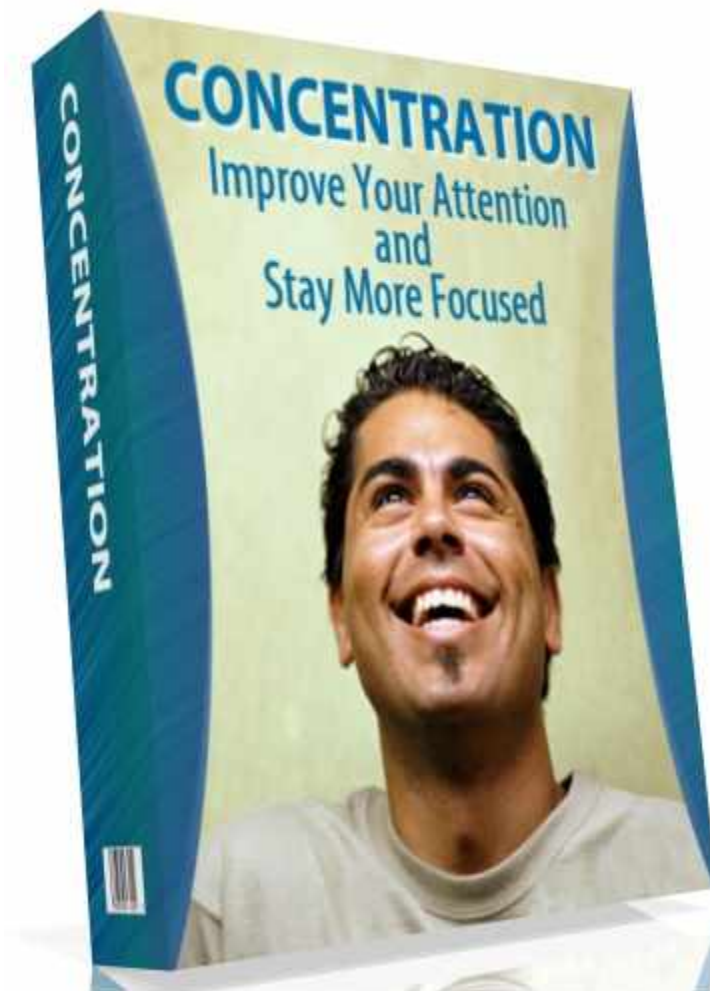


# CONCENTRATION

Improve Your Attention  
AND  
Stay More Focused



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## INTRODUCTION

*“One reason so few of us achieve what we truly want is that we never direct our focus; we never concentrate our power. Most people dabble their way through life, never deciding to master anything in particular. In fact, I believe most people fail in life simply because they major in minor things.” - Anthony Robbins*

So what is concentration? The Merriam-Webster Dictionary describes concentration as a direction of attention to a single object. We need the ability to regulate our thoughts, to point them undeviatingly in a straight course.

What keeps you from concentrating on your many tasks? The simplest answer is that life itself can prohibit your ability to focus on a task, to the exclusion of everything else. Many people pride themselves on their ability to multitask, claiming they are highly productive every day. However, that's still a split focus. Only a part of your attention is actually on each task; you are also thinking of all the other things you must accomplish and your mind races from one thing to another, helter-skelter.

In this report, you will learn how to:

- Focus your attention on specific tasks.
- Concentrate even when you don't feel like it.
- Concentrate despite distractions all around you.
- Be more confident by using your ability to concentrate.
- Improve your ability to listen and study.
- Improve your memory.

We all have the ability to focus at least part of the time. Learning to concentrate is simply another skill we can learn. And like any other skill, it takes practice to master it. Make a personal commitment to learn this skill and you will enhance all aspects of your life—relationships, business, career and finances.

