

Small
Steps Create
Big Change



Reboot *Your* Brain

COUNSELING & COACHING

A CALMER MIND
A BRIGHTER YOU
A MORE FULFILLING
TOMORROW



Focus & Concentration Skills

FOR EVERYDAY LIFE

A CALMER MIND. A BRIGHTER YOU. A MORE FULFILLING TOMORROW.



Why Focus Matters

Concentration helps you stay present, complete tasks, and feel less stressed. Distractions, racing thoughts, anxiety, or fatigue can make it harder to focus—but the good news is, attention is a skill you can strengthen with consistent practice.



Ground Your Mind and Body

- **5-4-3-2-1 Grounding:** Name 5 things you see, 4 things you feel, 3 things you hear, 2 things you smell, and 1 thing you taste. Repeat 6 times.
- **Deep Breathing:** Inhale for 4, hold for 4, exhale for 4. Repeat 5 times.
- **Progressive Muscle Relaxation:** Tense and release one muscle group at a time.



Use Time Management Tools

- **Pomodoro Technique:** Work for 25 minutes, then take a 5-minute break.
- **To-Do Lists:** Write down 3–6 realistic goals per day.
- **Time Blocking:** Schedule focused work periods followed by short breaks.



Train Your Attention

- **Mindfulness Meditation:** Spend 5–10 minutes focusing on your breath.
- **Single-Tasking:** Give your full attention to one task at a time.
- **Notice and Redirect:** When your mind drifts, gently bring your attention back to the present moment. This is practice, not failure.



Challenge Unhelpful Thoughts

- When your inner critic says, “I can’t focus,” try responding with:
- “I can focus for a few minutes at a time.”
 - “It’s okay to restart when I get distracted.”
 - “I’m building my focus muscle every day.”



Support Your Brain Health

- Get 7–9 hours of sleep per night.
- Eat balanced meals (especially protein, healthy fats, and whole foods).
- Move your body daily, even with a short walk.
- Stay hydrated and limit caffeine and alcohol.



Quick Refocus Strategies

- Stretch or take a short walk.
- Write down the distracting thought to revisit later.
- Reread the last line of what you were doing to re-engage.
- Reset your breathing and posture.



Remember

Focus improves with patience and consistency. Celebrate small wins—every time you notice your attention drifting and bring it back, you’re strengthening your brain. Progress takes time, but every effort matters.

You Can Do This



A HEALTHIER MIND LEADS TO A BRIGHTER TOMORROW



Focus & Concentration: Readable Reference

Readable companion to the illustrated poster on page 1

Choose any prompt that fits; the illustration is for visual reference, and this page provides a clear, accessible text version.

Ground and orient

Notice five things you can see, four things you can feel, three sounds, two smells, and one taste. Adjust or skip any part that is not comfortable or accessible.

Work in manageable intervals

Choose one task and a realistic interval, such as 10 to 25 minutes. Take a brief break and return to the next small step.

Respond to distraction

Write distracting thoughts on a note for later. Restart with one concrete action; distraction does not erase your progress.

Support the basics

Prioritize reasonable sleep, meals, movement, hydration, and professional support if attention problems persist.

For children, adults should supervise activities and adapt movement to comfort and ability. These handouts are educational tools, not individualized treatment or emergency support.