone to procrastination. If you are a chronic procrastinator you will probably have to put some time and effort into fixing this habit. The good news is the more you work at tackling jobs instead of avoiding them, the less you will tend to procrastinate. Some of the following tips can help:

- Realize you are procrastinating
- Focus on just starting the task not finishing
- Try breaking the task down into smaller parts and do them one at a time
- Commit to working for a specific period of time and have scheduled breaks
- Don't put too much pressure on yourself and assume a paper or presentation has to be perfect
- Get rid of distractions and try to avoid favorite time-wasters such as the internet or TV



