

How to focus at work

OVERWHELMED with things to do and not getting anything done on time?

Check out ways that will help you focus and get things done.

1) Pick an organiser

Your phone, tablet or PC will have an organiser.

Pick one you like best, and use it exclusively.

This means all your stuff is in one place, so you would not miss messages or tasks that have to be done.

If you do not like the ones you have, take a look at the Yahoo Calendar at calendar.yahoo.com

2) Quit procrastinating

Set a time of day when you feel energised and make that your work time.

For me that's late afternoon but for you that may be just after dawn.

Whatever it is, pick the hours and tell everyone you're not available.

Not even for double chocolate cake with fudge.

3) Quit multi-tasking

Look back honestly over yesterday and ask yourself, "How often was I playing about on Facebook or WhatsApp when I should have been working?" Bet you wasted at least an hour.

To avoid temptation and get things done, check your list of things to do at the start of



Use a computer or a tablet to help organise your work.

each day – and then switch off your phone, your Facebook notifications and everything else that might distract you.

The world will not fall apart because you've disconnected for a few hours.

4) Set limits

One of the problems of being connected all the time is that you're tempted to work when you should be having fun.

If you're concentrating on your work for X hours a day, you deserve some fun.

Resist the temptation to "just this once" give up your swimming or your lunch for example.

If you don't let your brain have some time off and recharge, it won't work right.

– By ELLEN WHYTE