



The F.O.C.U.S. Technique

F

FREQUENT BREAKS Use the 20/5 Method for dedicated Work/Break time. Even if you feel focused, take a short break to move, hydrate, listen to a favorite song, or have a healthy snack to keep the momentum moving forward.

O

ORGANIZED SPACES Your internal world is a direct reflection of your external world. Create a dedicated zen study space and try out the one-binder system to organize and manage your workspace. Make it welcoming, functional, and distraction-reduced.

C

CHUNKING Group similar tasks together to stay organized and avoid chaos. Manageable chunks are much easier to remember and accomplish than longer, random strings of information, especially when you employ the 20/5 Method.

U

UNIQUE MOVEMENT Practice a golf or tennis swing while defining vocabulary. Play fetch while verbalizing the outline for your essay. Squat while you recite formulas. Take a jumping jack break. Have a dance party. Keep your blood pumping and brain engaged.

S

SLEEP The secret sauce to effective learning and memory retention. Neural pathways strengthen and consolidate information during sleep. Avoid devices at least 30 minutes before shut-eye and hunker down for 9-10 hours of uninterrupted rest.