

Table of Contents

Introduction	1
Chapter 1: Fundamentals of focus: sleep and stress	3
Sleep	4
Stress and mental wellbeing	9
Conclusion	17
References	18
Chapter 2: Fundamentals of focus: nutrition and exercise	21
Nutrition for the brain	21
Physical health for the brain	30
Conclusion	33
References	34
Chapter 3: Understanding your attention span	37
How long is your attention span?	37
Principles of sustaining attention	40
Are attention spans really shrinking?	43
Breaking down unhelpful habits and how to form better ones	45
Conclusion	49
References	49
Chapter 4: Getting your brain into work mode	53
Cognitive cues: priming your brain for focus	53
Designing a space for optimal concentration	55
Structuring your day to optimize focus	57
Strategies to get into deep work faster	62
Conclusion	63
References	63

Chapter 5: Dealing with distractions	65
Two sides of the same coin: focus vs distraction	66
How to keep the balance	68
Preventing distractions	71
The biggest distraction is in your pocket	75
Strategies to cut back on phone usage	78
Conclusion	79
References	79
Chapter 6: The costs of multitasking and task-switching	81
What is multitasking?	81
Switch cost	84
Your age affects your ability to multitask	86
Can you practise multitasking?	87
Conclusion	92
References	92
Chapter 7: Strategies for concentrating during lectures	95
Why some information is easier to remember than others	96
Factors for holding your attention during a lecture	97
Preparing for a lecture	98
Using multitasking to keep your brain active	100
Recall after the lecture	103
Online lectures and studying at home	105
Conclusion	107
References	107
Chapter 8: Strategies for getting work done	111
Time management	111
Convergent vs divergent thinking	116
Strategies to optimize the writing process	117
Strategies to enhance convergent thinking	120
Conclusion	121
References	121

Chapter 9: Strategies for getting into the creative mindset	123
Divergent thinking	123
What is creativity?	124
Is it easy to find flow?	126
Coming up with a great idea for your project	127
Strategies to enhance divergent thinking	131
Conclusion	132
References	133
Chapter 10: Rebooting attention	135
The limits of deep focus: how much is too much?	135
Spacing your study sessions	138
Working strategies to keep focus	140
Overcoming writer's block: strategies to break through	142
The art of taking effective breaks	144
Conclusion	147
References	148
Conclusion	151
Personalized toolkit for success	153
Index	155