

5 Simple Techniques to Focus Your Mind When You Are Very Stressed

Someone talks to you about something, and your mind wanders to a thousand places. You write a note, and at the same time answer emails and calls. You hurriedly complete your tasks while finishing your breakfast. **Does this sound familiar to you?** With a life this hectic, it is impossible not to have a scattered mind.

This, **in addition to** negatively influencing your productivity and the quality of work, affects your physical and psychological well-being: **it produces stress and prevents you from making the most of every moment.**

How can you regain focus? **Here are some simple techniques** that will make a **huge difference** in your ability to concentrate.

1. Do one thing at a time.

Forget about multitasking. Multitasking is overrated. Doing several things at the same time does not make you a more efficient and productive person; **on the contrary, it scatters your mind, stresses you out, and prevents you from doing your best in every task.** Make a list of things to do for the day; start with the most difficult and end with the simplest. Make it a point not to start one until you've completed the previous one.

2. Stay away from excess stimuli.

Many times – especially if you work in a noisy environment, such as an advertising or digital media agency – isolating yourself from the environment can be very helpful. **When you need to focus, put down your cell phone, put on some headphones and listen to some relaxing music** (save the podcasts or the latest Muse album for another time). Also, avoid having a television nearby. **The less sensory input you have, the better.**

3. Take breaks.

We know that you are very busy, but taking frequent breaks is not a whim or a pretext to stop working: it is, on the contrary, **a way to ensure concentration and the flow of creativity.** Every hour, get up from your place, do stretches, walk, have a coffee, talk... You will resume your tasks more charged with energy.

4. Meditate.

As a result of our busy lives, our minds are scattered in a thousand and one directions. By meditating, **we learn to control the flow of energy in our body** and we can focus it to achieve our goals. **Find a quiet space** and sit cross-legged. Close your eyes and relax your breath. One concentration technique is to imagine yourself as if you were looking in a mirror, and do it from all possible angles: try to recreate each of your characteristics.

5. Do the most important thing at the beginning.

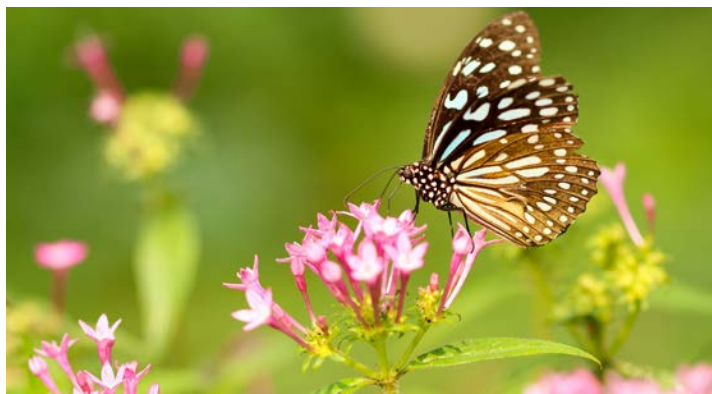
Leaving the most important tasks for last is a terrible habit: at the end of the day you are tired, you feel less creative and may not have enough time. Try to start your work day doing creative work, or solving tasks that require a high load of concentration.



Source: Entrepreneurial Life



Get-Healthy Ideas for the First Day of Spring



Flowers are blooming, bees are buzzing, and the sun is extending its stay in the sky longer.

Well, that may be true in some parts of the country, others, not so much. But even if you're still shoveling snow, it's time to start looking forward to warm – weather fun.

Soon it will be time for sunny day hikes, runners to ditch their treadmill for the track, and foodies to get creative with spring vegetables and fruits, such as cherries, asparagus, and grapefruit.

Here are some new ideas for embracing spring:

- Spring cleaning! Not only is it a good idea to de-clutter and organize your house, but take the time to recharge your mind and evaluate your social and work schedule to make more time for yourself.

- Swap those warming soups for chilled and refreshing salads. Get creative and swap out plain lettuce or romaine for arugula or mizuna. Also, try experimenting with new vegetables, like making an Endive and Snap Pea Salad with Parmesan Dressing.
- Get active outdoors! Take a run or walk through the park. It's nice to come out of hibernation and get a dose of fresh air and feel reenergized in your workout.
- Pack a healthy lunch and grab your family and a blanket for a picnic in the park. Not sure what to pack? Finger foods, like bruschetta or salsa are easy to prepare and pack, and make for convenient snacking.



Source: Health.com

Health Tip: Get More Vitamin D



Vitamin D helps build strong bones, regulate the immune system and ward off illness.

It also helps maintain blood calcium levels and regulate calcium and phosphorous, which are crucial to keeping bones and teeth firm, the Arthritis Foundation says.

People with arthritis who take oral corticosteroids are at greater risk of being vitamin D deficient, the foundation says.

Here are its suggestions for boosting your levels of vitamin D:

- Get direct sunlight without sunscreen for **just 10 to 15 minutes** every other day.
- Eat **three ounces** of a fish that is rich in vitamin D, such as salmon or Atlantic mackerel.
- Take a supplement of cod liver oil, which is rich in vitamin D.
- Eat vitamin D-fortified foods, such as cereal, milk, cheese and soy products.

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