# **5 Tips For Staying Focused Even When You Don’t Feel Like It**

Have you ever had one of those days when you have a lot to do but you just can't seem to stay focused? I think we've all had those days. In this tutorial, I am going to tell you 5 tips for staying focused, even when you don't feel like it. Let's jump right in.

## Take A Break

I know this may sound counter intuitive, but one of the best ways to help motivate your productivity and keep your focus is to simply take a break. Whenever your brain is having trouble sticking to one topic, it is either because you have something on your mind, or you are tired. Take more breaks so that you can recharge during the day.

Instead of just taking breaks whenever you feel tired, schedule breaks into your day. On a regular day, you should take 5 minute breaks every 25 minutes, with a 30 minute break roughly every hour and a half. On the days you are finding it hard to stay focused, schedule 10 minute breaks every 25 minutes, or schedule 5 minute breaks every 20 minutes.

## Fuel Up

While you are taking a break, used that as an opportunity to provide your body the fuel it needs. Whenever you get tired or stressed, your body needs food and water to stay charged up and energized. Keep complex carbohydrates, fat, or protein, as well as plenty of water, on hand for when you need a break.

Additionally, you can fuel up with small doses of caffeine. Studies have shown that taking small amounts of caffeine throughout the day can help boost your focus and productivity. Don't drink too much, however, or you could get the jitters.

## Remind Yourself Of Your Intentions

Sometimes, all you need is to be reminded of why you are working in the first place. Remind yourself of your intentions and goals so that you remember why you have to stay on track and fight through your urges.

Specifically, remind yourself of short term and long term goals. Short term goals may make the issue more immediate, while long term goals will make the mundane task more relevant to your future wants.

## Get A Distraction Blocker

One of the best parts about technology is that there is an app for just about everything today. When it comes to productivity, you can use apps that are specifically designed to block distractions, such as certain apps or websites.

A distraction blocker will ensure that you don't find yourself on a rabbit trail of the internet every time you go online for work purposes.

## Work According To Your Energy

Finally, the last tip for staying productive and motivated is to work according to your energy. If your body is feeling really tired and rundown, there is a reason why. Listen to your body and don't push it whenever it feels too tired.

Conversely, make sure you work hard during the times that you feel motivated and ready to go. This will help you get work done when you actually have the energy for it.

## Final Thoughts

Even though it can be easy to give up when you lose your focus, it is important to be persistent and hold yourself accountable for staying connected. Try any one of the tips from this tutorial next time you feel your mind wandering at work.