

# Razor Sharp Concentration at work

The science is in and the results are undeniably bleak, multi-tasking is to your work what smoking is to your health. Trying to do more than one thing at the same time is killing your productivity.

While there's noise around you that you like to dampen, Noisli is a place to remember. Try out from <https://www.noisli.com/>

As you tend to really learn concentrating single-mindedly you will notice improvement in all aspects of your life, both work and free-time.

## 9 Tips for Concentration

**Do** cut off the noise. It may be obvious that distractions aren't helping you focus, but do you actually cut them out? Find a location where there are no outside distractions preventing you from doing what you intend to do.

**Do** work on one thing at a time, that's when you tend to work on the right things. Starting your day without a plan is just asking for distraction and inefficiency.

**Do** have to-do list for the day. The bottom line is that working through your to-do list one task at a time is an effective way of becoming a happier, more productive employee.

**Do** turn off notifications. Seriously, do it. Try turning off all of your desktop notifications and see the difference in your productivity. Time and mental focus gets lost in attention-switching throughout the day.

**Don't** forget to breathe. Your brain needs oxygen. There's even a term known as "email apnea" since 80% of us forget to breathe when reading our emails or using our electronics. Note that most people breathe shallowly.

**Do** keep one tab open at time. Single-tabbing raises the barrier to task switching since you'll have to close what you're currently working on in order to start working on something else. It's a concrete way to make sure that you're only working on what you intentionally decided to be working on.

**Do** Practice doing one thing at a time, and doing it to completion.

**Do** schedule your email time. This advice may be the single most important for everyone fighting with the email traffic. Schedule specific blocks of time into your day to deal with your email. This may be once or twice a day.

**Don't** multitask. When you have a task that you absolutely had to get done, following takes place. You got it done because the deadline made the decision for you. Maybe you procrastinated beforehand, but once things became urgent and you were forced to take action.

### References

/1/ Ananda Sangha, *10 ways to increase your concentration*

/2/ Lifehack, *10 Tips for razor sharp concentration*

/3/ ToDoIst, *Why Focus Is Your Greatest Competitive Advantage at Work*