*“The amount of real learning that takes place is directly proportional to our ability to concentrate or focus our attention on any one thing for a period of time.” - Joel & Michelle Levey*

## CHAPTER ONE - WHAT MAKES IT POSSIBLE TO CONCENTRATE?

*“Concentration is the master key to all success. It is the fundamental law of achievement. The man who does not concentrate will be either a half success, a mediocrity or a complete failure.” - Orison Swett Marden*

Your brain functions at four different wavelengths. Scientists label these wave lengths: Beta, Alpha, Theta, and Delta and they measure them in CPS or Cycles per Second.

At the Beta level, your brain is fully active. You are awake, alert, and fully in the moment—fifteen to forty cycles per second. This occurs when you are busiest, all pistons firing, wide awake and energetic, fully engaged in mental activities.

The Alpha wavelength is much slower at nine to fourteen cycles per second. This is considered a creative, thoughtful level. Sitting down and relaxing after working at a task puts the brain into this level.

When your brain is at the Theta wavelength, at only four to seven cycles per second, you are in a meditative floating state just before you slip into a deep, deep sleep. How many times have you gotten a great idea or a solution to a problem just before you drifted off? Anytime you are doing small, repetitive actions, such as brushing your teeth, or shaving, your mind can slip into the theta stage. This is considered a highly creative level for your brain. Many creative types such as writers keep a pad and pencil near them at all times, to record these wonderfully creative moments.

In the Delta state, your brain is only cycling from one point, five to four times per second, indicating an unconscious deep sleep. This is probably the only time your brain is reasonably still and quiet.

So, while your brain may be in the active, Beta stage during the day, as you get ready for bed, it begins to cycle down to the relaxed, Alpha stage, then to the creative, Theta stage as you fall asleep and finally down to the restful, Delta stage, or a deep sleep.

When you begin to awaken each morning, your brain will cycle through these stages in reverse, coming from the Delta stage and a deep sleep, up to Theta, into Alpha and finally, by the time your alarm goes off, your brain is back into the Beta stage and ready to be highly active again.

Everyone needs to learn the ability to concentrate, to focus on a task, but that ability depends on a number of factors. For starters, your commitment to a project has a great influence on how well you concentrate on it. You know that a half-hearted attempt will not bring about a successful completion to that project.

If you're enthusiastic about a project, it makes it so much easier to keep your mind on the task at hand. You've probably discovered that if it's a task you enjoy, it's easy to motivate yourself to not only start a project, but also follow it through to completion. It's hard to focus on a job if you do not enjoy it. You have to want to do it, to be willing to start that project, and be willing to do what it takes to finish it.

The skills that you bring to a task also influence your ability to concentrate. The more skilled you are, the easier it is to accomplish the task and the quicker you achieve results. Knowing how to do something increases your self-confidence. You may even find that your mind wanders when the task becomes automatic, rather than totally focused as you're learning the skills.

Your emotional, physical, and psychological state has a huge influence on your ability to focus and concentrate on a particular task. If you find yourself distracted because you're worried or feeling ill or even just out of sorts, you'll find it almost impossible to concentrate. Your mind constantly wanders away in search of the solution for whatever it is that's bothering you.

Your environment also has so much to do with your ability to concentrate and see a project through to completion. Most people are highly affected by too much noise, or heat or cold, or uncomfortable surroundings; even other people can be distracting and stressful to you and your ability to focus. We'll cover more of these external and internal distractions in the next chapter.

### Four Elements of Concentration

You'll find, when it comes to concentration, there are four elements that help to define it. These are the:

- Width
- Direction
- Intensity
- Duration

The width of your attention has to do with the amount of information coming at you from all sources. That means that it can be a rather wide perspective, with a great deal of information directed at you, or simply a narrow perspective, where it's just a limited amount, trying to get your attention.

Being able to grasp a lot of information at the same time takes practice, and even more so to shift from a large amount to a small amount and back again. Learning to do this however, will help you to avoid the unimportant thoughts that everyone experiences all day every day, and really hone in on what's important, to focus your thoughts.

The second component of attention is direction. This means how well you are able to filter information and events as they come at you. There are times when it's just not possible to filter out all events changing around you. This too requires practice.