

ATTENTION TOOLS

1. Develop a routine, write it down, and stick with it!!
2. Use active focusing techniques – “I am putting my keys in this drawer, JUST LIKE I DO EVERYDAY!”
3. Find a distraction free environment – turn off TV/Radio/Cell phone. Go somewhere quiet.
4. Monitor yourself for a fluctuation attention span. “Am I tuning in and out?” “Was I paying attention to what she said?”
5. Take breaks or stop an activity completely when you begin to overload, and your concentration level begins to drop.
6. Set a timer to concentrate on a task for a specific amount of time if you have difficulty stopping an activity.
7. If it is not distracting, take notes during groups.
8. Look at someone directly when you are talking to them. Make eye contact.
9. Always do one activity at a time: Multitasking is not usually helpful.
10. It is common to have good days and bad days. Capitalize on the days when you are feeling most alert and try to coast through the more difficult days. Know what times of the day your attention is at its best and worst, and structure your activities accordingly.
11. Take your time with everything. Accuracy is the goal rather than speed.
12. Always check yourself. “Am I paying attention to where I am so I don’t miss my exit?” “Did I follow these directions correctly?” “Do I have everything I will need today?”

HOMEWORK:

Try Three attention strategies this week. Which numbers did you pick? _____

How did it work out? _____
